

Minutes of the Charitable Funds Committee

Date Thursday 5 April 2018
Venue Room F127, 1st Floor, The Corporate Service Centre
Time 12.00pm

Present:

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

In Attendance:

Name	Role
Helen Troalen	Deputy Chief Financial Officer
Emma Greybanks	Assistant Financial Accountant and Treasury Manager
Leanne Bood	Fundraising Coordinator
Sally Evans	Head of Communications
Katie Winchurch	PA to Deputy Chief Financial Officer (minute taker)

Apologies:

<u>Name</u>	<u>Role</u>
David Loughton	Chief Executive
Lisa Monaghan	Team Manager – Strategic Capital Planning

Item No		Action
0418/1	<p><u>Apologies of absence</u> The Committee noted that apologies had been received from David Loughton and Lisa Monaghan.</p>	
0418/2	<p><u>Minutes of the Previous Meeting held 5 April 2018</u> The minutes of the previous meeting held on the 12 December 2017 were accepted as a true record with one change to the following:-</p>	

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	Page 5 - L Bood said the Instagram Account that has been set up is a Trust account and not a Charity account.	
0418/3 0418/3.1 0418/3.1	<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>Review the Processes</u> E Greybanks/L Bood mentioned there had been a slight delay in the review of processes. E Greybanks confirmed she has sent an email out to all committee members to review the processes and send any comments back by the end of April.</p> <p><u>Refurbishment of the Rheumatology OP Area - £16,300</u> E Greybanks to check with L Monaghan/ L Ibbs-George to find out where this business case is up to and whether it has been agreed it can be funded through the Capital Programme in this financial year.</p>	All
0418/4	<p><u>Declarations of Interest</u> The Chair declared that her father will potentially benefit from the Cardiac Ultrasound Machine which requires approval at this Committee (agenda item no 0504/5.7).</p>	
0418/5	<p><u>Business Cases – For Approval</u> H Troalen confirmed a decision needs to be made on how the Business Cases are presented at this Committee. H Troalen said the Fund Advisors need to ensure they are sent by the deadline set by E Greybanks and K Winchurch to ensure the papers are sent out to Committee members one week before the meeting. Any papers that are sent after the deadline won’t be presented until the following meeting which is quarterly for this committee.</p> <p>E Greybanks/H Troalen to review any Business Cases prior to them being sent to Committee members ensuring all information required is completed.</p>	
0418/5.1	<p><u>Replacement Trus Machine - £34,872</u> D Mak presented the Replacement Trus Machine Business Case.</p> <p>D Mak explained the Urology Department currently utilise a Trus machine that is supplied by BK Medical. D Mak said the machine is reaching an age of 10 years (usual anticipated lifecycle span of this equipment is 6years) and it is predominantly located and used in Urology Theatres within the Outpatients Department undertaking approximately 12 TRUS biopsies per week. The TRUS machine is the main enabler in the diagnosis of prostate cancer. It is used to undertake targeted biopsies from the prostate and is essential for histological confirmation.</p>	

