

Minutes of Charitable Funds Committee Meeting

21 July 2015

Shrodells Executive Meeting Room, Shrodell's Unit, Watford Hospital

Chair	Title	Attendance
Jonathan Rennison (JR)	Chair	Yes
Members		
Don Richards (DR)	Chief Financial Officer	Yes
Ginny Edwards (GE)	Non-Executive Director	Yes
Helena Reeves (HR)	Director of Communications	Yes
Jac Kelly (JK)	Chief Executive	No
Jonathan Rennison (JR)	Non-Executive Director	Yes
Paul Cartwright (PC)	Non-Executive Director	Yes
Tracey Carter (TC)	Chief Nurse and Director of Infection Prevention and Control	Yes
In attendance		
Phil Townsend (PT)	Non-Executive Director	Yes
Jean Hickman (JH)	Trust Secretary (notes)	Yes
Onali Mohamedali (OM)	Financial Controller	Yes
Mark Anderson (MA)	Financial Accountant	Yes
In attendance for specific items		
Lesley Lopez (LL)	Head of Patient and Public Involvement	Yes

MEETING MINUTES

		Who	When
1	Opening and welcome		
1.1	JR welcomed everyone and officially opened the meeting.		
2	Apologies for absence		
2.1	Attendance and absence recorded above.		
3	Declarations of interest		
3.1	No new declarations were reported.		
4	Minutes of last meeting held on 24 February 2015 & 08 June 2015		
4.1	24 February 2015. Item 5.5. PC asked for confirmation that the couches for the Hemel Hempstead outpatient department had been delivered. He commented that he found it frustrating that it had taken so long for this action to be completed. JH offered to clarify the position to the Committee as a matter of urgency.	JH	30-Jul
4.2	Both sets of minutes were approved as a true reflection of the meetings.		
5	Matters arising/action log		
5.1	Item 3. JR and DR reported that they had not met to discuss the consolidation of funds. Therefore, the date of completion of action would be deferred to October 2015.	DR/ JR	20-Oct
5.2	Action 4. JR reported that he had not had the opportunity to discuss methods to say thank you to fundraisers. Therefore, completion of this action was deferred to October 2015.	JR	20-Oct
5.3	Action 8. Completed. It was agreed that the charitable funds policy would be audited by internal audit. OM agreed to put this on list for auditing.	OM	20-Oct
5.4	Action 11. Completed. It was noted that statements had been available to fundholders. It was noted that the Committee would have a better idea on the position of funds once responses to the letter to fund holders had been received and the outcome of the clinical strategy was nearer.		
Governance and leadership			
6	Governance arrangements		
6a	Registration with the Charity Commission		
6a.1	JR updated the Committee on the Trust's registration with the Charity Commission. He advised that the registration should reflect the Trust's status as a Corporate Trustee rather than individually named trustees. The Committee discussed how this would impact on the Trust's current arrangements. JR advised that the Charity Commission recommended that the Corporate Trustee approve an annual activity and expenditure plan. The Corporate Trustee would then delegate authority for expenditure to fund holders, any new activity not captured within the plan would be submitted to the Committee for review prior to approval.		
6b.1	The following actions were agreed: <ul style="list-style-type: none"> • The NHS Charitable Funds Commission's form to be updated • JR to discuss with the Trust's Chair the recommended changes to the Board; • Paper to go to Part 1 of the Board meeting in September 2015; • Explanation of the registration changes to be included as an item on the agenda of a strategy planning session in quarter three. 	DR/ MA JR JR	Oct-15 Aug-15 Sep-15

