

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a meeting of the Charitable Funds Committee held on Wednesday 11 February 2019 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
Ms N Patterson, Director of Primary Care, Older People & Executive
Director Nursing
Mrs A Henderson, Assistant Director, Financial Accounting &
Financial Services

APOLOGIES: None

IN ATTENDANCE: Miss I Low, Assistant Director, Risk Management &
Governance/Board Secretary

CHAIRMAN'S BUSINESS

ACTION

At the outset, Mrs Minford welcomed Mrs Andrea Henderson, recently appointed Assistant Director, Financial Accounting & Financial Services, to her first meeting of the Committee. She also paid tribute to the work of Mr Brian Grimley who had covered the position in the interim period following the departure of Mr Schubert.

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 MEETING HELD ON 26 SEPTEMBER 2018

The minutes of the previous meeting held on 26 September 2018, having been previously circulated, were taken as read and agreed as a true and accurate record.

3.0 MATTERS ARISING FROM THE MINUTES

3.1 Update – Ethel Agar Fund

Mrs Henderson gave a brief update on progress in this matter following the last meeting. She confirmed that one of her team had spoken to Dr Robinson, Assistant Director, WACH, who was very receptive to the idea of utilising the funds within the Ethel Agar fund for the wider use of Children's Services within the Trust.

However, he wished to speak to his team about this matter in the first instance. Both Mr Guckian and Mrs Minford offered to meet with Dr Robinson if this would be helpful (post 17 March 2019 when Mrs Minford will be back from leave). Mr Guckian asked Mrs Henderson to continue to progress this matter in the interim period and to check out the actual terms of the original fund to ensure that any spend for eg for Looked after Children's Services (as per Mrs O'Neill's original request) could be accommodated.

3.2 Final version – Report to those Charged with Governance

Members received, for information, a copy of the final version of the Report to those Charged with Governance which had been discussed in detail in draft form at the last meeting. Mr Guckian said that there were two Priority 3 recommendations relating to Charitable Funds and these will be actioned accordingly. Members also noted that this report had been discussed at the Audit Committee meeting held on 4 October 2018.

3.3 Update – incorporating the previous standing agenda item [New and/or updated Request for Approvals for Charitable Funds] into the Finance Report and amend Programme of Work

Miss Low confirmed that the former standing agenda item [New and/or updated Request for Approval for Charitable Funds], had been removed from the agenda as it was now covered within the Financial Report.

3.4 Update – outcome of discussions re Ward 27 at the Adult Services & PHC Finance Focus Group

With regard to the query raised at the last meeting in respect of the above item, Mr Guckian confirmed that he had written to Ms Mongan advising that Ward 27 can access the Ulster Hospital General Fund for the purposes of Ward 27. Ms Mongan had acknowledged receipt of same.

4.0 NEW BUSINESS ITEMS

For Action/Discussion

4.1 Review of Committee's TOR and Programme of Work

Members received, for consideration and approval, copies of the Committee's revised Terms of Reference and Programme of Work.

In presenting the papers, Miss Low highlighted some minor changes (which had been highlighted in tracked changes format) within the documents. A short discussion ensued and members approved the documents subject to acceptance of the tracked changes for submission to Trust Board at its meeting on 20 March 2019.

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4.2 Report on the Review of the Committee's Effectiveness – 2018/19

Member received, for consideration and approval, the draft Report on the Effectiveness of the Charitable Funds Committee 2018/19. In presenting the paper, Miss Low advised the document was prepared in standard format which had been updated to reflect some minor changes including changes to membership details (which had been highlighted in tracked changes format). Following discussion, members approved the document subject to acceptance of tracked changes for submission to Trust Board at its meeting on 20 March 2019.

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4.3 Charitable Funds Contribution from Account 02U61 MacDermott Fund towards the development of Cancer Services, Ulster Hospital in partnership with Macmillan

Members received, for approval a paper detailing the contribution from Account 02U61 MacDermott Fund towards the development of Cancer Services, Ulster Hospital in partnership with Macmillan.

In presenting the paper, Mr Guckian advised that this was a very exciting development. The Trust is looking to relocate and upgrade the cancer services delivered from the MacDermott Unit at the Ulster Hospital. During the development of the scheme Macmillan was approached and they were interested in a major upgrade or betterment of the project. This resulted in a capital business case being developed, with preferred option £1.491m, subject to Macmillan funding, being approved by both EMT and the Finance Committee in July 2018. As the project and relationships with Macmillan developed, Macmillan was interested in developing two further cancer support projects with the Trust: Macmillan Information and Support Centre £1.1m plus Macmillan Garden and Environmental Improvements £0.9m. Again these two capital business cases were approved, subject to Macmillan funding, by EMT and the Finance Committee November 2018. The Trust is very excited about the significant contribution these projects will make to cancer services and as a result would like to process with all three proposals, subject to funding.

Macmillan has recently confirmed their commitment of £2.5m and the Trust has signed the Terms of Grant with Macmillan. This leaves a potential funding shortfall of up to £1m to be identified to enable all three projects to proceed.