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	<p>The division are asking the Charitable Funds Committee for £34,872 to replace the current machine with a new machine that is of a higher spec.</p> <p>D Mak confirmed one day of training will be set up for all staff who will be required to use the new machine. D Mak confirmed the machines life span is 7-10 years.</p> <p>K Stringer to ask L Monaghan if this business case has been to Capital Review Group. K Stringer to update the Committee and then the Business Case will be approved.</p>	<p>K Stringer/ L Monaghan</p>
0418/5.2	<p><u>Reconfiguration of Renal Home Therapies - £25,000</u> H Woodward and S Wilmshurst presented the Reconfiguration of Renal Home Therapies Business Case.</p> <p>H Woodward asked for the committees approval of £25,000 from the Renal Trust Fund to contribute towards improving patient seating in the waiting and treatment areas and also, to contribute towards decorating the area to make it feel more relaxed and a home like environment whilst still maintaining clinical standards. H Woodward confirmed the project is costing £276,135 of which £251,135 is being used from the Capital Fund Budget. K Stringer confirmed the business case has been approved by the Capital Review Group.</p> <p>The Committee approved the Reconfiguration of Renal Home Therapies Business Case.</p>	
0418/5.3	<p><u>Ngenuity 3D Visualisation System - £55,000</u> D Price presented the Ngenuity 3D Visualisation System Business Case.</p> <p>D Price asked for the Committees approval of £55,000 to be used from the WEI League of Friends Trust Fund to purchase an Ngenuity 3D Visualisation System. D Price explained the new technology will be compatible with the Theatre microscopes and will allow the image that is seen through the microscope to be displayed on a screen in theatre. D Price noted that enhanced training for Junior Doctors and Theatre support staff will take place and complex training can be recorded to further enhance opportunities. D Price mentioned that it is a benefit to patients.</p> <p>The Committee approved the Ngenuity 3D Visualisation System Business Case.</p>	
0418/5.4	<p><u>Bladder Scanner - £8,190</u> The Committee approved the Bladder Scanner Business Case.</p>	
0418/5.5	<p><u>RWT Singers - £7,406</u> It was noted that funding will be used to cover the cost of the Musical Director who supports the Trust choir.</p> <p>R Dunshea noted he is disappointed in the low level of money which has been raised by the choir.</p>	

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	<p>R Dunshea advised responding and asking the choir to raise at least the total amount raised in the previous year and the charity would provide 50% of the funding required. The Chief Nurse has agreed to fund the choir for another year using funds from the Nell Phoenix Fund.</p> <p>H Troalen suggested if it is not approved by the Committee then it will be requested for the Trust to fund and she feels this isn't good use of tax payers money.</p> <p>L Bood to ensure the requisition is amended to show 50% funding only.</p> <p>The Committee approved the RWT Singers Business Case on the basis the funding is only for 50% of the requested value.</p>	L Bood
0418/5.6	<p><u>Cardiac Research Post - £15,503</u></p> <p>E Greybanks confirmed £12,000 has been donated by a family who asked for the money to be spent on research only.</p> <p>The request is for one day per week to allow the pharmacist to study and feedback to the division when the study is complete.</p> <p>The Committee requested for the Division to feedback what is the expected output is and is there any funding being generated, has it been through Dr Odum and also, for feedback to be received from the completed research.</p>	
0418/5.7	<p><u>Cardiac Ultrasound Machine - £21,889</u></p> <p>The Chair declared an interest detailed in item no 4.</p> <p>R Dunshea confirmed he approves the Cardiac Ultrasound Machine Business Case. E Greybanks to email K Stringer and J Vanes to approve the Business Case.</p>	E Greybanks
0418/6 0418/6.1	<p><u>Top 5 Fund with High Balances</u></p> <p><u>Renal Trust Fund</u></p> <p>S Wilmshurst presented the spending plan for Renal.</p> <p>S Wilmshurst advised the Committee of their plans to potentially have work done to reconfigure inpatient ward areas on C24 and C25 to enable acute dialysis. A Business Case is currently being completed. S Wilmshurst said the estimated cost is £250k to £300k but this is yet to be confirmed. S Wilmshurst said the department do receive donations from patients.</p> <p>S Wilmshurst said 2x Renal Failure and HD Access Course Fees are also, requested as part of the spend plans. R Dunshea asked if this could be paid via the Trust and not from Charitable Funds.</p>	

