

Minutes of the Charitable Funds Committee 12 December 2017



Agenda Item No:12.11

Minutes of the Charitable Funds Committee

Date Tuesday 12 December 2017
Venue McHale Meeting Room, McHale Building
Time 1.00pm

Present:

Name	Role
Sue Rawlings	Non-Executive Director (Chair)
Roger Dunshea	Non-Executive Director
Kevin Stringer	Chief Financial Officer

In Attendance:

Name	Role
Helen Troalen (Part)	Deputy Chief Financial Officer
Emma Greybanks	Assistant Financial Accountant and Treasury Manager
Leanne Bood	Fundraising Coordinator
Katie Winchurch	PA to Deputy Chief Financial Officer (minute taker)
Lisa Monaghan	Team Manager – Strategic Capital Planning

Apologies:

Name	Role
David Loughton	Chief Executive
Jeremy Vanes	Chairman
Sally Evans	Head of Communications

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1212/1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from David Loughton, Jeremy Vanes and Sally Evans.</p>	
1212/2	<p><u>Minutes of the Previous Meeting held 21 August 2017</u> The minutes of the previous meeting held on the 21 August 2017 were accepted as a true record with one change to the following:- Page 2 – MSFT Potential further transfers between UHNM and RWT -</p>	

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	E Greybanks confirmed the action was to ensure the objectives of the Legacy had been met where funds had been used. E Greybanks confirmed this was the case.	
1212/3 1212/3.1	<p><u>Action Log</u> Please note that “Closed Items” have been removed and placed on the “Closed Log” for future reference. Please refer to the “Open Action Log” for updates and additional Action Items transferred across from today’s minutes.</p> <p>The Chair asked for the actions to be closed off where possible in order to maintain a more manageable succinct log.</p> <p><u>Process and the Reserves Policy</u> E Greybanks confirmed they did not achieve the deadline of December 2017 to review the processes. L Bood confirmed the Committee would need to sign off the new processes. The Chair, E Greybanks and L Bood will arrange a meeting to progress this.</p> <p><u>NHS Charities Chairs Group Meeting</u> Approval Process to be put on the Agenda for the March meeting.</p> <p><u>Individual Charity</u> Independent Trust Charity to be put on the agenda for a discussion and update at the March meeting. Noted that there are no internal or external auditors in place for 2017/18. E Greybanks confirmed she has given Procurement the names of larger audit companies and smaller accounts firms to provide a competitive quote.</p> <p><u>Suitable Front Desk/Charity Hub Presence for our Charity Service with NXH</u> L Bood said this is no further forward. L Monaghan said the original location was where the Stroke Unit is now located. L Monaghan said currently looking at Macmillian Cancer Services on the main corridor. L Monaghan to give an update on the progress of this at the March meeting. The Chair confirmed she would also pick this up with Alan Duffell to see how this is moving forward.</p> <p><u>Business Case – Expansion of Endoscopy Services – Including Ebre Diathermy Equipment £13k</u> L Bood to check with S Evans the status of this action and will email an update to the Committee. This action can then be closed.</p>	<p>E Greybanks/ L Bood</p> <p>K Winchurch</p> <p>K Winchurch</p> <p>L Monaghan Chair</p>
4	<p><u>Declarations of Interest</u> No interests were declared at this meeting.</p>	
5 1212/5.4	<p><u>Business Cases – For Approval</u></p> <p><u>Refurbishment of the Rheumatology OP Area - £16,300</u> L Ibbs-George presented the Refurbishment of the Rheumatology OP Area. L Ibbs-George asked for approval of £16,300 funding from Charitable Funds to complete the scheme.</p>	

