

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a meeting of the Charitable Funds Committee held on Friday 31 January 2020 at 1.30 pm 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: None

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

OBSERVER: Mr S Martin, Executive Support Services Manager
Mrs V Woods, Assistant Executive Support Services Manager
Mr D Sagar, Chairman, Trust Board (from item 4.3 onwards)

CHAIRMAN'S BUSINESS

ACTION

Mrs Minford welcomed Mr Stephen Martin, recently appointed Executive Support Services Manager and Mrs Valerie Woods, Assistant Executive Support Services Manager, who were attending today's meeting as part of their Induction Programme. Members noted that Mrs Woods will be providing future secretariat services to the Committee.

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 2 OCTOBER 2019

The minutes of the previous meeting held on 2 October 2019, having been previously circulated, were taken as read and agreed as a true and accurate record.

3.0 MATTERS ARISING FROM THE MINUTES (11 February 2019)

3.1 Update – Ethel Agar Fund

Mrs Henderson confirmed that she had progressed this item post the last meeting and alerted Mr White to contact Dr Robinson regarding progressing any proposals against this fund.

She was unaware of any confirmed expenditure requests since this time from Mr White.

Following a short discussion, it was agreed that Mrs Henderson would send one further reminder to Mr White with cc to Dr Robinson and if no reply received the matter would be closed at the next meeting.

AH

3.2 Update – Items for workshop

Miss Low confirmed that the item on the graphics for the development of the cancer services project has been added to the list of items for discussion at a future Trust Board workshop.

3.3 Update – Final version – Protocol for ALL STAFF who may have to deal with Charitable Fund Donations and Expenditure, in particular, those staff who would have Trust Fund Holder Responsibilities

Members received, for information, a copy of the final version of the above policy which had been circulated with the papers for the meeting. This included the amendments agreed at the previous meeting. Mrs Henderson confirmed that the revised policy had been widely disseminated to all managers in December 2019 (and is also available on i-Connect).

3.4 Update – paper regarding approval /change of working of a fund purpose

Members received, for information, a copy of a document which had been circulated with the papers for the meeting dated 1 February 1994. This detailed the purpose of the Postgraduate Department Fund was “*to facilitate Postgraduate Education within the Trust*”. This communication had only recently been discovered following a further review of the file. Members noted that the aforementioned document now gives the Trust the latitude to utilise the funds as previously discussed and there is no requirement to change the purpose of Postgraduate Department Fund.

Mrs Henderson advised that she had also sought advice from Directorate of Legal Services in this matter and summarised the response from Mrs Turkington received on 4/1/19. A copy of this communication will be sent to Miss Low, post meeting, for reference purposes.

AH

3.5 Update – proposals regarding funds where expenditure is not being committed

This item was discussed at item 4.4 below.

3.6 Update – amendments to the Gifts & Hospitality Policy with regard to accepting of gift vouchers at local Directorate level

Members received, for information, a copy of the final version of the Gifts & Hospitality policy which had now been revised to take account of the issue of gift vouchers. Mrs Minford thanked Mrs Henderson and Miss Low in getting this matter sorted so promptly.

3.7 Update – Charities Commission for NI (CCNI)

This item was discussed at item 4.4 below.

3.8 Update – Schedule of meetings – 2020

Miss Low confirmed that she had circulated the amended schedule of dates for meetings – 2020 post the last meeting.

3.9 List of all Charitable Funds and their purpose

This item was discussed at item 4.4 below.

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 26 February 2020.

IL

4.2 Report on the Review of the Committee’s Effectiveness

Member received, for consideration and approval, the draft Report on the Effectiveness of the Charitable Funds Committee 2019/20. 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 26 February 2020.

IL

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

Mr Sagar joined the meeting at this juncture.

Mr Morgan reminded members that it is customary to include reference to the work of the Charitable Funds in the Annual Report. A short discussion ensued and the following suggestions were made:-

- The Macmillan Project; and
- Refresh of Charitable Funds/CCNI work.

Mrs Henderson agreed to include a short narrative in respect of Charitable Funds in the draft Annual Report in due course.

AH

4.4 **Paper – Update on Charities Commission for NI (CCNI); a full list of funds and their purpose; and proposals regarding Charitable Funds and Funds where expenditure is not being committed**

Members received, for consideration, a paper detailing an update in respect of the following three items.

Update – Charities Commission for Northern Ireland

Mrs Henderson summarised the current position in respect of the above work. Members noted that the eventual process in relation to registration with CCNI is, likely, a number of years away. However, the Trust must take action to prepare for eventual registration. Information and background has been sought from other Trusts in respect of this preparatory work. It is planned that a representative from CCNI will be in attendance at the regional Assistant Directors of Financial Services / Financial Accounting in February 2020, where more information will likely be provided regarding CCNI expectations.

