

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a Meeting of the Charitable Funds Committee held on Wednesday 29 January 2025 at 11.30am in the Boardroom, Trust Headquarters, Ulster Hospital, Dundonald

PRESENT: Ms S McCauley, Non-Executive Director (Chair)

Mr N McKinley, Non-Executive Director
Ms W Thompson, Deputy Chief Executive, Director of Finance & Estates
Mr C Martyn, Medical Director

IN ATTENDANCE: Mrs M McNally, Assistant Director, RMG/Trust Board Secretary
Ms L Campbell, Assistant Director, Financial Accounting
Ms L Benson, Head of Financial Management & Financial Services
Mrs W Hull, Personal Assistant, Office of Chief Executive (minutes)

OPENING REMARKS

Ms McCauley welcomed everyone present to the meeting and thanked Members for their support in preparation for her taking up the role as Chair of the Committee following the recent retirement of Mrs Minford as a Non-Executive Director.

1.0 APOLOGIES

Received from Dr Robinson (Deputy Chief Executive, Executive Director of Nursing, Midwifery & Allied Health Professionals and Director of Support Services).

2.0 DECLARATION OF POTENTIAL CONFLICT OF INTERESTS

No declarations were made at this stage or during the meeting.

3.0 MINUTES OF PREVIOUS MEETING HELD ON 25 SEPTEMBER 2024

The minutes of the previous meeting held on 25 September 2024, having previously been circulated, were approved as a true and accurate record. **Ms McCauley** advised Mrs Minford as outgoing Chair of the Committee had also reviewed and approved same prior to her retirement.

4.0 MATTERS ARISING

Members noted **SET/CF/01/25 Matters Arising Sheet** with one matter closed.

5.0 ITEMS FOR DISCUSSION

5.1 Financial Report as of 31 December 2024

Members received, for discussion, **SET/CF/02/25 Financial Report as of 31 December 2024**.

Ms Thompson advised of £575k expended to 31 December 2024 with £588k still expected to be incurred before covering details of the budget, expenditure to date and remaining costs set out in Table 1 thereof. **Ms Campbell** advised

items of expenditure greater than £5k totalled £68k and £754k remained against the DoH 2021/22 donation of £3m.

Ms Benson stated £1,342k had been approved for proposals over £50k adding Charitable Funds balances stood at £4,829k with 18 funds closed and 96 live funds in place. Members noted a CIF balance of £570k at 31 December 2024 with a drawdown due to commitments.

Mr McKinley asked about the pipeline of proposals for 2025/26 and **Ms Benson** advised circa £800k was being proposed for staff welfare initiatives which was in line with the anticipated budget. **Mr McKinley** asked how most donations were made with **Ms Campbell** replying legacies, community organisations and individual fund-raising as well as direct inward donations often via the website formed the majority of in-year donations. **Ms McCauley** asked if anticipated 2024/25 proposals were on track to be progressed before year-end and **Ms Benson** confirmed this was the case.

6.0 ITEMS FOR DECISION

6.1 New Proposals for Consideration

Members received, for decision, four proposals for consideration.

SET/CF/03/25 Pharmacy Technician – Cancer Services

Ms Benson outlined a request for a dedicated 1.0 WTE Band 6 Pharmacy Technician post over two years to facilitate a medicine optimisation project and to release Systematic Anti-Cancer Therapy (SACT) nursing workforce currently committed to this effort. **Ms Benson** stated circa £105k was sought from the McDermott Fund leaving a balance of circa £47k if approved. **Ms McCauley** asked if the proposal was for one fixed term post and **Ms Benson** confirmed this was the case. **Mr McKinley** asked to what extent similar initiatives might create essential capacity elsewhere and **Ms Thompson** advised there was limited scope for Charitable Funds to support the funding of staff posts. **Mr McKinley** asked if EMT considered such requests before coming to Committee and **Ms Thompson** confirmed this was the case. **Ms McCauley** commended the proposal as beneficial from a quality and patient care viewpoint.

