

MINUTES OF THE CHARITABLE FUNDS COMMITTEE

Date: Monday 13th March 2017
Venue: Board Room, Corporate Building 12
Time: 13:00pm – 2:30pm

Present:
 Sue Rawlings Non-Executive Director and Chair
 Susan Finch PA to Interim Deputy Chief Financial Officer (Minute Taker)
 Roger Dunshea Non-Executive Director
 Jeremy Vanes Chairman
 Kevin Stringer Chief Financial Officer
 Aidan Quinn Interim Deputy Chief Financial Officer
 Emma Greybanks Assistant Financial Accountant and Treasury Manager
 Leanne Bood Fundraising Co-ordinator

		<u>ACTION</u>
1303/1	<p><u>Apologies for Absence</u> The Committee noted apologies received from David Loughton, Chief Executive and Richard Radcliffe, Communications Manager.</p>	
1303/2	<p><u>Minutes of the previous meeting held on the 2nd August 2016</u> The minutes of the previous meeting held on the 2nd August 2016 were accepted as a true record.</p>	
1303/3	<p><u>Review December 2016 Papers:</u> December meeting date was cancelled, but papers were circulated to the Committee in January 2017 for review. There were no matters arising to report.</p>	
1303/3.1.	<p><u>Reserve Policy</u> S Rawlings/E Greybanks and L Bood to revisit the existing process for “designated funds”. Several communications have been made to Divisional Managers highlighting the need for them to inform this Committee of their spend plans for the following year, this is not forthcoming. It should not be assumed that designated charity funding will be retained by Fund Managers for anything other than their original proposed plan for this spend.</p>	
1303/3.2.	<p><u>Public Benefit</u> It was mentioned that Charity funds are not necessarily being used in the appropriate manner for which they were intended. Currently, RWT approval process for charity funds goes through the normal panels within the Trust. The Committee are not always aware of request details. This Committee do not currently approve initial applications for funding and it was agreed that this is the way forward, for the Committee to ensure that charity funding is being spent in the appropriate manner. All agreed that this process needs to be addressed and a new process put into place.</p> <p>At this juncture, E Greybanks reported that she has spoken with Derby Hospital Charity offices who have outlined their process for funding. All funding requests require the completion of an “Application Form”, to include how the monies will meet the public benefit requirement.</p>	
	<p>ACTION: Derby Charity have forwarded further details of their processes to E Greybanks, who will peruse and present her findings at June meeting.</p>	EG

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	<p>ACTION: Derby Charity has agreed to speak with their accountants to ascertain if they are able to share their Guidance for Fund Managers; we can refer to this guide to create our own Guidelines. E Greyston/L Bood are happy to provide training for our Fund Managers, but if they do not receive training, then they will be removed from this position. All agreed that this process should be taken forward.</p> <p>ACTION: As mentioned above, the process for application for charitable funding should be reviewed. S Rawlings mentioned that she will be attending an Association of Charity Chairs event shortly and would use networking opportunities to identify the approach other NHS charities take and report back at our June meeting. Charity Chairs association are also looking to develop some guidelines. It does appear that we are not the only Committee to have this issue of approving applications in the first instance.</p> <p>ACTION: E Greyston mentioned that David Shariff of KMPG has mentioned if we have considered becoming an individual charity; there are benefits attached to this. E Greyston will investigate this further.</p> <p>Another process that Derby Hospital have adopted is that all charity fundraising donations are placed in an “envelope” and a record is made to ensure a “Thank You” letter has been actioned. For donations over £150, then the Charity will send out a second “Thank You” letter.</p> <p>RWH have a donation form, which should be correctly completed, but this is not always the case, often when funds are presented, General Office will complete the form, a receipt raised and two “Thank You” letters are sent out, one from the Charity and one from the Ward. There are times when donations do get missed or are not completed for a while after the funds have been received. L Bood stated that once the HUB/Harlequin issue has been resolved, an administration volunteer would be sought to have total responsibility for receiving and dealing with charity donations</p>	<p>EG</p> <p>SR/EG/LB</p> <p>EG</p>
1303/3.3.	<p><u>Training</u> Charity funds for training purposes should only be funded if proven to enhance patient care and not necessarily used just because staff wish to attend particular training.</p> <p>ACTION: E Greyston to check with HR if there a rule in place to protect our investment of training with regard to staff leaving and having to return monies.</p> <p>ACTION: KS will also speak with Steve Withers, Head of Employee Payroll Shared Services, to ensure that this area of training funds is flagged up through payroll and that employee concerned should pay training funds back to the Trust should they leave the Trust in a given timeframe.</p>	<p>EG</p> <p>KS</p>
1303/3.4.	<p><u>Terms of Reference</u> ToR were approved and will be presented to the Trust Board for their approval.</p>	
1303/3.5.	<p><u>Water Supply</u> Currently, there is no water supply within either Out-patient or ED for patient use. It is strongly felt that this facility is required as a source of safety and</p>	

