

Minutes of the Charitable Funds Committee 1 October 2018



Agenda Item No:12.11

Minutes of the Charitable Funds Committee

Date **Monday 11 June 2018**
Venue **Room 7, WMI**
Time **12.30pm**

Present:

Name	Role
Sue Rawlings	Non-Executive Director (Chair)
Roger Dunshea	Non-Executive Director
Jeremy Vanes	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)
Lisa Monaghan	Team Manager – Strategic Capital Planning

Apologies:

Name	Role
David Loughton	Chief Executive

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0618/1	<u>Apologies of absence</u> The Committee noted that apologies had been received from David Loughton.	
0618/2	<u>Minutes of the Previous Meeting held 5 April 2018</u> The minutes of the previous meeting held on the 5 April 2018 were accepted as a true record.	
0618/3	<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.	

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0618/4	<p><u>Declarations of Interest</u> Nothing to report.</p>	
0618/5	<p><u>Sarasin & Partners LLP Presentation of Investments for the last 12 months</u> A True circulated copies of the Sarasin & Partners LLP Presentation of Investments performance to the 31 May 2018.</p> <p><u>Long Term Portfolio</u> A True confirmed the objective investment to maximise the level of income while maintaining real value of the capital have been achieved. The portfolio value as at the 31 May 2018 was £1,253,902.</p> <p><u>Short Term Portfolio</u> A True confirmed the objective is to achieve a consistently attractive level of income coupled with the potential for long term capital appreciation, whilst aiming to preserve the value of the capital over the shorter term. The portfolio value as at the 31 May 2018 was £1,246,440.</p>	
0618/6	<p><u>Report of the Charity Fundraising Co-Ordinator</u> L Bood presented the report of the Charity Fundraising Co-Ordinator.</p> <p><u>Charity Hub</u> L Bood confirmed she has been relocated to reside within the Communications Team Offices in Hollybush House. L Bood confirmed she will continue to work with the volunteer services to recruit volunteers that will help to promote the Charity as a regular commitment using portable hubs.</p> <p><u>RWT Lottery</u> L Bood confirmed she has received feedback from Browne Jacobson following on from their review of the terms and conditions and they have given advice on the GDPR (General Data Protection Regulation) and data issues around submission to the local authority. L Bood confirmed it is anticipated that the terms and conditions will be signed off within the next month.</p> <p><u>GDPR (General Data Protection Regulation)</u> L Bood confirmed the Charity Team have sent “mail outs” to all supporters on the contact list – postal and email and also, regular updates have been posted on social media and in articles in the last two editions of the Charity Newsletter. L Bood confirmed so far the number of responses is 42.</p> <p><u>NHS70</u> L Bood advised she has worked alongside the Communications Team to promote the NHS70 celebrations and has been encouraging local community groups, schools and businesses to host a tea party in aid of the RWT Charity. L Bood confirmed she is coordinating Trust wide performances of the RWT Singers at New Cross and other events on the day (5 July) will include RWT</p>	

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	<p>Charity stands at all three sites with fund competitions to help raise funds as well as awareness of the Charity.</p> <p>L Bood advised she has been working closely with colleagues from the Children's directorate to host their own activities throughout the week.</p> <p><u>Summer Activities for Children and Young People</u> L Bood confirmed she will be working with colleagues across the Children's directorate over the summer months running a 4 week programme of activities for all age groups and their families. The programme will be to encourage healthy lifestyle choices and will consist of four themes which are "Safety", "Nutrition", "Exercise" and "Fun Week".</p> <p><u>Annual Report 2017/18</u> L Bood confirmed the first draft on the annual report is with Medical Illustration and the accounts are currently being produced.</p> <p><u>Members of the 5/3444 Transport and General Workers Benevolent Fund of Goodyear Wolverhampton</u> L Bood confirmed members have expressed an interest in supporting other Trust projects including equipment at CCH. L Bood to keep the Committee updated.</p> <p><u>Review of "Fund Advisors Guidance"</u> L Bood thanked all Committee members for the feedback on the new guidance and advised the initial draft is now with Medical Illustrations to produce the final document.</p> <p><u>Harlequin Update</u> E Greybanks has provided the templates and someone from Harlequin is due to come in the end of June/beginning of July to update the system and also, provide Charity training.</p> <p><u>Dementia Outreach Team</u> L Bood informed the Committee that the CCG have given notice on the Dementia Outreach Service and L Bood is currently working with the team to identify appropriate use of their funds as soon as possible.</p>	
0618/7	<p><u>Update on Finance Position - Summary Income and Expenditure 31 March 2018 to 30 April 2018.</u></p> <p>E Greybanks presented the Update of Finance Position – Summary Income and Expenditure 31 March 2018 and to 30 April 2018.</p> <p>E Greybanks confirmed they are currently working on year end. An update will be brought to the August Committee.</p>	

