

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a meeting of the Charitable Funds Committee held on Wednesday 25 October 2017 at 4.00 pm in Seminar Room 2, QIIC, Trust Headquarters, Ulster Hospital

PRESENT: Mrs H Minford, Non-Executive Director (Chair)
Mrs L O'Neill, Non-Executive Director
Mr N Guckian, Director of Finance & Estates
Mr M Schubert, Assistant Director, Financial Services
Ms N Patterson, Director of Primary Care, Older People &
Executive Director Nursing
Mr C Martyn, Medical Director

APOLOGIES: None

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

ACTION

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 conflict 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 2 JUNE 2017

The minutes of the previous meeting held on 2 June 2017, having been previously circulated, were taken as read and agreed as a true and accurate record.

3.0 MATTERS ARISING FROM THE MINUTES

Meeting – 29 March 2017

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

Mr Guckian updated members in respect of the above item. Unfortunately, the matter had not progressed much since the last meeting as the Trust is still awaiting information from Belfast Health & Social Care Trust (BHSCT) in relation to legal costs in respect of establishment of a corporate Charitable Fund. In the event we do pursue this issue, it will take quite a long time and we will need to consider the source of funding such as the Common Investment Fund.

Therefore, Mr Guckian does not want to prepare a draft strategy/information booklet until information is forthcoming from BHSCT. Mr Guckian said that he would raise the matter with colleagues at the next meeting of the Common Investment Fund (next week).

NG

3.2 Update – Application to the Charities Commission

Members received, for information, a short paper which had been circulated with the papers for the meeting, detailing the current position with regard to the Trust's application to the Charities Commission. It also included a spreadsheet detailing date of application, documents submitted and application number for all HSC Trusts. In presenting the paper, Mr Grimley gave a short overview of the background to this matter for the benefit of the Non-Executive Directors who had recently joined the Committee. A short discussion ensued and Mr Grimley and Mr Guckian responded to members' questions.

In conclusion, members noted that the applications for registration with Charities Commission for Northern Ireland (CCNI) had been ongoing for some time and the issue preventing registration is common to all HSC organisations. The DoH has agreed to move this issue forward with CCNI and conclude the issue of registration. It was noted that this matter may take some time and Mr Grimley will continue to progress the matter, as required.

BG

Meeting – 2 June 2017

3.3 Update on Ethel Agar Fund

Following discussion at the last meeting in respect of the above matter, Mr Grimley confirmed that the Ethel Agar fund had existed from 1963 and on the basis of legal letters reviewed from the file the fund is to be applied for the following purpose:-

“exclusively for purposes designed best to benefit Children and Women, subject to the agreement of a mode of perpetuation of the name of Ethel Agar”. A further letter in the file also states “such purposes need not be excluded for the reason that they might, temporarily or on occasion also benefit other patients”.

Mr Guckian said that the fund is quite large - £1m and use of it is slow. Following a short discussion, it was agreed that Mr Grimley would remind the fund manager to utilise the funds, as appropriate.

BG

3.4 Draft Charitable Trust Funds Accounts and Letter of Representation

Members noted that draft Charitable Funds Accounts and Letter of Representation as discussed at the last meeting of the Committee held on 2 June 2017 had been submitted to, and approved by the Trust Board, at its meeting on the same day - 2 June 2017.

4.0 NEW BUSINESS ITEMS

For Action/Discussion

4.1 Charitable Trust Funds – Annual Report on Benchmarking Data

Members received, for consideration, a copy of the Annual Report on Benchmarking Data in respect of the Charitable Funds Accounts. In presenting the paper, Mr Grimley said that the Trust had received an unqualified set of Charitable Funds Accounts. Post submission of all CF accounts by HSC Trusts a review of the format of the accounts was undertaken by the Assistant Directors of Finance. This paper is the outcome of this work. Following production of this report, Mr Grimley had agreed to draft a template to cover further improvement in practice for the 2017/18 accounts. A copy of this will be made available at the next meeting.

BG

For Information/Noting

4.2 Final Report to those charged with Governance (RTTCWG) 2016/17

Members received, for information, the final Report to those Charged with Governance for 2016/17. In presenting the report, Mr Guckian reminded members that the document had been discussed in detail in draft format at the last meeting held on 2 June 2017. He said that this was a good report and overall the audit of Charitable Funds was satisfactory. There were two P3 findings and the necessary actions to address these items are already underway.