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	<p>patient care. Particularly in ED, should a patient be waiting for any length of time, then water should be made easily accessible for them, particularly patients who have to wait up to 4-hours, if the patient happens to be a poorly child in need of water, it is difficult for the parent to leave the child to go and look for water. Staff are too busy and are not able to accommodate patients needing a drink of water. There is no facility within the department to plumb in water.</p> <p>UECC Staff are informing patients of the nearest water dispenser but if the patient leaves the department, then they are likely to miss their appointment slot, which is not acceptable. S Rawlings mentioned that if charity funding is available to other areas, then we should be able to fund a water drinking facility within UECC</p> <p>ACTION: It is felt that a water facility is a necessary requirement in Out-patients and UECC. K Stringer will be taking this matter up with Gwen Nuttall outside of today's meeting and report back at our June meeting.</p>	KS
<p>1303/4</p> <p>1303/4.1.</p> <p>1303/4.2.</p>	<p>Action Log Please note that "Closed Items" have been removed and place on the "Closed Log" for future reference.</p> <p><u>Charity Fund Committee Actions</u> Please refer to the "Open Action Log" for updates and additional Action items transferred across from today's Minutes.</p> <p><u>Leanne Bood, Charity Fund Committee Co-ordinator Actions</u> Please refer to the "Open Action Log" for updates and additional Action items transferred across from today's Minutes.</p>	
1303/5.	<p><u>Declaration of Interest</u> Nothing to report.</p>	
<p>1303/6.</p> <p>1303/6.1</p> <p>1303/6.2.</p>	<p><u>Chair's Update Report</u> Due to our Charity Meeting not being held in December. S Rawlings presented the Chair's Report of progress to date around certain issues outstanding since December; much of which has been discussed under item 1303/3.</p> <p><u>Suitable Front Desk presence for our Charity Service within NXH</u> ACTION: The initial area identified for a potential "front desk" for RWT Charity was originally earmarked for PALS relocation. However, it now appears that this is no longer the case and PALS will be moving elsewhere. S Rawlings said that she would take this forward again with David Loughton for further consideration for this location and report back to the Committee at June meeting. L Bood stated there was a possibility that National MacMillan were going to look for funding a premises for the MacMillan Centre.</p> <p><u>Investment Managers</u> Our new Investment Managers, Sarasin & Partners, are due to commence responsibility for our investments shortly and will be attending our June Charitable Fund Committee meeting.</p> <p>We also need to look at how best to present investment gains/losses in our accounts to the new auditors. The Committee's views were sought and a general discussion ensued as to the best way to take this forward i.e. possibility of a separate reserve. Following the various views of the Committee, it was felt overall that we should continue with our existing methods.</p>	SR

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1303/7.	<p><u>South Staffs Medical Foundation Trust (SSMFT) – transfer of funds to Royal Wolverhampton NHS Trust</u></p> <p>SSMFT is closing on 5th April, but they still have 4 projects open, which will be passed on to Rotha Abraham Charity from a clinical perspective. However, we have been asked if we would like to take over the administration for these projects. Tripartite will no longer be in place and if we were to agree to this proposal, then we would be able to continue our relationship with Rotha Abraham.</p> <p>ACTION: Following a discussion and concerns expressed, it was agreed in principle, but we have to bear in mind the time constraints before closure 3-weeks away. It was agreed that caution was required and S Rawlings to email for their official proposal and request more insight in to the financial aspects involved in the projects. Once this information is forthcoming, details to be circulated for consideration before the Committee make their final decision to proceed or not.</p>	SR
1303/8.	<p><u>Investment Policy Review</u></p> <p>ACTION: S Rawlings circulated a draft Investment Policy for the Committee to review and consider. Any comments to be forwarded to E Greybanks, as soon as possible, so that we can adopt an agreed policy to be presented to Sarasin & Partners at our June meeting.</p>	ALL
1303/9.	<p><u>Administration and Fundraising Recharge Review</u></p> <p>E Greybanks presented her report in detail. There has been a decrease in Charitable Fund Officer costs, this was due to last years related training which continues in to 2017/2018, but has been reduced and is included as part of the costs. Zoe Lees (Treasury and Charitable Funds Officer) has been supporting L Bood outside the Trust with various events and acting as a valuable back-up support. . E Greybanks time has also been incorporated in to the costs.</p> <p>L Bood commented that she is aware that the communication strategy is imminent and charity communication strategy will be included in this. She also confirmed that support is forthcoming from our Communications Team with regard to Press Release etc etc.</p> <p>We need to be able to demonstrate that charity funds are being used to benefit patient care. S Rawlings asked if the funding of the Royal Awards would be considered for public benefit and asked for the Committees thoughts with regard to this.</p> <p>The Royal Awards is a regular Event, but it does appear to becoming more extravagant and it appears to be assumed that Charity funds will be provided for this Event. Following discussion, it was agreed that this Event should continue, but charity funding needs to be apportioned to it and not be assumed that we will fund the whole event in future. The estimated cost for the Event this year was £22k, in comparison to £20k for 2016/2017.</p> <p>The fundraising budget has been approved for 2017/2018 of £78,544.</p> <p>It was proposed that other venues should be considered. J Vanes commented that we need to look at inflation costs for future years, in order to obtain cost savings and for monitoring purposes.</p> <p>On this occasion, the Committee were happy to approve the Annual</p>	

