

CHARITABLE FUNDS COMMITTEE

5 November 2013
08.30 . 09.30 in AD80

MINUTES

Attendees:	Yvette Robbins	YR	Chair
	Paul Simpson	PS	Chief Finance Officer
	Majid Bhatti	MB	Head of Financial Accounts
	Richard Congdon	EC	Non Executive Director
	Gillian Francis-Musanu	GFM	Director of Corporate Affairs
	John Power	JP	Non Executive Director
	Fiona Allsop	FA	Chief Nurse
In attendance	Monica Palmer	MP	Note taking

	Log of Actions Arising	Who	Due
1	<p>Apologies for absence</p> <p>Chair opened meeting, welcomed members and new member Fiona Allsop, Chief Nurse. There were no apologies for absence.</p>		
2	<p>Minutes of last meeting on 3-July 2013</p> <p>The minutes of the last meeting had 2 Action points 5 & 6. With this exception, the minutes were approved as a true and accurate record of the meeting held on 3-July 2013.</p>		
3	<p>Outstanding Issues from Previous Meetings</p> <p>1.Fundraising . meetings with Frimley Park & Royal Marsden OL contacted the Fundraising Manager at Frimley Park Hospital to discuss their use of professional fundraisers and Michael Wilson (MW) & GFM to meet with Royal Marsden. These are scheduled to take place in July. Agenda item . <u>Action closed.</u> Learnings from other trusts included</p> <ul style="list-style-type: none"> • more active engagement of patients, public and local organisations to actively support trust • clearly defined fund-raising goals • On line direct debit donation facilities e.g. Just Giving • Appointment of a fund raising manager <p>2.Specific Fundraising Campaigns Discussions have taken place at executive level and with lead clinicians around big capital items suitable for fundraising campaigns- <u>Action closed.</u></p> <p>ACTION 1 : To task Medical Director to finalise fund raising goals with lead clinicians.</p> <p>3.Management Accounts It was agreed that in future management accounts, the YTD figures will be compared against brought forward balances at the start of the year and also</p>	YR	asap

	<p>against the balances presented at the previous meeting. Action to format management accounts with appropriate comparators. Agenda item . <u>Action closed.</u></p> <p>4. COIF Investment The investment made in February in COIF investment fund income units yielded its first quarterly dividend payout of £2k. Future dividend payouts will be reinvested back (as accumulation units) into the investment to yield a potentially higher return. Income units have been converted into accumulation units. <u>Action closed.</u></p> <p>5. Neo Natal donations Pictures of purchases from donations to the neo natal unit to be posted on charity website. Agenda item . <u>Action closed.</u></p> <p>6. Justgiving v Paypal To circulate to the committee a comparison of pros and cons between Just Giving and Paypal. Agenda item . <u>Action closed.</u></p> <p>7. Update on Consultant Nurse Specialist Post Band 8b (Dementia and Care of the Elderly). General Fund @ £70,000) <u>Action closed</u></p>		
4	<p>Dementia Business Case</p> <p>5. The Chair proposed items for the wards to improve the comfort levels of patients. It was agreed that the Chair would meet with the Deputy Chief Nurse to get an update on the current situation and to establish what items would be of benefit.</p> <p>An additional 1 or 2 family rooms were also a suggestion. This needs more scoping. A conversion would be most likely rather than a new build.</p> <p>Palliative Care - Omar Lal to see if the fundholder is happy for this to be used. Agenda item . <u>Action closed.</u></p> <p>Following the committee's approval to fund for one year the appointment of a Consultant Nurse Specialist . Stephen Adams - (Band 8b) has been recruited and starts 9 December with his role focussing on dementia care of the elderly. Fallsop informed the Committee that the post was classified as a Consultant Nurse as it will involve education, training and strategy and also environmental reviews at ward level. This post will report to the Divisional Chief Nurse for Medicine.</p> <p>The MOU between the Charity and the Trust, for the funding of this position, needs to be amended to:</p> <ol style="list-style-type: none"> 1. Show that they report to the Divisional Chief Nurse for Medicine; 2. Include a report of progress and achievements to the CF Committee. <p>ACTION 2: To amend MOU for reporting line and feedback to CFC.</p> <p>The Committee reaffirmed its support for this position and acknowledged again that pump priming was consistent in principle and similar to charitable funding of Macmillan nurses, whilst remaining cautious about pump priming being seen as a precedent for other positions in the trust.</p> <p>The Committee identified the importance of this post holder working with local Mental Health Trusts and that there were some outstanding issues to be resolved to underpin the Service agreement, with resources shared through CQUINs.</p> <p>The Chair appraised the new Chief Nurse of previous expenditure plans agreed in theory with her predecessor to improve the comfort levels of elderly and often</p>	MB	Nov 13