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0418/6.2	<p><u>Eye Infirmary Trust Fund</u></p> <p>D Price presented the spending plan for the Eye Infirmary.</p> <p>D price advised the Committee that their spending plans are:</p> <ul style="list-style-type: none"> - Slit Lamp and education kit x2 - £80,000 – Junior Doctors can see what the Clinician is doing through the slit lamp and can freeze frame if need be. - Patient chairs Cannock eye centre - £6,000 - Patient chair for minor procedures – Cannock eye centre - £2,500 - Education/training courses - £20,000 - Second Ngenuity 3D Visualisation kit/Cyclodiobe laser - £60,000 – D Price advised they would like to order a second one if the first one works well. The Chair and R Dunshea did ask how often the machine would be used and whether it is good use of money purchasing a second one. <p>D Price requested that the Trust and Cannock Eye Infirmary Trust Funds are merged together.</p> <p>K Stringer asked why some of the furniture items requested weren't purchased as part of the transfer. D Price noted the transfer of Stafford to Cannock was £100k and this didn't include furniture. Clinical equipment was brought over but not chairs.</p>	
0418/6.3	<p><u>Deanesly Trust Fund</u></p> <p>S West tabled the spending plan paper for Deanesly.</p> <p>S West advised the Committee that their spending plans are:</p> <p>Chairs and Couch for Deanesly Ward Day Room direct patient/relative support - £4,529.</p> <p>Patient portering chairs and tracker tags to locate chairs - £17,000.</p> <p>Chairs for Deanesly Centre Seminar Room used by patients for “Look Good Feel Better” and other cancer support - £3,260.</p> <p>Artist ceiling tiles for Deanesly Ward for patients whilst undergoing brachytherapy where they cannot get out of bed for 48 hours, side rooms, small bays and uplift to corridors - £2,230.</p> <p>8 Chemotherapy chairs to aid comfort for patients whilst having chemotherapy adminstored in Snowdrop, Deanesly Centre chemo suite - £25,000.</p> <p>Chemocare E prescribing software drug tool add on required to support patient care - £2,800.</p>	

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	<p>Brachytherapy applicator to support additional patients undergoing treatment on the Deanesly Ward - £19,132.37.</p> <p>The Committee asked when the plan is to start/order all of the above. S West said this would be in this financial year.</p> <p>The Chair asked that when producing a Fund Advisors Training Package, Budget Training and Annual Fund Training can also be included.</p> <p>R Dunshea said we should start planning 2019/20 charity expenditure now and have business cases prepared well in advance and that this is done in coordination with the capital plan.</p>	
0418/6.4	<p><u>Haematology Trust Fund</u></p> <p>There was no spending plan paper presented.</p> <p>S West advised there is £106k in the Haematology Trust Fund. S West mentioned he had sent an email to ask staff to ask what they thought the department needed. S West confirmed he had received very little response from staff. S West confirmed the department would like to spend £5k on introducing air filtration units into the isolation rooms to significantly reduce the hazard of fungal spores entering the room and contaminating immune suppressed patients, which could be potentially life threatening (as per the NICE 2016 guidelines).</p> <p>S West requested that Haematology and Oncology Department Trust Funds be merged together.</p>	
0418/6.5	<p><u>Rotary Dowding Rheumatology Trust Fund</u></p> <p>No spend plan was presented.</p>	
0418/7	<p><u>Administration and Fundraising Recharge Review</u></p> <p>E Greybanks presented the Administration and Fundraising Recharge Review for approval.</p> <p>E Greybanks asked the Committee to approve the costs. E Greybanks advised Finance costs have changed slightly to include K Stringer but H Troalen costs have been reduced. E Greybanks also, advised Volunteer costs have slightly come down as there are slightly less Volunteers.</p> <p>The Committee asked S Evans to work out how much time she spends on Charitable Funds work going forward so the costs can be put in for 2019/20.</p> <p>E Greybanks confirmed non pay full audit costs are listed. Internal Audit are onsite in September and they will review the new Fund Advisors Guide and new processes.</p> <p>R Dunshea added that in addition to the recharge data we should also have the income amount raised. This will help assess the effectiveness of our fund raising expenditure.</p>	