Mrs Henderson then outlined the interim process to be followed (as per page 1 of the paper item a to f). Following discussion members endorsed this approach and Mrs Henderson agreed to action accordingly.

AH

Update – Full list of Funds and their purpose

Mrs Henderson then presented section 2 of the paper. She said that the Trust currently has 144 Funds (including 3 endowments), totalling a Fund value of c£6m as at December 2019. It was noted that the paper had been prepared in advance of the Charitable Funds Finance Report, so there may be some minor differences between the information in this paper and the Finance Report.

In collation of the information (see *Annex 1 – List of Funds*), source documentation was sought to support the original purpose of the Fund. It became apparent that the Funds may have been in place for some considerable amount of time and the existence of an “opening fund” document was not always contained in the files. For context, the majority of those documents that were available were dated in the 1990’s and others seemed to be a much older version of the document which was handwritten, but did not often have any indication of the date of the set-up of the Fund. The schedule in Annex 1 indicates this within the “Purpose – check” column. It would seem that this is not necessarily a position which is out of line with that of other Trusts.

The majority of Funds have a noted purpose, which is being used in practice. It should also be noted that the vast majority of Funds are categorised as “Restricted”, even in the absence of any original documentation regarding the set-up of the Fund. A summary of the number, and value, of Funds was detailed in Table 1, for members’ information.

Members noted that 44% of Funds have an individual total Fund value of less than £5k, 69% of Funds have value of less than £20k and 84% of Funds have a value of less than £50k. A summary of Funds by Directorate was outlined in Table 2. Members also noted Hospital Services have the majority of Funds - 47% by number, but with 70% of the total value of all Funds. The 2 Funds identified in Table 1, above, which have a value of greater than £500k are within Hospital Services, namely McDermott (£741.5k) and Ethel Agar (£1,181.8k). The detail of all individual Funds by Directorate was contained in *Annex 2 – Funds by Directorate*, for members’ information.

Update – Proposals regarding Charitable Funds and Funds where expenditure is not being committed

Mrs Henderson then presented section 3 of the report. On review of the entirety of the 144 current Charitable Funds, including any activity within these Funds, the following was noted:

- 75 of the 144 Funds (52%) had no activity during 2018/19 and to date (as at December 2019) in 2019/20; and
- 91 of the 144 Funds (63%) have had no activity during the first 9 months of 2019/20.

Activity, for the purposes of this analysis, is defined as donations and / or expenditure. In the period, the funds will have attracted any interest or dividends accruing to the overall Fund (no notification as yet for 2019/20 financial year. The detail of individual accounts with no activity was contained in *Annex 3*.

Mrs Henderson then summarised the action taken in this regard which involved the Financial Services Team writing out to selected Fund / operational managers (largely where the cash balance of the Fund was less than £10k) during November 2019, highlighting a number of key questions (as detailed in the paper together with the responses received). In this regard 7 areas asked for funds to be merged / consolidated into other Funds (see Proposals 1 to 5 below) and these were presented for approval by the Committee. Following discussion the outcome of discussion is summarised below:-

Proposal 1 – to merge 06U02 (Florence Ruddy Scholarship), 06A33 (Ards Colin Brennan Award) into 06U35 (UHD Medical Directorate/Ward 4) – **not approved to merge. Purposes do not align to ensure that value in 06U02 and 06A33 funds are used for their specified purpose. Mr Martyn/Mrs Henderson to check where expenditure in relation to the Colin Brennan Award (fund 06A33) is funded from.**

CM/AH

Proposal 2 – to Merge 06U56 (UHD Bond Density Scanner) and 06U60 (UHD Rheumatology) – **agreed. The Bone Density Scanner is located with the Rheumatology Department. Name of new fund to be known as UHD Rheumatology Research and Equipment.**

Proposal 3 – to merge fund 19 (Downe Geriatric Fund) and fund 17 (Downe Cardiac Fund) – **agreed. Rename Downe Geriatric/Cardiac Fund.**

Proposal 4 – to merge 11A29 (Scrabo Day) and 11A14 (Scrabo House) into Fund 3 (Dept of Elderly Medicine) – **agreed. Note closed services are now provided within the Department of Elderly Medicine.**

Proposal 5 – to merge 21A24 (Ards Physio) with 21U41 (Physio Equipment & Study) – **agreed and rename Physiotherapy.**

Proposal 6 – to merge 22A01 (Ards Hospital General) into 20A00 (Ards Community Hospital General) – unrestricted funds in relation to Ards Hospital – **agreed to close 22A01; keep name as Ards Hospital General. Also agreed to change fund manager from Charlie Martyn to Nicki Patterson.**

Proposal 7 – to merge 22B01 (Bangor Community Hospital) into 20B00 (Bangor Hospital General) – unrestricted funds in relation to Bangor Hospital – **agreed to close 22B01. Fund manager for 20B00 to be Nicki Patterson.**

Proposal 8 – Awareness of Charitable Funds – **action outlined in paper approved.** Mrs Henderson to action pre Finance Focus Groups next week.