		Who	When
Management of Charitable funds			
7	Overview of funds		
7.1	OM provided an overview of the charitable funds balance sheet and advised that there had not been significant movement in funds since the previous meeting.		
7.2	PC commented that it would be helpful to have a cash forecast for the year, including salaries and commitments made, which would indicate how much funding was actually available.		
7.3	PC requested that future statements should follow usual accountancy terms.	OM	Oct-15
7.4	OM further advised that as at 30 June 2015, there was £400,000 of funds. OM pointed out that as funds reduced investment would subsequently reduce. A risk of a insufficient funds to support ongoing costs should be put on the risk register.	JR/ JH	Oct/15
8	Annual report and accounts		
8.1	DR presented the annual report and accounts and advised that the auditors had found nothing adverse within the accounts.		
8.2	The Committee asked for the photograph of Mount Vernon Hospital to be removed from the front cover as this was no longer managed by the Trust.	OM/ MA	Oct-15
8.3	A number of errors in the text were pointed out for amendment.	OM/ MA	Oct-15
8.4	HR agreed to review the annual report from a communications perspective.	HR	Oct-15
8.5	It was suggested that the list of voluntary organisations included in the report should be reviewed to ensure they were still in existence.	OM/ MR	Oct-15
8.6	JR suggested that future annual reports should include a complete list of the donators over the reporting time period.		
8.7	The annual report and accounts were approved subject to communications review and correction of amendments.		
9	Requests for funding		
9.1	<u>Request a. Staffing areas</u> TC asked for this request to be withdraw as the work would be funded from budget.		
9.2	<u>Request b. Staff environmental investment</u> The Committee asked JH to invite Kevin Howell, Director of Environment to attend the next meeting to present the case for this funding.	JH	Oct-15
9.3	<u>Request c. Staff award ceremony</u> HR requested funding of £2,000 to support prizes of a £200 John Lewis gift voucher to each winner at the staff awards ceremony. She advised that the ceremony would be held on 03 September 2015 as part of the Annual General Meeting. GE suggested that the Trust should review it was receiving good value for money from John Lewis. MA advised that the Trust was getting a discount from John Lewis. The Committee approved the funding subject to the appropriate paperwork being completed.	HR	Oct-15

		Who	When
9.3	It was agreed that the question of what should be funded from charitable funds and what should be funded from the budget would be discussed as an item on the strategy planning session.	JH/ JR	Oct-15
10	Update on the previous approved funding requests		
10.1	<p><u>Kissing it Better programme</u></p> <p>Lesley Lopez attended the meeting to provide a further update on the Kissing it Better programme. She advised that the Trust had been working closely with the founder of the organisation and a series of events to enhance the wellbeing of patients and visitors had been undertaken since the last charitable funds meeting. She confirmed that a number of local students were supporting the programme and local schools were also keen to be involved.</p> <p>JR asked about the plans for the future of the programme.</p> <p>TC advised that the Trust was continuing to build relationships with the local community and overcoming initial issues. Lesley was working with the communications team to develop a newsletter to inform staff and patients of forthcoming events.</p> <p>GE asked whether feedback was being collected from patients and visitors on the programme.</p> <p>TC responded that positive feedback had been received via the Friends and Family test.</p> <p>JR thanked Lesley for attending to update the Committee.</p>		
Fundraising			
11	Overview of donations and fundraising activities		
11.1	OM provided a brief overview of the donations received since the previous meeting, the total sum of which was £20,000.		
11.2	The Committee felt that this was very positive, however more could be done to encourage further fundraising.		
12	Update on fundraiser post		
12.1	HR advised that a proposal for a fundraiser post had been discussed and agreed at a recent vacancy panel meeting; however this had not been acted upon by the Human Resources Department. HR agreed to expedite this.	HR	Oct-15
Administration			
13	Becoming a member of the Association of NHS Charities		
13.1	<p>The Committee agreed that it should apply to become a member of the Association of NHS Charities.</p> <p>JH and JR to complete the application</p>	JH/ JR	Sep-15
14	Becoming an independent charity		
14.1	<p>JR gave a verbal explanation of the implications of becoming an independent charity.</p> <p>The Committee agreed that becoming independent would allow more control over money and decision making and allow the Trust to appoint trustees from local businesses. However, it would mean that the charity would need to employ its own staff to manage the administration and the Trust may not be able to spend funds on items it felt were required.</p>		

		Who	When
14.2	It was agreed that this subject would be revisited once a fundraiser was established in post and fundraising activity was ongoing. Furthermore, it should be discussed on an annual basis as part of the Committee's work plan.	JH	Oct-15
15	Items for reporting to the Corporate Trustee		
15.1	The Committee agreed the following items to be escalated: <ul style="list-style-type: none"> • Reviewing the amounts recommended for approval; • Recommendation for the Trust's registration with the Charity Commission to reflect its status as a Corporate Trustee; • Arrangements for a session later in the year to discuss a charitable funds strategy; • Charitable funds annual report and annual accounts for approval. 		
16	Any other business		
16.1	The importance of having a clear Charitable Funds strategy was agreed. It was suggested that a facilitated strategy planning session would be arranged between October and December 2015. It would run from 10am to 4pm.	JR/ HR	Oct-15
17	Draft agenda for next meeting		
17.1	The draft agenda was agreed.		
18	Date of next meeting		
18.1	The next meeting will be held on 20 October 2015 at 12noon to 2pm. Shrodell's Executive Meeting Room, Watford Hospital.		