

CHARITABLE FUNDS COMMITTEE

3 July 2014

14.00 – 15.00 Room AD80

Attendees:	Yvette Robbins	YR	Chair of Charitable Funds Deputy Chairman / Non Executive Director
	Paul Simpson	PS	Chief Finance Officer
	John Power	JP	Non Executive Director
	Gillian Francis-Musanu	GFM	Director of Corporate Affairs
	Fiona Allsop	FA	Chief Nurse
	Djafer Erdogan	DE	Head of Financial Accounts
	Sue Forty	SF	Charitable Funds Accountant
In attendance:	Gillian Cruse	GC	Note taking

	Log of Actions Arising	Who	Status
1.	<p>Apologies for absence</p> <p>YR welcomed DE to the meeting in his new role as Head of Financial Accounts and also SF as Charitable Funds Accountant.</p>		
2.	<p>Minutes of last meeting on 6 March 2014</p> <p>The minutes of the last meeting held on 6 March 2014 were recorded as a true and accurate record.</p>		
3.	<p>Outstanding issues from previous meetings</p> <p><u>Fund raising goals</u> Interviews being held on Monday regarding fund-raising co-ordinator post. See Fundraising Update below for proposed fundraising campaign.</p> <p><u>Dementia Nurse update</u> Wish list received – see under agenda item 5.</p> <p><u>Funding opportunities to be reviewed and presented</u></p> <p>There is not enough money to fund posts for the “Falls” post (6 month contract), continuation of “Dementia” post and “Your Care Matters”. The required £250K will be a cost pressure to the Trust. The funding for the Dementia post runs out in November 2014.</p> <p>Potential areas of funding discussed:</p> <ol style="list-style-type: none"> 1) League of Friends to be asked to support “Your Care Matters” which would be £190K. 2) Potential income raised by fund-raiser but this will take some time to take effect. 3) Funds from unrestricted accounts which have not been spent. Each fund holder will be required to provide 2 year spending plans.. 4) Overall nominal charge across all funds (1-2%) to be taken. 		

	<p>DE/PS to write to all fund holders of unrestricted funds asking for spending plans or request use of funds in above areas.</p> <p>DE/PS to draft a letter to all fund holders requesting permission to remove nominal percentage from all funds, outlining the benefits to patients, both directly and indirectly in raising the profile of charities within the trust.</p> <p>Executive Committee will have to fund posts via revenue if shortfall but this will cause additional cost pressures.</p> <p><u>Prepare a business case to support the recruitment of a Falls Nurse Specialist to be tabled at an appropriate Executive Team meeting.</u> Job description raised and will be presented to Executive Committee for approval.</p> <p><u>Fund-raising post</u> Interviews for the post to take place in July 2014.</p> <p><u>To prepare a forecast of revenue and costs for 2 large value projects</u> Being presented to Executive Committee. Needs to be confirmed very early.</p> <p><u>IM to ascertain whether League of Friends will fund "Your Care Matters". IM to review costs and to ascertain where they can be reduced</u></p> <p><u>Spending plans for charitable funds</u> These will be published by the end of August.</p> <p>All other actions were completed or covered within the agenda items.</p>	<p>Action 1 PS</p> <p>Action 2 PS</p> <p>Action 3 GFM</p> <p>Action 4 GFM</p> <p>Action 5 IM</p>	
4.	Financial Overview		
	<p><u>Unaudited Annual Accounts 2013-2014</u></p> <p>Draft accounts presented prior to audit review in October 2014. Accounts show a decrease from 2012/13 for funds. Expenditure has exceeded income. Long term investment in COIF is rolling forward.</p> <p>Governance for Charitable Funds. Fulfil its obligations. Bulk of money spent on Your Care Matters and Dementia (£70K). Governance around approval for expenditure – need back up paperwork. Some wording around patient benefits to demonstrate appropriate funding.</p> <p>Cathy White to produce a short paper on benefits to patients on "Your Care Matters 2013/14."</p> <p>Stephen Adams to produce a short paper for November after 12 months working outlining the benefits to the trust and patients of an in-house Dementia nurse.</p> <p>Paragraph on page 9 of accounts to be expanded with additional paragraph to be added regarding "Your Care Matters" outlining our</p>	<p>Action 6 CW</p> <p>Action 7 SA</p>	<p>Nov mtg</p> <p>Nov mtg</p>