Following the discussion, **Ms McCauley** sought and obtained approval.

SET/CF/04/25 Clinical Fellowship – Therapeutic Endoscopy

Ms Benson outlined a proposal to fund a Clinical Fellowship in Therapeutic Endoscopy to support the Trust's Advanced Polypectomy Service. **Ms Benson** explained recent changes within Gastroenterology to training had resulted in a 20% reduction of specialised training time for completion of clinical training resulting in trainees having less time to develop key skills in colonoscopy and polypectomy. **Ms Benson** stated the request was for circa £76k for one year to support a Speciality Registrar post (excluding any banding supplement) sourced from two funds (06U67 and 20B00). **Mr McKinley** noted surprise such a Fellowship would only last for 12 months and **Mr Martyn** advised these types of specialist Fellowships were often bespoke. **Mr McKinley** asked if it would not be prudent to fund a post for a

longer period given pressures were significant and likely to continue into the medium term. **Ms Thompson** advised the issue was such support may be needed for a different speciality thereafter. **Mr McKinley** stated additional information was needed on the mechanisms of how such Fellowships work. **Ms McCauley** asked if there was a retention aspect to the proposal given the staff involved may depart at some point. **Mr Martyn** stated work derived would have a positive impact on training and skills within the team.

On that basis, **Ms McCauley** sought and obtained approval.

SET/CF/05/25 Thompson House Hospital – Transition Management Post

Ms Benson advised funding was requested for a dedicated 1.0 WTE Band 8a Transition Management Post for 18 months based at Thompson House Hospital to support the safe transition of the neuro-rehabilitation service to a different Directorate. **Ms Benson** explained the cost was circa £116k leaving £54k in the Florence Henry Estate fund (00041). **Mr Martyn** added SET would be taking on the regional neuro-muscular service from BHSC so the proposal would bolster preparation which itself will support longer term plans for the facility's sustainability by ensuring on-site senior neurology cover. **Mr McKinley** asked if the post was AD level and sought clarity on what the deliverables would look like in terms of supporting the transition as there was some vagueness as to what success might look like. **Ms Thompson** advised the post was Band 8A and the initial proposal had been revised to include additional detail. **Ms Benson** undertook to provide background information from Mr Neil which outlined how the proposal would support individual care plans for long-term patients.

Following discussion, **Ms McCauley** sought and obtained approval subject to receipt of the additional information requested from Mr Neil.

SET/CF/06/25 Mole Mapping – Cancer Services

Ms Benson outlined a proposal to extend a mole mapping pilot established in 2022 in partnership with Cancer Focus NI involving a specialised computer taking photographs of the entire body and combining these into a complete body image to set a baseline to compare at follow-up visits every three to six months thereafter with the aim of detecting abnormal moles at an early stage. **Ms Benson** stated the project aligned to the NI Cancer Strategy and the request was to support a further year to allow full assessment of impact of the project with data to support outcomes. **Ms Benson** added there was a need for 100% funding from the McDermott Fund (Cancer) (02U61) in the sum of circa £67.5k. **Ms McCauley** stated she saw potential long term benefits through reducing demand on hospital services by early detection and asked if this would be the only year funding would be sought. **Ms Benson** explained a further year would enable a business case to be made to DoH/SPPG to seek recurrent funding.

Following the discussion, **Ms McCauley** sought and obtained approval.

7.0 ITEMS FOR NOTING

There were no items for noting.

8.0 ITEMS FOR ESCALATION TO TRUST BOARD

There were no items for escalation.

9.0 ANY OTHER BUSINESS

There were no additional items of business raised.

10.0 DATE AND VENUE OF NEXT MEETING

Ms McCauley advised the next meeting was scheduled to take place on Wednesday 18 June 2025 at 11.30am in the Boardroom, Trust Headquarters, Ulster Hospital, Dundonald.

Ms McCauley thanked everyone and closed the meeting at 12.30pm.