	<p>confused patients. Examples of items such as toasters and clocks had already been funded by the League of Friends (LOF). There was also a need for lockers which the League of Friends may be interested to support.</p> <p>The other area previously discussed was an additional 1 or 2 family rooms which needed scoping in terms of suitable for short term overnight stay and kitchen facilities. A conversion would be most likely rather than a new build.</p> <p>ACTION 3: To scope out additional requirements for wards.</p>	FA	Next Meeting
5	<p>Funding Requests – Review of Approval processes for Executives</p> <p>The Chair expressed concerns over the way in which she was informed about recent proposals for the use of charitable funds. The Committee reviewed the process and protocol for authorising the use of charitable funds, in particular, two requests made recently, whilst noting there were no issues around their suitability: Flu vaccinations for staff (funded by the charity from its general fund) and also the Trust wide Wifi (which was subsequently funded by the LOF)</p> <p>The Committee re-affirmed that spend over £2k goes to the chair for approval and then to the committee for notification. Where no meetings are imminent all members will be notified electronically of expenditure requests and proposals and Executives will be asked to notify all members with their request for authorisation.</p> <p>A general discussion followed around compliance of expenditure with charity rules. The Committee agreed that expenditure would be compliant as long as it met the public benefit test. This principle was applied to the spend on staff flu vaccinations and the committee concluded this spend was compliant with charity rules: It benefitted staff, their families, and patients as it reduced absenteeism from the hospital and more staff available to cope with patient needs such as winter pressures. It was however noted by committee members that compliance with the public benefit test was a legal minimum for the use of funding by any charity and not in any way a benchmark. It was suggested that before considering an item for funding by the charity, it should be asked whether the Trust would be confident to issue a press release making it clear that this was how the Trust was using money donated to it by the public.</p>		
6	<p>Financial Overview</p> <ul style="list-style-type: none"> Draft Annual Accounts 12-13 /Sept 13 Management Accounts <p>The Committee had reviewed the Draft Annual Report and Financial Statements for 2012-13 and the following changes were agreed:</p> <p><u>Page 4 . Recruitment of Board and Committee members</u> The NHS Appointments Commission has been superceded by the TDA as from 1st April 2013 in appointing Non-Executive members. The first sentence to be amended to:- %Non- Executive Members of the Trust Board were appointed by the NHS Appointments Commission (and by the TDA from 1st April 2013)+</p> <p><u>Page 5 - Expenditure criteria</u> An additional sentence is required as follows: - %the committee is comfortable with the expenditure guidance in place+</p> <p><u>Page 6 - Partnership Working and Networks</u> In paragraph 4 . Replace the word %published+with the word %publicised+</p> <p><u>Page 7 . Funds</u> In paragraph 1 . to be amended to %After review, no funds were streamlined</p>		

