

Minutes of	Charitable Funds Committee		
Date	12 th November 2020	Time	2.00pm – 4pm

Members Present		
Name	Initials	Job title
Paula Swann	PSw	Non-Executive (Chair)
Gillian Francis-Musanu	GFM	Director of Corporate Affairs
Caroline Warner	CW	NED
Laureen Laurencin	LL	Financial Controller
Mark Preston	MP	Director of OD and People (for agenda item xx)
Paula Tucker	PT	Deputy Chief Nurse
Jamie Whitburn	JW	Head of Communications
Peter Hodgetts	PH	Head of IT
Ian Mackenzie	IM	Director of Information and Facilities
Andrew Bickerdike	AB	Fundraising Manager
Mannallebiche Negga- Webster	M N-B	Observing
Sharon Byrne	SB	Financial Accountant
Paula Fitzgerald	MB	Executive Assistant - Notetaker
In attendance		
Richard Shaw	RS	Chair of the Trust
Apologies		
Paul Simpson, Laureen Laurencin, Yasmin Khan		

Notes		Actions / Attachments
1	Welcome & Apologies noted above	PSw
2	Minutes and actions from the 8 th October 2020 were accepted as a true record. Matters arising from minutes:	PSw
3	Chairs actions & CFC virtual decisions since last meeting Tablet devices for all wards in the Trust. £11,622	PSw

4	<p>Finance</p> <ul style="list-style-type: none"> • Management Accounts <p>LL informed the meeting that the Management accounts are still being finalised and will be ready next week.</p> <ul style="list-style-type: none"> • Fund Balances <p>LL reported that there is £146k in the general fund of which £75k will be saved. This gives a total of £71k available to spend. Staff costs have been apportioned and the total value going forward is £883k.</p> <p>The committee discussed the Staff Welfare Funds and that although there were a number of sources of funds, the funds were being managed as a whole and that going forward the committee would like to see expenditure identified against each fund. GFM talked about the reporting of fund balances and allocated amounts and that as we start spending the money this will become clearer. For example £50k has been allocated for the BAME work strand out of which at least £15k-£20k is due to be spent shortly.</p> <p>The Committee noted that staff welfare donations have slowed down significantly in September compared with April – July. However donations have increased again in October (approximately £7k of donations received).</p> <p>CW recommended that legacy funds are spent and that discussion is needed on identifying appropriate ways to spend the money.</p> <p>GFM informed the Committee that we have only recently recognised that the Eileen Potter Legacy monies will not be required for a surgical robot. GFM will ask EC to identify alternative proposals for the funding early in the New Year. Action: GFM will report back to the next meeting</p> <p>AB reassured the Committee that there are a number of projects on the list waiting to be converted to bids.</p>	LL
5	<p>Fundraising Manager Report</p> <p>AB updated the Committee on recruitment of the fundraising post. There were 81 applications and interviews are being held next week.</p>	AB
6	<p>Major Funding Workstreams Update</p> <ul style="list-style-type: none"> • Overview of all 4 COVID-19 Funding Workstreams <p>AB talked about the COVID-19 staff welfare appeal which has raised over £80k. The Trust also successfully applied for an additional £50k from NHS Charities Together and have been awarded a further £180k by NHS Charities Together for other areas of work.</p> <p>AB clarified that the £50k of 'Phase 1, distribution 3' funding is for both staff and patients as long as it is urgent COVID-19 related.</p>	

<p>AB talked to the summary of 2020 funding work-streams. 70% of available funds (i.e. £117k) has been earmarked through staff consultation, as priority areas; new outdoor seating for staff, availability of Three Arches Restaurant space 24/7, an outdoor gym, staff fitness offers and a distinct offer for colleagues not on the East Surrey Hospital site.</p> <p>AB sought agreement on the broad split. Psw responded that she would like to see what the offering is for staff not on the East Surrey Hospital site. The Committee asked about the costs associated with the restaurant (£40k). IM explained the work involved which includes securing the food servery behind custom-made shutters, lockable fridges and secure doors.</p> <p>AB highlighted the importance of donors seeing the impact of their donations, i.e. that this is seen as a new space for staff to use (with soft furnishings etc). Discussion took place about allocating money from the COVID-19 urgent fund to do this.</p> <p>JW talked about collecting narratives about the benefits of the space from staff working nights and will meet with Paula Tucker to take this forward.</p> <p>CW suggested making the walking routes around the hospitals more accessible. Action: MP will revisit the work that took place with an organisation called Living Streets.</p> <p>Concern was raised that the outdoors gym would be fully utilised. MP responded that a fitness instructor would be available to run sessions throughout the day and evening. GFM added that gym facilities were popular requests from staff as was the running club.</p> <p>There was discussion about using an additional £50k for the outdoor areas (gym and signposting of walk areas etc) and an additional £25k for rest areas/facilities (e.g. microwave, soft furnishings, etc) for the Three Arches Restaurant space.</p> <p>AB added that the outdoor gym lends itself well to external funding and will look into this further.</p> <p>The Committee supported the three proposals with some caution about designating an additional £50k to them as the Committee would wish to look at other projects that have been put forward.</p> <p>Action: AB to work with Trust leads to develop their proposals.</p> <ul style="list-style-type: none"> • Our role as lead NHS Charity for Surrey Heartlands <p>AB highlighted that the Charity is leading a new programme of work across the Surrey Heartlands area with a coalition of 6 NHS charities that will be given a further allocation from NHS Charities,.</p> <p>Discussion took place about the process for bidding for a further £50k in the second national lockdown. MP confirmed that staff have been involved in the decision on</p>	
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	how the money will be spent.	
7	<p>Recommendations of funding bids over £2k</p> <p>COVID-19/Staff welfare Appeal:</p> <ul style="list-style-type: none"> - Design of outdoor rest areas for staff: £5,280 <p><u>Approved</u></p> <ul style="list-style-type: none"> - Staff thank you event, and pin badges: £14,422 <p>GFM explained that instead of the Staff Awards event this year (which is not able to take place due to COVID-19) all staff will receive a thank you card and badge and there will be a take away food offer on all sites. In total, including VAT the bid is £15k - £10k for the food offer.</p> <p>SB raised a point about the funding for the food which would normally come from the general amenity fund. AB responded that traditionally SASH charity funded the staff awards from the general fund but there is no budget for this. GFM added that an event where everyone could come together was one of the ideas fed back by staff.</p> <p><u>The Committee agreed to using the general fund for a proportion of the bid.</u></p>	AB
8	<p>Any Other Business</p> <p>Date of next meeting: March 2021 so bids come virtually and may need to be extraordinary meeting</p>	GFM

Date of next meeting		Thursday 21 March 2021	Time	2.30 – 4pm	Room	AD65/MS
Date first raised	Agenda Item	Action	Lead	Review Date	Status	
09/19	2	Contact League of Friends re: their funding priorities and how we work together	AB	Dec 2020	To follow up in 2021 (delay due to COVID)	
08.10.20	9.1	Charity Policy to be reviewed again in six months' time	JW/AB	March 2021		
12.11.20	7	Revisit the work that took place with an organisation called Living Streets.	MP	March 2021		
12.11.20	4	To report back to the next meeting on development of proposals for using the Eileen Potter legacy.	GFM	March 2021		
12.11.20	6	To provide an update from the estates team on work to make three arches available 24/7	AB	March 2021		