

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a meeting of the Charitable Funds Committee held on Wednesday 5 June 2019 at 9.30 am in the Board Room, Trust Headquarters

PRESENT: Mrs H Minford, Non-Executive Director (Chair)
Mr P Morgan, Interim 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: Miss I Low, Assistant Director Risk Management & Governance /
Board Secretary

IN ATTENDANCE: Mrs C Caulfield, Executive Support (minute taker)

CHAIRMAN'S BUSINESS

ACTION

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

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 11 FEBRUARY 2019

The minutes of the previous meeting held on 11 February 2019, having been previously circulated, were taken as read and agreed as a true and accurate record.

3.0 MATTERS ARISING FROM THE MINUTES

Due to the business of today's meeting, Mrs Minford advised that an update on the matters arising from the meeting held on 11 February 2019 would be deferred until the next meeting.

4.0 NEW BUSINESS ITEMS

For Action/Discussion

4.1 Revisions to the Charitable Funds Terms of Reference

Members received, for consideration and approval, a copy of the Committee's revised Terms of Reference (ToR) in tracked changes format. In presenting the paper, Mrs Henderson indicated that, since the approval of the ToR at the meeting

on 11 February 2019, a change to the roles and responsibilities of the Committee within the ToR had been identified to reflect a change in the requirements for the Annual Report. This change relates primarily to the requirement for a Governance Statement within the Annual Report. Mrs Henderson then highlighted some minor changes within the ToR to reflect these changed requirements. The revisions have also been reflected in the Annual Report and Accounts, to be presented later in the meeting. Following discussion, members approved the revised Terms of Reference, subject to the acceptance of the tracked changes. It was agreed that a copy of the revised version of the TOR should be submitted to the next Trust Board meeting to be held on 26 June 2019.

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In response to a query from Ms Patterson around the number of Committees required, Mr Morgan indicated that guidelines from the Department of Health outlines the need for a Charitable Fund Committee, separate from the Finance Committee, as there is a requirement for the Trust to produce a separate set of Charitable Funds.

4.2 Draft Charitable Trust Funds Annual Report & Accounts 2018/19 and Letter of Representation

Members received, for consideration and approval, a copy of the draft Charitable Trust Funds Accounts for 2018/19 together with the draft letter of representation, which were previously circulated. These will also be tabled at Trust Board meeting later today for approval and sign-off.

In presenting the papers, Mr Morgan outlined the background process for the Annual Report and Accounts. A draft version of the Annual Report and Accounts document was submitted to the Department of Health on 7 May 2019, which has been subsequently subject to audit by PricewaterhouseCoopers on behalf of the Northern Ireland Audit Office. The Annual Report and Accounts are being presented at this meeting for approval on completion of the audit. Mr Morgan indicated that no significant changes have been made to the draft. However, members noted that minor changes may still be made to the document following approval.

Mr Morgan went through the accounts in detail and highlighted key sections from the document, including the primary statements and supporting notes. The Statement of Financial Activities and Balance Sheet showed total funds of £5.9m as at 31 March 2019, an increase of £190k on last years position. Mr Morgan also went through the supporting notes in detail. It was noted that the highest charitable expenditure is the purchase of new equipment. The market value of investments in the Common Investment Fund as at 31 March 2019 is £5.7m, an increase of £143k on last years position. Mr Morgan indicated that the Auditors were

particularly interested in the appropriateness of spend and that expenditure should relate to the purpose of the donation. There were no issues or concerns with regards to this highlighted as a result of the detailed audit work.

Reference was also made to the Letter of Representation which was also presented by Mr Morgan. He outlined the purpose of the letter which provided assurance to Auditors in relation to the Annual Report and Accounts being presented. There were no queries or concerns raised in respect of this letter. Following discussion, Mrs Minford sought, and received approval to, the Annual Report and Accounts of the Charitable Trust Funds, including the provision for any minor amendments which may be required. Members noted that these will be tabled at the Audit Committee and Confidential Trust Board meetings following the Charitable Fund Committee meeting today.

4.3 Draft Report to those Charged with Governance (RTTCWG) – 2018/19

Members received, for information, a copy of the draft Report to those Charged with Governance 2018/19 which had been circulated with the papers for the meeting. In presenting the paper, Mr Morgan highlighted four Priority 2 findings and six Priority 3 findings within the document, however none of these related to Charitable Funds. There were no Priority 1 findings. Mrs Minford sought assurance that the recommendation from the previous year, relating to bank reconciliations, had been addressed. In response, Ms Henderson confirmed that the Trust has reviewed their processes and no such issues were identified by the external auditors within the 2018/19 audit fieldwork. This recommendation has now been considered implemented.

For Information/Noting

There were no items for discussion under this section.

5.0 ANY OTHER BUSINESS

5.1 Thanks and Appreciation to Staff

Mrs Minford thanked Mr Morgan, Mrs Henderson and the Finance team for producing the accounts against the tight timescales for submission. Their work is greatly appreciated by the Committee.

6.0 DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting would be held on **Wednesday 2 October 2019 at 1.30pm in the Board Room, Trust Headquarters, Ulster Hospital.**

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