

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a meeting of the Charitable Funds Committee held on Wednesday 26 September 2018 at 1.00 pm in the Board Room, Trust Headquarters

- PRESENT:** Mrs H Minford, Non-Executive Director (Chair)
Mr N Guckian, Director of Finance & Estates
Mr C Martyn, Medical Director
Mr B Grimley, Assistant Director, Financial Services
- APOLOGIES:** Ms N Patterson, Director of Primary Care, Older People & Executive Director Nursing
- IN ATTENDANCE:** Miss I Low, Assistant Director, Risk Management & Governance/Board Secretary

CHAIRMAN'S BUSINESS

ACTION

At the outset, Mrs Minford welcomed everyone to the meeting.

Mrs Minford, on behalf of members, wished to record thanks and appreciation to Mrs O'Neill for her contribution as a Non-Executive Director to the Trust Board and as a member of this Committee. Mrs O'Neill had resigned from her term of office wef 7 September 2018 as she had been successful in being appointed to a post in another organisation which unfortunately meant there may be a conflict of interest with her role as Non-Executive Director within the Trust. Communication has been made with the Department of Health regarding a replacement and a response is awaited.

1.0 DECLARATION OF POTENTIAL CONFLICT OF INTERESTS WITH ANY BUSINESS ITEMS ON THE AGENDA

Mrs Minford invited members to declare any items of potential conflicts of interests with business items on the agenda. None were received and the business of the meeting proceeded.

2.0 MINUTES OF THE PREVIOUS MEETINGS HELD ON 6 JUNE 2018 AND 31 JANUARY 2018

The minutes of the previous meeting held on 6 June 2018, having been previously circulated, were taken as read and agreed as a true and accurate record.

3.0 MATTERS ARISING FROM THE MINUTES

Meeting – 31 January 2018

3.1 Establishment of a Corporate Charitable Fund, draft strategy and information booklet

Mr Guckian said that the strategy to establish a corporate

charitable fund was a long term aspiration and would take some time to complete. He considered that it would be better to sort registration with the Charities Commission first and then pursue consolidation of funds similar to the principles adopted by the Belfast HSC Trust. Following a short discussion, this approach was agreed. It was also agreed that this item should be removed from the agenda until there is further progress to report.

NG

3.2 Update – Application to the Charities Commission

Mr Grimley updated members in respect of the current position with regard to the application to the Charities Commission which is being done on a regional basis. A meeting with the Directorate of Legal Services and the Charities Commission was held on the 19 September 2018 when the issue of a group registration by all HSC Trusts will be discussed. This was a very positive meeting. Given that this item will take a number of months to progress it was agreed that this item should be removed from the agenda until there is further progress to report.

BG

3.3 Update – Ethel Agar Fund

A short discussion took place regarding the query raised at the last meeting in respect of using the above fund for the wider purposes ... *'to benefit Children & Women'* and, in particular, if it could be used to assist LAC services (as per Mrs O'Neill's request at a previous meeting). Following discussion, it was agreed that Mr Guckian/Mr Grimley would arrange to meet the fund manager (Dr Robinson) to discuss this issue further and report back at the next meeting.

NG/BG

3.4 Update – Revision of Committee's TOR and POW

Miss Low advised members that the revisions to the Committee's Terms of Reference and Programme had been completed post the last meeting and submitted to the Trust Board, at its meeting on 28 February 2018. These were duly approved.

3.5 Update – Report on Effectiveness of the CF Committee

Members noted that the final version of the above document had been submitted to the Trust Board at its meeting on 28 February 2018, for information.

3.6 Update – Financial Report as at 31/12/17 – query re the Diabetic Fund

Mr Grimley reported that he reviewed the Diabetic Fund, LVH

(underspent) and the Diabetic Fund, UHD (over spent) as discussed at the last meeting. He advised that no action was required as there were sufficient funds in the UHD budget to address the over spend.

3.7 Update – Information on all CF for Non-Executive Directors

Miss Low confirmed that, as per Mrs O'Neill's request, information (in excel spreadsheet format) had been circulated post the last meeting detailing a list of all Charitable Funds broken down by the fund purpose/name. This item is now closed.

Meeting – 6 June 2018

3.8 Draft CTF Accounts for 2017/18 and LOR

Miss Low reported that the draft Charitable Fund Accounts and Letter of Representation had been presented to, and approved by, the Trust Board, at its meeting on the same day 6 June 2018.

3.9 Draft Report to those Charged with Governance

Miss Low reported that the above report had been discussed at the last meeting. A copy of the final Report to those Charged with Governance would be submitted to the Audit Committee meeting to be held on 4 October 2018. A copy will be circulated to members in due course.

IL

3.10 Update – Financial Report as at 31/3/18 – query re Ethel Agar Fund

This item will also be addressed via item 3.3 above.