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	Administration Recharge and Fundraising Costs, but will need to consider costs in future.	
1303/10.	<p><u>Quarterly Report of the Fund Managers and Investment Movements – up to 31st December 2016</u></p> <p>A Quinn presented the above report and overall summary of performance</p> <ul style="list-style-type: none"> • Value at 31st December 2016 was £3,464,875. • Income received during 2016 totals £92k. 	
1303/11.	<p><u>Finance Position Up to 31st December 2016 and Summary Position to 31st January 2017</u></p> <p>ACTION: E Greybanks presented the above reports and highlighted areas of interest to note. A schedule is currently being produced against our original forecast to highlight where funding is being spent.</p>	EG
1303/12.	<p><u>Report of Charity Fundraising Co-ordinator</u></p> <p>L Bood presented her report and highlighted areas of interest:</p> <ul style="list-style-type: none"> • Charity Marketing and Communications Plan/Fundraising Strategy has been approved and can be found on the Intranet. • Our “Week of Celebration” for our 20th Anniversary was well received by patients across all three Trust sites and positive feedback received. • Lottery Funding application was successful and helped to deliver some of the celebration events. • <u>“Give As You Live” (G.A.Y.L.)</u> – Legal Services advised us that the original terms and conditions were inconsistent. Mr Harries has developed a new contract that will support the Trust. We await further legal advice before approach G.A.Y.L. with the amended agreement. (Costs for legal advice have been included for this year). • Awaiting feedback from IT with regard the “Book of Celebrations”, which will be an online book and all donations to be detailed therein. • Harlequin is in the process of installing new finance package. We have enquired if this system is secure and asked what happens with the data supplied after installation has been completed i.e. is it destroyed. • L Bood continues to generate support from local business and community groups. • <u>HUB</u> - Unfortunately, plans were deferred and the space has since been reviewed to be retained for clinical use. Other options are currently being discussed. • <u>Reminiscence Room for Care of the Elderly</u> – to date we have managed to raise £15.5k towards the project. Goodyear’s are keen to support the remainder of the building costs. • <u>Summerfest</u> – centres around Arts and Activity. Activities will be held over the summer holidays and various providers and supporters will be sought to run sessions with children. L Bood has approached Wolverhampton FC who have advised that if not able to have any players attending, then “Wolfy and Wendy” will definitely be attending. • Benevolent Fund are winding down their funding and have invited local charities to bid for pots of money and kit. They have already given £1m to Compton Hospice. L Bood recently met with the organisation, who has verbally committed £250k to New Cross Hospital. Discussions to take place with regard to what equipment we should purchase with these monies. One area the Fund are keen to support is the Reminiscence room project in support of the local community. 	

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1303/12.	<p><u>Business Cases</u></p> <p>The following business cases were circulated for information, albeit they had already been approved; the Committee had not been included in the approval process for any of these. Once our application process has been discussed and agreed, this area will be much better controlled and monitored by the Committee themselves.</p> <ul style="list-style-type: none"> • Additional Capacity in the form of equipment in Neonates. • Replacement of Lumenis laser in Ophthalmology for Theatre. • Purchase of replacement ultrasound biometer and Keratometer machines based at New Cross Hospital, together with the purchase of an Accutorne B Scan Machine for diagnostic examination of the fundus. • Free Public Internet Wi-Fi. • Replacement of Anterior Digital photograph Slit Lamp camera. • Replacement of 1 ultrasound machine in Cardiac Investigations Department, as part of the capital replacement fund. Purchase of an additional ultrasound scanner to assist with capacity/workflow. • Purchase of a new Pentacam Tornado Topography Machine. • Scanner for Deansley Centre 	
1303/13.	<p><u>Charitable Funds Committee Workplan Schedule</u></p> <p>The Workplan Schedule had previously been circulated prior to this meeting and all confirmed their approval.</p>	
1303/14.	<p><u>Any Other Business</u></p>	
1303/14.1.	<p>Our new Deputy Chief Financial Officer, Helen Troalen, commences with the Trust on 3rd April 2017 and a discussion is required to ascertain how she will fit in to the Charity Fund process.</p> <p>There being no other business to discuss the meeting closed at 2:15pm.</p>	
1303/15.	<p><u>Charity Fund Committee August Meeting Date 2017</u></p> <p>The next Charitable Fund Committee Meeting will be held on Monday 19th June @ 12:30pm in the Development Meeting Room, 1st Floor, Hollybush House.</p>	

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