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	<p>L Ibbs-George explained the Rheumatology OP Area is very grim and needs a refurb. The request was to ask for £16,300 to be funded from Charitable Funds. K Stringer asked why contributions are being requested from the Charity and not going through the Capital scheme, L Ibbs-George said it had been unsuccessful through the Capital scheme but Estates were picking up the essentials totaling £21,000. H Troalen asked L Ibbs-George to provide a breakdown of the costs so the Committee are able to look in to this and The Chair and R Dunshea noted they can then justify whether it would be good use of Charity money. K Stringer asked if it is on the replacement and refurb programme.</p> <p>Action: The Charity Committee rejected this Business Case and asked L Ibbs-George to review this to identify if it can be funded through the Capital Programme in this financial year.</p>	L Ibbs-George
1212/5.5	<p><u>Royal Awards Funding Request - £19,000</u></p> <p>Z Marsh presented the Royal Awards Funding Request. Z Marsh confirmed she thought it was beneficial she came to present this Business Case at the Charitable Funds Committee. She confirmed the Royal Awards have taken place for the last 14 years and always been funded from Charitable donations. She advised they have obtained quotes from new and old suppliers this year and this has helped with achieving a reduction in the price with it being more competitive. R Dunshea noted good performance of staff links to patients and he would be happy to support this business case. The Chair said need to look at the possibility of sponsorship for next year (2018/19). L Bood confirmed S Evans is in favour of this approach.</p> <p>The Committee approved the Royal Awards Funding Request Business Case.</p>	
1212/5.1	<p><u>Faxitron Machine - £63,500</u></p> <p>S Mylvaganam and R Vidya presented the Faxitron Machine Business Case.</p> <p>R Vidya explained the background of this case and advised it is a benefit to patients to have this machine in the department. The current machine is over 10 years old and the manufacturer has advised that the parts for the machine are now obsolete. R Vidya advised that failure of the machine would result in the Trust's inability to treat cancer patients with the minimum delay. R Vidya said the replacement of the existing machine has been submitted as a capital request for two consecutive years but due to pressures for other clinical equipment, the machine has not been funded from capital. The Breast Team have now determined this is the main priority for use of its charitable funds.</p> <p>L Monaghan noted that the Faxitron Machine hadn't been regarding a high priority in the last 2 years but could now be a high priority due to no longer being able to purchase parts for the machine. The Chair advised that procedures need to be put in place and people need to be trained on procedures with regards to Capital Replacement Programme and Charity funding.</p> <p>The Committee approved the Faxitron Machine Business Case.</p>	

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1212/5.2	<p><u>Purchase of Microaire Liposuction and Fat Harvesting Kit - £14,631</u> S Mylvaganam and R Vidya presented the Purchase of Microaire Liposuction and Fat Harvesting Kit.</p> <p>Mr Mylvaganam confirmed the current Microaire system is currently being loaned from the Nuffield Hospital to allow lipomodelling and fat harvesting to take place at the Trust. Mr Mylvaganam advised the Breast Team have been fortunate in securing funds from a Charitable donation made by the Trustees of the TGW Union (5/344 branch) Benevolent Fund at Goodyear for the specific purchase of this equipment.</p> <p>The Committee approved the Microaire Liposuction and Fat Harvesting Kit Business Case.</p>	
1212/5.6	<p><u>Bladder Scanner - £8,121</u> E Greybanks and L Monaghan presented the Bladder Scanner Business Case.</p> <p>L Monaghan confirmed this is a new piece of equipment. L Monaghan explained at present Cardiology Ward and Cardiothoracic Ward share a bladder scanner with ITU and therefore it is not essential to have this equipment but it would be very helpful and aid patient experience if an additional bladder scanner could be purchased for use by the Cardiology Ward and Cardiothoracic Ward. R Dunshea said he was happy to support this case if the volume of patients was sustainable and it would have regular use. L Monaghan/E Greybanks to speak to H Read to clarify the outcome of usage which was discussed at the Contracting and Commissioning Meeting. R Dunshea advised it would be helpful to have the volume/usage in the utilisation area on the business case. The Chair also, asked to have on the business case what the Directorate is asking for, the Charitable Funds balance for the Directorate, whether it is a private/public benefit.</p> <p>The Committee approved the Bladder Scanner Business Case.</p>	<p>L Monaghan/ E Greybanks</p>
1212/5.7	<p><u>21st Charity Anniversary and 11th Volunteer Awards - £5,582.63 (Volunteer Element of the Costs)</u> L Bood presented 21st Charity Anniversary and 11th Volunteer Awards Business Case.</p> <p>L Bood noted herself, The Chair and E Greybanks attended the Volunteer Awards and said they all had a lovely day. The venue and food were perfect for the event. L Bood noted the Volunteers and Fundraisers said what a great time they had, had. The Chair asked what the plans were for next year due to the event working well. L Bood confirmed support from Communications for next year's event. Due to L Bood on long term sick prior to the event taking place the business case wasn't approved before the event took place. The Chair requested the business case be approved before the event in future. K Stringer and The Chair thanked everyone for their hard work in making this event a success.</p>	