Item No		Action
	<p>The Chair confirmed it would be the last year the Royal Awards are funded solely through the Charity.</p> <p>The Chair and R Dunshea approved the report. E Greybanks to email K Stringer and J Vanes to approve the Business Case.</p>	E Greybanks
0418/8 0418/8.1	<p><u>Update on Finance Position</u></p> <p><u>Income and Expenditure, Balance Sheet, Fund Balances and Investment Paper to 31 December 2017</u></p> <p>E Greybanks presented the Income and Expenditure, Balance Sheet, Fund Balances and Investment Paper to 31 December 2017.</p> <p>The Committee noted the Income and Expenditure, Balance sheet, Fund Balances and Investment Paper to 31 December 2017.</p>	
0418/8.2	<p><u>Investment Managers Reports to 31 December 2017 October Shorter and Longer Terms Portfolios</u></p> <p>The Committee noted the Investment Managers Reports to 31 December 2017 Shorter and Longer Terms Portfolios. These were valued at £1,266,550 and £1,265,533 respectively.</p>	
0418/9	<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>K Winchurch/E Greybanks to ensure L Bood report is first on the agenda for future Committees.</p> <p>L Bood confirmed Goodyear presentation had taken place this morning and it was very good. L Bood confirmed she had been invited to another event later this year. L Bood will provide feedback following this event.</p> <p>L Bood confirmed she has signed up to an online course on General Data Protection Regulation (GDPR).</p> <p><u>Charity Communications</u></p> <p>L Bood confirmed the Charity will have an ongoing feature within Trust Talk.</p> <p><u>Acknowledging Donations – Book of Celebration Update</u></p> <p>L Bood confirmed the book is now live on the Charity web pages (intranet and internet). L Bood will bring further updates to future committee meetings.</p> <p><u>Harlequin Update</u></p> <p>E Greybanks confirmed she had, had a brief online training session with Harlequin and she will arrange a session for Harlequin to come to the Trust once the Trust Accounts have been signed off.</p> <p><u>RWT Lottery</u></p> <p>L Bood advised she is currently speaking to Mr Harris with regards to the value agreement from the RWT Lottery and the potential high risk there is on both data protection and regulatory issues involved. Mr Harris has advised L Bood to request Browne Jacobson to complete a comprehensive review of</p>	<p>K Winchurch/ E Greybanks</p> <p>L Bood</p>

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	<p>the Terms and Conditions. L Bood confirmed the anticipated launch is May/June 2018. L Bood will bring an update to the June meeting.</p> <p><u>General Data Protection Regulation (GDPR)</u> L Bood currently taking advice from Legal and Governance Department until the Trusts Data Protection Officer (DPO) is appointed.</p> <p><u>Review of “Fund Advisors Guidance”</u> L Bood confirmed she had sent the Fund Advisors Guidance out to Committee members for comments.</p> <p><u>The RWT Singers</u> Previously discussed under item 0504/5.5.</p> <p><u>Dementia Outreach Resource Library</u> L Bood noted she doesn't think this will manage as RWT will want. L Bood spoke to Julie Willoughby about an online tool.</p> <p><u>Recruitment for a Trust Wide Corporate Policy for Support</u> L Bood said a polite request had been fed back to TMC for further discussion by the Trust Board for a 'Recruitment for a Trust Wide Corporate Policy' to be written and put in place.</p>	
0418/10	<p><u>Terms of Reference</u> The Committee noted and agreed the Terms of Reference.</p>	
0418/11	<p><u>Charitable Funds Committee Workplan 2018</u> The Committee noted the Workplan.</p>	
0418/12	<p><u>Any Other Business</u></p> <p>The Chair asked the Committee what their views were on the Business Cases being presented at the Committee and whether it was good use of time. R Dunshea suggested the business cases are sent prior to the meeting and then the Committee members decide whether they feel they need to be presented or whether they can be approved via email.</p> <p>H Troalen advised a piece of work is going to be done Trust wide on Business Cases.</p> <p>H Troalen said she had previously written a guide on how to complete a Business Case in her previous role and will be using this for the work mentioned above.</p>	
0418/13	<p><u>Meeting Evaluation</u> No evaluation undertaken</p>	
0418/14	<p><u>Date and Time of Next Meeting</u> Monday 11 June 2018 at 12.30pm in Room 7, WMI, New Cross Hospital</p>	