The Trust can bid for general capital resource funding. However, as there is substantial pressure on the Trust's general capital resource funding the Trust would like to part fund the schemes from the charitable "MacDermott Fund" (Account 02U61 McDermott Fund), in the region of £0.4m – £0.6m, as recommended by the Mary Jo Thompson, Cancer Services Manager and Professor Stephen Kirk, Clinical Director of Cancer Services and endorsed by Seamus McGoran, Director of Acute Services.

A short discussion ensued and members approved the contribution of £0.4m – £0.6m from Account 02U61 MacDermott Fund towards the capital development of cancer services, Ulster hospital.

Mr Guckian suggested sharing the graphics of the project with Mrs Minford and it was agreed that it would worthwhile to showcase this project to all Non-Executive Directors in a workshop setting. Miss Low to add item to a future workshop agenda in May 2019.

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For Information/Noting

4.4 Discussion on items relating to Charitable Funds for inclusion in the Annual Report

A short discussion took place in relation to items for inclusion in the Annual Report 2018/19 in respect of Charitable Funds. It was agreed Mr Guckian would review activity for charitable funds over the last year and ensure an appropriate section is included. Reference should also be made to the Committee's intention to consolidate funds.

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5.0 STANDING AGENDA ITEMS

5.1 Financial Report as at 31 December 2018

Members received, for consideration and approval, a copy of the Financial Report as at 31 December 2019. In presenting the report, Mrs Henderson highlighted the key sections of the report as detailed below.

Section 1 – Finance Overview

Members noted that as at 31 December 2018, the total budget for the year was £860k. The total spend for the year was £227k, with the budget in an underspend position of £633k.

The summary split of expenditure on charitable activities as at 31 December 2018 detailed the biggest spend as relating to purchase of new equipment ie, £114k followed by Patient Education and Welfare - £68k.

Section 2 – Budgetary Report 2018/19 Year (9 Months)

Mrs Henderson 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 December 2018 cumulative expenditure on charitable activities is £227k which represents an under-spend of £418k against the annual budget.

Reference was also made to table 3 – 2018/19 Budgetary Performance by Directorate as at 31 December 2018. In addition, a summary of the biggest underspending budgets as at 31 December 2018 was detailed in the paper (nine in total) and a short discussion ensued in this regard.

Section 3 – Details of expenditure over £5000

Mrs Henderson reported that over the 9 month period ended 31 December 2018, a total of 6 funds had expenditure in excess of £5,000 (8 separate items of expenditure).

Section 4 – Items Requiring Committee Approval

Mrs Henderson confirmed that there were currently no items over £50k to be presented to the Committee for approval. There is one fund with an overspend against budget of more than £20k as at 31 December 2018, which requires Committee approval. This relates to Lagan Valley Cardiac Fund – currently an overspend of £27k (annual budget is set as £8K). A breakdown of the spend was cited in paragraph 4.4 of the report. Reference was also made to the Table 6 (item 4.3) which summarised the funds with the biggest overspend against budget to date for information and noting.

Following discussion, members approved the overspend against budget in respect of Lagan Valley Hospital Cardiac Fund (£27k).

Section 5 – Details of Income/Donations

Members noted that for the 9 months ended 31 December 2018, Charitable Funds have received £144k of income from donations (compared to £209k in 2017/18) – 231 individual donations in all.

A short discussion took place on the funds with the largest donation by fund (table 8, item 5.1). A comparison table against the largest donations made by fund in 2017/18 was also included in the paper, for information.

Finally, the Trust has been notified of the six month dividend income for 2018/19 of £65k from the Common Investment Fund. In response to Mrs Minford's query, Mr Guckian advised that the level of donations was falling and this may be due to market conditions. Reference was made to page 6 of the report and the Robert Moorehead Fund. Ms Patterson queried if this was a donation or interest attributed to the fund. Mrs Henderson undertook to review this fund and update at the next meeting.

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5.2 Update – Common Investment Fund

Members received, for information, the minutes of the Common Investment Fund held on 5 October and 4 December 2018 which had been circulated with the papers for the meeting. Mr Guckian said that the main item from the October meeting was the setting up of a workshop pre December 2018. Members noted that the contract for Brewin Dolphin had been extended at the 4 December 2018 meeting (Brewin Dolphin were asked to leave the meeting when this decision was taken).

6.0 ANY OTHER BUSINESS

6.1 Proposal to merge funds

Members received, for consideration and approval, a paper which was tabled at the meeting by Mrs Henderson in respect of the merger of funds. This was in relation to a request received from a fund manager to facilitate the merger of a number of funds, primarily into the Ulster General Surgery Fund.

In presenting the paper, Mrs Henderson said that all six funds are noted as restricted however not all have records available as to the original use of the fund. No donations have been received in the past five years and a number of funds are historic and date back to the early 1990s. In addition with regard to three funds (Ards Female Surgical, Ards Male Surgical and Bangor Connor Ward) these services have all moved to the Ulster Hospital and the Bangor Connor Ward is no longer operational.

A short discussion ensued and members approved the merger of the six funds into the Ulster General Surgery fund. Members noted that there is potential for this type of

proposal for other Charitable Funds and that they would welcome this approach.

7.0 DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting should be held on **Wednesday 5 June 2019 at 09.30 am in the Board Room, Trust Headquarters, Ulster Hospital.**

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