AH

Proposal 9 – Refresh of identified fund managers – action outlined in paper approved.

Proposal 10 – Inactive Funds – action outlined in paper approved at this time. This action may be reconsidered at a future date after the actions outline in proposal 8 and 0.

Proposal 11 – bring inactive funds to zero to close funds – action outlined in paper approved. Also agreed use inactive funds first, close small funds next, then use active funds. Approval also given for Mrs Henderson/team to use discretion to use small funds under £1k to clear down and close funds.

AH

In concluding the discussions, Mrs Minford thanked Mrs Henderson and her team for the preparation of such detailed and informative papers for discussion at today's meeting and asked that her comments be conveyed to all relevant staff.

AH

Mrs Henderson undertook to action all proposals agreed at today's meeting in line with discussions.

AH

4.5 Proposal – Development Pathway: Nursing Assistant Workforce

Members received, for consideration, a proposal which had been circulated with the paper for the meeting in respect of '*Enhancing the support available for the increasing Nursing Assistant Workforce to provide them with a Development Pathway which will maximise their support to the register Nursing Workforce*'.

In presenting the proposal, Ms Patterson summarised the background to the issue. She said that the regional standard requires all Nursing Assistants employed from April 2018, to undertake the RQF Development Programme and all Nursing Assistants in post should be supported to attain the Development Programme within an agreed timeframe. Nursing Assistants (Band 2) must complete the RQF Level 2 Certificate in Health/Health & Social Care within 12 months of taking up post and Senior Nursing Assistants (Band 3) must complete the RQF Level 3 Certificate in Health/Health & Social Care within 18 months of taking up post.

In SET prior to the launch of the Induction and Development Pathway, RQF qualifications were provided on an optional basis by one Quality Assurance Co-ordinator (QAC) 0.8 WTE. She was supported by Internal Quality Assurers (IQAs) and Work Based Assessors, from within the clinical areas, which has resulted in significant challenges, given the current nursing workforce position.

A number of queries were raised by Mrs Minford and these were duly addressed by Ms Patterson. Ms Patterson then asked members to consider funding a proof of concept for a period of 12 months for the staffing outlined in the paper (ie, Band 6 x 2 posts (in two phases) and Band 3 x 1 post) commencing on 1 June 2020.

Following a short discussion, the above proposal was agreed for a period of one year.

NP/AH

4.6 Paper on the naming of new SEHSCT and Macmillan Chemotherapy Unit

Members received, for consideration, a paper which had been circulated with the papers for the meeting in respect of the naming of the new SET/Macmillan Chemotherapy Unit. A short discussion ensued. Members considered that it was not appropriate for them to comment on the naming of the unit and considered that the groups listed in the paper would be in a better position to do this than this Committee. There was nothing stipulating in the McDermott Fund regarding using the name that members could see. Mrs Henderson agreed to advise Mrs Fleming on the outcome of discussions at today's meeting.

AH

4.7 Proposal for the use of Charitable Funds – Clinical Leadership Fellowship Colorectal

Members received, for consideration, a proposal in respect of the above matter, which had been circulated with the papers for the meeting. In presenting the papers, Mr Morgan said that the Trust is seeking funding for a Colorectal Fellowship post for a period of one year with effect from August 2020. The cost will be approximately £60k spread over two financial years (£40k 2020/21 and £20k 2021/22). The project would involve the design and implementation of a "Prehabilitation" programme for patients with a new diagnosis of colorectal cancer. The Prehabilitation programme is a package of interventions which promote healthy behaviours, tailored to the individual patient's needs, to optimise health, well-being and resilience during treatment for cancer. The proposal is consistent with the charitable purpose of research and development/patients comforts.

A short discussion ensued and members approved this proposal in principle for a period of one year only with effect from August 2020. Mr Martyn to confirm position in March 2020 to Mrs Henderson. The source of funding was suggested as the use of small funds in the first instance, where appropriate, and then the MacDermott fund. Mrs Henderson agreed to assist in identifying the relevant funds accordingly and discuss with Mr Martyn.