	<p>future plans and also about the intention to recruit a fund-raiser for the trust and the rationale behind this.</p> <p>DE asked for approval to submit accounts to the Auditors asap.</p> <p>Approval given subject to additional information as above being added.</p>	Action 8 DE/SF	
	<p><u>May 2014 Management Accounts</u></p> <p>Management Accounts have been submitted.</p> <p>Net movement in year is £23K with limited capacity to date. Largest items taken out of General Funds.</p> <p>Envelope system now in place but no data reported to the meeting.. SF to review in the next 3-6 weeks.</p> <p>Request for Chairman's actions to publish monthly on web-site without Committee approval. This will provide current information on fund balances.</p> <p>Committee approved the publication of management accounts on a monthly basis on the web-site.</p>	Action 9 SF/DE	
	<p><u>Expenditure Guidance</u></p> <p>Guidance submitted for approval and for final ratification.</p> <p>After discussion it was agreed to add additional information to Section 2 in regard to staff recruitment for fund-raising. New category regarding Investment in People.</p> <p>DE to draft section and circulate by e.mail for approval.</p>	Action 10 DE	
	<p><u>Investment Policy</u></p> <p>In response to a question raised regarding ethnicity it was confirmed that COIF was strictly controlled by Charitable Commission rules.</p> <p>Policy approved</p>		
5.	Approved Funding Requests over £2,000		
	<p><u>Training Course – L Morrow</u> (9631, Ultrasound Fund - £3,750) Noted.</p> <p><u>Purchase of a Gazebo</u> (9623, ESH Trolley Fund - £3,681). Noted</p> <p><u>Dementia nurse wish list</u> Two requests for items for S Adams for dementia tabled with a total cost of around £16K.</p>	Action 11 FA	

	<p>1) A supply of tables/chairs to allow individual dining for dementia patients</p> <p>2) The services of an Activity Co-ordinator for 2 hours a month for a month's trial at a cost of £8K. Need to validate cost prior to going ahead. FA to look at any specific divisional funds.</p> <p>SF/DE to e.mail FA a copy of all the divisional charitable funds.</p> <p><u>Organ Donation Committee</u> JP added an item which had been requested by the above committee who would like to see a feature within the main entrance regarding a permanent feature to promote organ donation.</p> <p>J Power to talk to Communications to review what other trusts are doing on this and to review ideas.</p>	Action 12 SF	
6.	Any Other Business		
	<p><u>Review of Committee Effectiveness 2013-14</u></p> <p>The Committee has been effective in response to all audit requirements.</p>		
	<p><u>Draft Work Plan 2014-15</u></p> <p>Expenditure plan and plan for use of funds to be drafted. Need to engage fund managers more closely.</p>	Action 13 DE	
	<p><u>Terms of Reference 2014-15</u></p> <p>Terms of reference will change slightly to incorporate change of job roles/titles within the Finance team. This was JP's last meeting of the Charitable Funds Committee and a new NED will be invited to join the Committee prior to the November meeting.</p> <p>A small paragraph to be added regarding the addition of the Fund-Raiser post.</p> <p>DE to amend the TOR to incorporate the above changes.</p>	Action 14 DE	
	<p><u>Fundraising Update</u></p> <p>Discussions are being held at Executive Board regarding a large fund-raising campaign for one of the following three options:</p> <p>1) CT Scanner for the ED Department (£1.1M) 2) Second MRI Body Scanner (£4.5M) 3) Digital Breast Mammography (£850K)</p> <p>Costs would be capital only, with no maintenance or on-going costs incurred.</p> <p>GFM requested that the Committee approved these items and the focus on a high fund-raising drive. Leasing options also being reviewed as potential options.</p> <p>After discussion the agreed priority would be item 3), 1) and 2).</p>		

	YR expressed her thanks to JP for all his hard work during his time working on the Charitable Funds Committee and wished him well for the future.		
7.	Proposed dates of next meetings Date of next meeting to be circulated once availability of new NED has been established. Will be some time in November and will be circulated asap.	Action 15 DE	