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0618/9	<p><u>Reserve's Policy – To be reviewed</u> The Chair presented the Reserve's Policy.</p> <p>H Troalen mentioned that the Reserves Policy refers back to the Investment Policy but the two policies don't match. E Greybanks to look in to this and update the Reserves Policy and Investment Policy.</p>	E Greybanks
0618/10 0618/10.1	<p><u>Business Cases – For Approval</u></p> <p><u>Video Laryngoscope - £13,480</u> Dr Heaver presented the Video Laryngoscope Business Case for approval.</p> <p>Dr Heaver asked the Committee for approval of a Video Laryngoscope for the Neonatal Unit. Dr Heaver advised this equipment is suited to the requirements of preterm babies with size 00 laryngoscope blades. This request is to source a video laryngoscope for extremely preterm intubations, so that the clinical teams managing babies at the Trust can perform more effective and efficient intubations, with a quality control element, as the video screen allows observer verification of tube replacement.</p> <p>Dr Heaver explained that having this piece of equipment would make better training for Junior Doctors.</p> <p>The Committee approved the Video Laryngoscope Business Case.</p>	
0618/10.2	<p><u>55 x I-Pads to support the K2 Badgernet System - £27,671</u> S Phipps presented the 55 x I-Pads to support the K2 Badgernet System for approval.</p> <p>S Phipps requested approval from the Committee to order 55 I-Pads and associated costs for the Neonatal Unit in connection with the upgrade of the current Badgernet System.</p> <p>S Phipps said the cost of the I-Pads are £55k and IT have advised that the I-Pads would be more effective than laptops on trolleys.</p> <p>The Committee asked why the Business Case was for 55 I-Pads when previously it was requesting 24 laptops. S Phipps explained the reason for the difference in numbers was that with the I-Pads would be provided to each member of staff to carry around with them and spares which would be kept on charge. The 27 laptops would have been on trolleys and shared by staff.</p> <p>L Mongahan to speak to N Bruce, Divisional Head of ICT Services and Health Records to get confirmation of what the difference is between having I-Pads and Laptops. Once received confirmation from L Monaghan the Committee will then decide whether this is funded from Trust or Charity and then Revenue or Capital.</p>	L Monghan

	S Phipps to check what Maternity have or what they have requested.	S Phipps
0618/10.3	<p><u>Lymph Node Probe - £17,710</u> L Bood presented the Lymph Node Probe Business Case for approval.</p> <p>The Committee approved the Lymph Node Probe Business Case.</p>	
0618/10.4	<p><u>Staff Hydration Project - £22,950</u> L Bood presented the Staff Hydration Project Business Case.</p> <p>L Bood asked for approval for purchase of 8,500 water bottles to be issued to all staff Trust wide, including a sufficient stock to present to new staff at their induction. L Bood said the bottles would include the Trust branding and Charity banding and staff would be responsible for ensuring their bottles are topped up and maintain their hydration levels. L Bood confirmed bottles would be stored in accordance with the Trust Infection Prevention policies and local arrangements as per specific area.</p> <p>L Bood explained the reason for the request was to benefit all staff across the Trust to provide equality of access to regular breaks and have access to drinking water and healthy food during a shift – no matter what their discipline or location of their place of work.</p> <p>L Bood advised this is now looking more like £33k with VAT and transport added on.</p> <p>R Dunshea said unless tested across the Trust and clear this investment would work he wasn't happy to approve. L Bood said there had been limited feedback from staff but one of the reasons for this request was from a comment raised at the Nurses Forum of staff feeling scared to have a drink even though they felt they need to rest, refuel and rehydrate.</p> <p>The Committee agreed this requested needed more research and a possible different way of funding.</p> <p>J Vanes suggested piloting in a smaller area first.</p>	
0618/11	<p><u>Charitable Funds Committee Workplan 2018</u> The Committee noted the workplan.</p> <p>L Bood confirmed the Fundraising Strategy is due next year. Review on an annual basis. S Evans said to identify every year a big fundraising event.</p> <p>Move the Review Fundraising Strategy to December on the Workplan.</p>	E Greybanks
0618/12	<p><u>Any Other Business</u> None</p>	

0618/13	<u>Meeting Evaluation</u> No evaluation undertaken	
0618/14	<u>Date and Time of Next Meeting</u> Monday 13 August 2018 at 12.30pm in the Seminar Room, Beynon Centre (Zone C, Location C39), New Cross Hospital	