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1212/6 1212/6.1	<p><u>Update on Finance Position</u></p> <p><u>Income and Expenditure, Balance Sheet, Fund Balances and Investment Paper to 31 October 2017</u></p> <p>E Greybanks presented the Income and Expenditure, Balance Sheet, Fund Balances and Investment Paper to 31 October 2017.</p> <p>E Greybanks confirmed that ‘Just Giving’ is doing well. E Greybanks noted that investment income is up from last year. E Greybanks confirmed that spend compared to last year is consistent but the Charity need to ensure all funds are being spent and not just donations from TGW Union (5/344 branch). However, L Monaghan advised that the Charity needs to think of what could be purchased with these funds. The Chair confirmed that spend needs to be over and above what the NHS should provide and must also purchase equipment in full rather than a contribution towards a piece of equipment.</p> <p>K Stringer suggested inviting 5 Budget/Fund Managers with the highest fund balance to attend the Charitable Funds Committee to advise of their plans to spend the money and by when. E Greybanks to look in to this and arrange for them to attend. K Stringer to inform G Nuttall of the proposals. R Dunshea asked about the expenditure on Training which is £26k. E Greybanks confirmed this is mainly for conferences and training courses some of which are clinical.</p> <p>R Dunshea raised concerns about the General Purpose NX fund supporting retirement costs of £2k and suggested this should go through revenue budgets and not charitable funds. The Chair confirmed she agreed with this view. K Stringer to inform A Duffell from the 1 January 2018 future retirement costs will go through Trust revenue budgets.</p>	<p>E Greybanks/ K Stringer</p> <p>K Stringer</p>
1212/6.2	<p><u>Investment Managers Reports to 31 October Shorter and Longer Terms Portfolios</u></p> <p>E Greybanks/K Winchurch to invite Sarasin to the meeting on the 11 June 2018.</p> <p>The Chair noted the Committee had requested an equal value split between the shorter and longer term portfolios. E Greybanks confirmed this was completed in October 2017 and this would show in the quarter ended 31 December 2017 report. The current report is as at 30 September 2017 and E Greybanks to email the October 2017 monthly reports to the Committee to show the transaction has been completed as requested.</p> <p>E Greybanks to ask Sarasin to move the ‘Valuation Statement’ from the back of the report to the front.</p>	<p>E Greybanks/ K Winchurch</p> <p>E Greybanks</p> <p>E Greybanks</p>
1212/7	<p><u>Report of the Charity Fundraising Co-Ordinator</u></p> <p>L Bood presented the report of the Charity Fundraising Co-Ordinator.</p> <p>L Bood confirmed the Trust have now set up a Trust Instagram account and this will be kept up to date by the Communications Team.</p>	

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	<p>K Stringer raised the point of how we respond to negative comments on social media. L Bood confirmed the person is contacted separately. L Bood noted she has noticed the difference with having social media accounts.</p> <p><u>Charity Hub</u> Discussed earlier in the meeting. L Bood will feedback to S Evans.</p> <p><u>RWT Charity Annual Report 2016/17</u> L Bood confirmed the Charity Annual Report has now been completed with just a few typing errors to amend. The Charity Annual Report will be added to the Trust Intranet and Internet website on the 13 December 2017 and electronic copies will be sent out via email to all supporters.</p> <p><u>Members of the 5/3444 Transport and General Workers Benevolent Fund of Goodyear Wolverhampton</u> L Bood noted feedback had been given from the Theatres visit and members have now increased their commitment to the Trust to enable the purchase of 8 Anaesthetic machines solely from Charitable Funds. The Total commitment to the Trust is £308k.</p> <p><u>Acknowledging Donations – Book of Celebration Update</u> L Bood noted the book design has now been completed and the donor’s information is now with IT to update the book. Awaiting sign off from S Evans. The book will go live on the website end of December/early January. L Bood will circulate a link to the Committee members in due course.</p> <p><u>Summerfest</u> L Bood confirmed the Summerfest all went well.</p> <p><u>Charity 21st Anniversary & Volunteer Awards</u> Discussed earlier in the meeting.</p> <p><u>Harlequin Update</u> E Greybanks and Z Lees were attending a conference but unfortunately this was rearranged and they were unable to attend the rearranged date. E Greybanks said Harlequin were aware the fundraising system wasn’t being used and linking with the Finance system. Harlequin are coming on site in February to ensure the systems are being fully utilised.</p> <p><u>Reminiscence Room – CoE</u> L Bood confirmed good feedback received from patients and volunteers who have used the room. The room will be officially opened next week by the Mayor of Wolverhampton. L Bood said everyone is welcome to attend the opening.</p> <p><u>Fundraising and NHS Counter Fraud</u> L Bood confirmed ongoing discussions are taking place with Grant Thornton on two potential fraud cases. L Bood confirmed she is not yet sure on the value of these cases but does have an estimate on what the value could be.</p>	