4.3 Final version – Mid-Year Assurance Governance Statement

Members received, for information, a copy of the final version of the Mid-Year Assurance Statement which had been submitted to the Department of Health by the due date of Friday 13 October 2017. In presenting this document Miss Low briefly outlined the purpose of this document together with the approval process via EMT and Audit Committee (which Mrs Minford is a member of).

4.4 Schedule of dates for Charitable Funds meetings 2018

Members received, for information, a schedule of dates for meetings of the Charitable Funds Committee for 2018. Mrs Minford requested members to update their schedules/diaries accordingly.

ALL

5.0 STANDING AGENDA ITEMS

5.1 Financial Report as 30 September 2017

Members received, for consideration and approval, a copy of the Financial Report as at 30 September 2017. 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 30 September 2017, the total budget for the year was £778k. The total spend was £133k, with the budget in an underspend position of £645k. The biggest spend was in the area of purchasing new equipment - £73k and patient education and welfare £44k.

Section 2 – Budgetary Report (6 months as at 30 September 2017)

Mr Grimley reminded members that the Committee approved an annual budget of £0.778m to encourage Charitable Funds spending on relevant activities over the 2016/17 year, and reapplied for 2017/18. This breaks down as £0.602m across 53 Trust Funds (with individual balances >£10k) and £0.176m across 97 Trust Funds with individual balances <£10k. As at 30 September 2017, cumulative expenditure on charitable activities was £133k, an underspend of £645k against annual budget, (£122k for Fund Accounts >£10k; £11k for Funds Accounts <£10k). Total Charitable Fund Balances at the beginning of the year was £5,984k (£5,629k re 53 Funds >£10k listed, £293k re 97 funds <£10k not listed). A summary of the biggest underspending budgets as at 30 September 2017 were detailed in the paper. These 4 budgets account for 38% of the total budget underspend to date. A short discussion ensued on these accounts and Mr Grimley and Mr Guckian duly addressed members' queries.

Section 3 - Details of Expenditure over £5000

Two items were detailed in the paper in respect of single items of expenditure in excess of £5k. The Trust's Capital Accounting Team will review and consider these items to determine if any are to be transferred to public funds as donated assets.

Section 4 - Items requiring Committee approval

Mr Grimley confirmed that there were no items over £50k requiring Committee approval. It was also noted that there were no funds with overspends against budget of more than £20k also requiring Committee approval as at 30 September 2017. Information was provided on the funds with the biggest overspend against budget to date, for information.

Section 5 - Donations

Mr Grimley reported that for the six months ended 30 September 2017, Charitable Trust Funds had received £64k of income (£250k for 2016/17) made up of 160 individual donations. A table detailing the five largest individual donations were reviewed covering – McDermott Fund, LVH Wards and the UHD Special Care Baby Unit.

Members noted that dividend income for 2017/18 from the Common Investment Fund has not yet been notified to the Trust for the first six months of the year and this will be accounted for in the second half of the year. The budget set for 2017/18 is on the basis of an assumed income level plus the funds' previous year underspends. The assumed income for 2017/18 is taken indicatively as that received in previous years. Appendix A of the paper detailed the budgetary position 2017/18 (to 30 September 2017) of individual funds with >£10k balance.

A short discussion took place and Ms Patterson said that caution should be applied when reviewing descriptors of funds in that the Trust had little discretion to change the titles (ie, for the use of 'blind handicapped'). Mr Guckian added that we can refuse donations and ask solicitors to review the name of the funds to try and prevent offence and a title to promote ease of use.

A short discussion ensued and Mr Guckian responded to members' queries in respect of this section of the document. With regard to Mrs O'Neill's question in relation to advising staff on how to access funds when visiting Trust Facilities, Mr Guckian said it was best to refer staff members to their fund manager and/or line manager who would be able to help/assist them to access charitable funds for relevant activities. It is also good for Non-Executive Directors to promote the use of charitable funds.

It was also agreed that Mr Grimley would provide members with information on all charitable funds including details of the purpose of the fund in advance of the next meeting.

BG

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

New proposals

- There were no new proposals for consideration.

Carried forward from previous meetings

- There were no proposals carried forward from previous meetings requiring a decision.

5.3 Update – Common Investment Fund

Mr Guckian reported that the last scheduled meeting of the Common Investment Fund had been cancelled and the next meeting was scheduled for next week. An update will be provided at the next meeting.

NG/HM

6.0 ANY OTHER BUSINESS

There were no items of any other business raised at the meeting.

7.0 DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting should be held on **Wednesday 31 January 2018 at circa 1.30pm, Seminar Room, Trinity Conference Centre, Lisburn.**

IL