	<p>during 2012-13+</p> <p>ESH Trolley Service income - MBhatti to confirm that the annual report (section partnership working and networks) accurately reflects that the proceeds from this service is part of charitable funds and not part of the League of Friends income.</p> <p>ACTION 4: To confirm that income from ESH Trolley Service is part of Charitable Funds.</p> <p>The chair had some specific changes to make to the narrative of the annual report and would e-mail them to MBhatti. All changes to be signed off by the Chair, outside of the meeting and final draft to be circulated to the committee once approved amendments have been made.</p> <p>The Committee agreed the report subject to the above amendments.</p> <p>ACTION 5: To send narrative changes and to sign off all amendments</p> <p>ACTION 6: To distribute final draft Annual Report to Committee.</p> <p>MBhatti confirmed that the charity accounts are subject to an independent examination by Grant Thornton who will commence their work on 21st November.</p> <ul style="list-style-type: none"> Review of actions from internal audit report <p>MBhatti informed the Committee that the Charity received a green rag rating from the recent internal audit review of financial controls, with only 4 low recommendations made (compared to 11 from the previous audit). One outstanding recommendation relating to the distribution of the Terms of Reference (TOR) to the committee will be completed in November.</p> <p>ACTION 7: To distribute Terms of Reference to Committee.</p> <p>The Chair extended her thanks to all those involved in preparing the Annual Report.</p>	<p>MB</p> <p>YR</p> <p>MB</p> <p>MB</p>	<p>Nov 13</p> <p>Nov 13</p> <p>Nov 13</p> <p>Nov 13</p>
<p>7</p>	<p>Charities Promotion/Fundraising</p> <p>GFMusanu updated the committee with progress made by the Communications Team on charity fundraising and promotions.</p> <p>The charity website has been further developed with inclusion of several new pages including:</p> <p>Fundraising news . This page includes stories of recent fundraisers. More stories will be added over the next few weeks.</p> <p>Where your money goes . This page now lists what some of the charitable funds money has been spent on in recent years along with photographs. This page will be updated with more photos.</p> <p>The committee extended its thanks to Bethan for her contribution in developing the website.</p> <p>GFMusanu proposed to change the online donations facility, currently paypal, to Just Giving. Uptake using paypal is low and in this year only one donation of £70 has been received. Just Giving provides many more fundraising features such as:</p> <ul style="list-style-type: none"> - Fundraisers can set up an online fundraising page, with all online donations going straight to the charity; - The site reclaims gift aid for you; 		

	<ul style="list-style-type: none"> - Donors are able to set up a monthly standing order to the charity. - It can produce statistics which can be used to display and compare donations month on month. - A texting facility. <p>Justgiving charges £15 per month and no long term contract is required. There is also flexibility in deciding which features to use. The Committee agreed to the proposal to transfer to Justgiving.</p> <p>The website currently includes bandings of donations with examples of items which can be purchased for the hospital. The Committee wanted to retain the bandings but did not want donations to be constrained especially where examples of specific purchases may give the impression that the charity was subsidising the hospital. The communications team will review this to suggest an alternative approach.</p> <p>ACTION 8: To review and propose options for banding donations.</p> <p>Discussions followed on the benefits of creating a Fundraiser position within the Trust. GFMusanu has met with Royal Marsden, who has a team of 9 working on community development. They concentrate on raising money for charity rather than relying on personal donations. GFM will also look at what other General hospitals are doing.</p> <p>ACTION 9: GFM to prepare a job description and proposal for the job's banding to be presented at the next meeting in January.</p> <p>ACTION 10: Fundraising to be a priority agenda item for the next meeting.</p> <p>It is important to ensure tracking of sponsorship forms to ensure sponsorship raised does go to Charity and is not raised with fraudulent intentions.</p>		
8	<p>Approved Funding Requests over £2,000</p> <p>Creation Video . DVD for Maternity Services (9632 . Maternity Fund) @ £2,520</p> <p>Peter Farrant . Choir Co-ordinator for SaSH Staff Choir (9900, General fund) @ £7,500.</p> <p>4 x Freeway Medical Chart Workstations (9694, Premature Baby Fund Fund) @ £4,447.</p>		
9	<p>Any Other Business</p> <p>There was no other business.</p>		
10	<p>Proposed date of next meeting:</p> <p>Tuesday, 7-January 2014</p>		