4.0 NEW BUSINESS ITEMS

For Action/Discussion

There are no agenda items under this section.

For Information/Noting

4.1 Schedule of dates for meetings – 2019

Members received, for information, a schedule of dates for meetings of the Charitable Funds Committee for 2019. Mrs Minford requested members to update their diaries/schedules accordingly.

ALL

5.0 **STANDING AGENDA ITEMS**

5.1 **Financial Report as 31 August 2018**

Members received, for consideration and approval, a copy of the Financial Report as at 31 August 2018. In presenting the report, Mr Grimley highlighted the key sections of the report as detailed below.

Section 1 – Finance Overview

Members noted that as at 31 August 2018, the total budget for the year was £860k. The total spend was £98k, with the budget in an underspend position of £762k. The summary split of expenditure on charitable activities for the 5 months ended 31 August 2018 detailed the biggest spend as relating to purchase of new equipment ie, £43k and Patient Education and Welfare - £34k. Mr Guckian commented that donations to date in year amounted to £36k. Whilst it may look as if we are spending more that we are receiving the first half of the year is always slower. In response to Mrs Minford's query, Mr Guckian confirmed that a memorandum has been issued to Fund Managers to remind them about this matter and it is also raised at Finance Focus Group meetings.

Section 2 – Budgetary Report 2018/19 Year

Mr Grimley reminded members that the Committee approved the Annual Budget of £860k to encourage Charitable Funds spending on charitable activities over the 2018/19 year. This breaks down to £0.705m across 52 Trust Funds with individual balances >£10k and £0.155m across 90 Trust funds with individual fund balances <£10k. As at 31 August 2018 cumulative expenditure on charitable activities is £98k which represents an under-spend of £260k against the annual budget. Total Charitable Fund Balances at the beginning of the year were - £5771k (£5,472k for 55 Funds >£10k listed, £299k for 95 Funds, <£10k). A summary of the aforementioned funds were listed in the paper.

In addition, a summary of the biggest underspending budgets as at 31 August 2018 was detailed in the paper (ten in total). There were a total of 133 funds which account for £293k of the total budget underspend to date. A short discussion ensued in relation to these accounts and Mr Grimley duly addressed members' queries.

Section 3 - Details of expenditure over £5000

Mr Grimley reported that over the 5 months ended 31 August 2018, a total of 4 funds had expenditure in excess of £5,000.

Section 4 - Items Requiring Committee Approval

Mr Grimley confirmed that there were currently no items over £50k to be presented to the Committee for approval. There were also no funds with overspends against budget of more than £20k requiring Committee approval as at 31 August 2018.

A summary of the biggest overspend against budget to date was contained within the paper. These seven budgets represented the biggest overspend against the budget to date for noting – for eg, LVH Cardiac Fund, Robert Moorehead Fund and Kyle House.

The details of expenditure within overspend budgets with a value of over £2k, four in total, were also briefly discussed.

Section 5 - Details of Income/Donations

For the 5 months ended 31 August 2018, Charitable Funds have received £36k of income from donations (compared to £209k in 2017/18) – 117 individual donations in all. A short discussion took place on the eight funds with the largest donation by fund. A comparison table against the largest donations made by fund in 2017/18 also included in the paper, for information. The Trust, to date, has not been notified of any dividend income for 2018/19 from the Common Investment Fund.

5.2 New and/or updated Request for Approvals for Charitable Funds

New proposals

- None for consideration.

Carried forward from previous meetings

- None for consideration.

Following discussion, it was agreed that item 5.2 was incorporated into the finance report and no longer required to be listed as a standing agenda item. Miss Low agreed to update the programme of work accordingly.

IL

5.3 Update – Common Investment Fund

Mrs Minford noted that the next meeting of the Common Investment Fund will be held on Friday 5 October 2018. A copy of the minutes of the last meeting held in April 2018 had been received by Mr Guckian and a copy passed to Mrs Minford. It was agreed that copies of the minutes of the above

meeting should be circulated with the papers for future meetings, for information.

IL

6.0 ANY OTHER BUSINESS

6.1 Visit to Ward 27

Mrs Minford reported on a recent visit to Ward 27. She said that she was quite shocked by the state of the ward. During discussion with the ward manager, they were unaware of how to access Charitable Funds. In response, both Mr Martyn and Mr Guckian said that the ward would be able to utilise the Ulster Hospital General Fund for the purposes of Ward 27 should they require to do so. Mr Guckian undertook to raise this matter at the next meeting of the Adult Services & PHC Finance Focus Group with the relevant Assistant Director.

NG

7.0 DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting of the Charitable Trust Fund Committee should be held on **Wednesday 30 January 2019 at circa 1.30pm in the Boardroom, Trust Headquarters, Ulster Hospital (post Trust Board meeting).**

IL