CM

AH

For Information/Noting

There were no items for discussion under this section.

5.0 STANDING AGENDA ITEMS

5.1 Financial Report as 31 December 2019

Members received, for consideration and approval the Charitable Funds Committee Finance report as at 31 December 2019. In presenting the report, Mrs Henderson highlighted the key sections as outlined below.

Section 1 – Finance Overview

Members noted the year end net budgetary position history over the previous financial years and the summary of expenditure 2019/20 as at 31 December 2019. This showed a total spend of £233k as at month 9. An outline of the summary of expenditure to 31/12/19 was provided, the highest spend was £135k in relation to purchase of new equipment, followed by £77k in relation to patient education and welfare.

Section 2 – Budgetary Position 2019/20 Year

Members noted the annual budget for 2019/20 approved by the Committee was £815k across 52 funds with individual balances greater than £10k to encourage spend on charitable funds. As at 31/12/19, cumulative expenditure on charitable activities was £233k, which represents an underspend of circa £378k to date against budget. The largest underspending budgets, as at 31 December 2019, were also noted as outlined in Table 4 of the report.

Section 3 – Details of Expenditure over £5,000

Members noted that, within the 9 month period (ending December 2019), there were six single items of expenditure in excess of £5k – these were detailed in table 5 of the paper.

Section 4 – Items Requiring Committee Approval

Mrs Henderson advised members that there were no items of expenditure over £50k to be presented for approval. However, there were two funds with an overspend against budget of more than £50k requiring Committee approval as at December 2019 (as detailed in Table 6 of the paper). The two funds currently have an overspend of £74k (annual budget set is £36k) and these related to the Robert Moorehead Bequest and Renal Research & Development. Following a short discussion, members approved the overspend in both these funds.

Reference was also made to Table 7 – which provided details of expenditure within funds with largest overspend against budget, for information. Members noted that the charges for CTF administration and governance costs are recharged and the cost for 2019/20 is £64,642 (as previously agreed by the Committee). This will be processed in the final quarter of the year.

Section 5 – Details of Income/Donations

Members noted that in the nine months ended 31 December 2019, Charitable Funds had received income of £250k from donations (£229k during 2018/19), 277 individual donations in total. Mrs Henderson highlighted the largest donations in 2019/20 to date (eight in total; including one donation for over £101k to the MacDermott Fund), as outlined in Table 8 of the report. She also advised that notification of the first six months of dividend income of £71k from the Common Investment Fund (£136k in 2018/19). The annual budget for 2019/20 (£815k) was set assuming income level comparable to that of last year. With regard to the MacDermott donation, it was agreed that this should be included in the Annual Report.

AH

Section 6 – Cashdraw from Common Investment Fund (CIF)

Members noted that the Trust had drawn £250k from its Investments in CIF in September 2019 (£250k 2018/19) when SEHSCT CTF bank balance fell below £100k at end of August 2019. This was to ensure adequate treasury management cover for expected 2019/20 payment liabilities for the whole of 2019/20. The bank balance at the end of December 2019 was £408k following a significant donation in October of over £100k. CIF Investments were £5.7m at the beginning of 2019/20 year and are £5.8m at the close of December 2019. SET CTF has made no cash investments into CIF as at December 2019 (nil 2018/19) as ongoing cash reserves are maintained at appropriate working capital requirements.

5.2 Update – Common Investment Fund (minutes of meeting held on 18/4/19; update on meeting on 26/10/19)

Members received, for information, a copy of the minutes of the Common Investment Fund held on 18 April 2019 – a verbal report had been presented at the last meeting by Mrs Minford in respect of this meeting.

Members noted that the last meeting of the Common Investment Fund was held on 26/10/19 and the minutes of this meeting will be circulated on receipt. The next meeting is scheduled to be held on 7 February 2020 and Mr Morgan will be attending. Mrs Minford was noted as an apology.

IL

6.0 **ANY OTHER BUSINESS**

6.1 **Departure of Miss Low, Board Secretary – Early Retirement**

On behalf of members, Mrs Minford wished to record the Committee's thanks and appreciation to Miss Low during her tenure as a member of the Committee. She commended her organisational skills which ensured all meetings ran efficiently and effectively. Members wished Miss Low a healthy and happy early retirement.

Mrs Minford also thanked Mrs Henderson for the preparation of the papers for today's meeting which had allowed a number of long standing items to either progress /or close.

7.0 **DATE AND VENUE OF NEXT MEETING**

It was agreed that the date of the next meeting should be held on **Wednesday 10 June 2020 at 09.30 am in the Board Room, Trust Headquarters, Ulster Hospital.**

IL