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	<p><u>Review of “Fund Advisors Guidance”</u> E Greybanks asked for the Committees approval for a new process to be implemented for Charitable Funds request applications. Any fund applications up to £5k would be approved by Finance, £5k to £10k would be approved by the Chair and anything over £10k would require Committee approval. E Greybanks suggested a turnaround of one week for applications to be processed.</p>	
	<p><u>Christmas</u> L Bood noted she has supported several departments across the Trust with their plans to provide enjoyable experiences for patients and their families over the festive period which included the RWT Singers singing on the Wards.</p> <p><u>RWT Lottery</u> The Committee accepted Leanne’s request to add the ‘RWT Lottery’ to the agenda for the June Meeting. K Winchurch to ensure this is added.</p>	K Winchurch
1212/8	<p><u>Update from Charitable Funds HFMA Conference</u> E Greybanks presented the update from Charitable Funds HFMA Conference.</p> <p>E Greybanks said she felt the conference was useful. She confirmed new data protection regulations (GDPR) are coming in, in May 2018 which will have an impact on the Charity. E Greybanks said there will need to be discussions on how data is requested from donors and also for Gift Aid and will also, need to look at using data previously obtained and how new regulations are promoted.</p> <p>E Greybanks said it was mentioned at the conference that Charity Commission may start charging Charities for their services.</p> <p>E Greybanks confirmed she will meet with L Bood to look at how the Trust Charity logo is used and to be aware of who is using it. L Bood suggested that a draft should be sent first for the Trust to approve the use of the logo.</p>	E Greybanks
1212/9	<p><u>Annual Spending Plans 2017/18 and 2018/19 Update</u> E Greybanks presented the Annual Spending Plans 2017/18 and 2018/19 Update.</p> <p>The report was discussed and as previously agreed for E Greybanks to invite 5 Budget/Fund Managers with the highest fund balance to attend the Charitable Funds Committee to advise of their plans to spend the money and by when.</p>	E Greybanks
1212/10	<p><u>Proposed Meeting Dates 2018/19 – To be agreed</u> The Committee agreed for the 2018/19 meetings to take place after Board Development Sessions.</p> <p>12 March 2018 at 12.30pm, Conference Room, Hollybush House 11 June 2018 at 12.30pm, Room 7, WMI</p>	

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	<p>13 August 2018 at 12.30pm, Room F127, 1st Floor, The Corporate Service Centre</p> <p>17 December 2018 at 12.30pm, Room 1, WMI</p>	
<p>1212/11</p> <p>1212/11.1</p>	<p><u>Any Other Business</u></p> <p><u>Replacement of Anaesthetics Machines –Business Case – For Approval</u> E Greybanks and L Monaghan presented the Replacement of Anaesthetics Machines Business Case.</p> <p>E Greybanks and L Monaghan confirmed discussions have taken place with Goodyear. L Monaghan said the plan is to replace all monitors across theatres within the Trust. This would be a total of 36 devices. R Dunshea asked if the market was being tested with regards the price. L Monaghan confirmed it was a competitive tender. E Greybanks confirmed the funding from Charitable Funds would be £275,000 and from the Capital Equipment Replacement Programme £1,373,544.</p>	
<p>12</p>	<p><u>Meeting Evaluation</u> No evaluation undertaken</p>	
<p>13</p>	<p><u>Date and Time of Next Meeting</u> Monday 12 March 2018 at 12.30pm in the Conference Room, Hollybush House</p>	