

# **SOUTH EASTERN HEALTH & SOCIAL CARE TRUST**

## **Minutes of a meeting of the Charitable Funds Committee held on Friday 16 October 2020 at 2.00pm in the Board Room, Trust Headquarters, Ulster Hospital and via the Meeting Platform**

**PRESENT:** Mrs H Minford, Non-Executive Director (Chair)  
Ms W Thompson, 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  
Ms Claire-Marie Dickson, Interim Assistant Director of Nursing, Safe &  
Effective Care

**APOLOGIES:** None

**IN ATTENDANCE:** Miss C Hughes, Personal Assistant (Minutes)

### **CHAIRMAN'S BUSINESS**

Mrs Minford welcomed Ms Thompson to her first meeting of the Charitable Funds 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 26 JUNE 2020**

The minutes of the previous meeting held on 26 June 2020, having been previously circulated, were taken as read and agreed as a true and accurate record.

#### **3.0 MATTERS ARISING FROM THE MINUTES (26 June 2020)**

##### **3.1 Update – Charities Commission for Northern Ireland**

Mrs Henderson advised that there has been little contact with the Charities Commission for Northern Ireland but background preparations have continued. The Committee will be kept updated of progress.

### **ACTION**

**3.2 Update – Proposals regarding Funds Where Expenditure Not Committed**

Action

Mrs Henderson confirmed that there has been no activity within the Colin Brennan Fund since at least April 2019. Mr Martyn indicated that this fund provided the Colin Brennan Medal for Interns and it was suspected that a number of medals may have been purchased some time ago.

Mrs Henderson advised that the aim to bring some funds to zero was linked to the Charities Commission for Northern Ireland work. The approval previously provided by the Committee, in the January 2020 meeting, for Finance staff working in the area of Charitable Funds to assess whether any inactive Funds / Funds which meet the purpose of expenditure requests received can be 'spent out' up to the value of £1,000. This will be an ongoing piece of work. There has been limited expenditure in year to date apart from the Northern Ireland Charities Together.

**3.3 Update – Development Pathway: Nursing Assistant Workforce**

Mrs Henderson noted that there has been no expenditure to date but newly recruited staff are currently going through appointment checks and it is expected that spend will soon be incurred.

**3.4 Update – Additional Funding and Donations received re Covid-19**

Mrs Henderson advised that a report in relation to these donations is included later in the agenda. She commented that no proposals have been received from Directorates in relation to the additional £50k and therefore no further applications have been made following stage 1. It was also noted that appropriate mechanisms have been established with Ms Patterson as the Fund Manager who would sign off proposal templates.

**4.0 NEW BUSINESS ITEMS**

**For Action/Discussion**

**4.1 Proposal – Creating Person-Centred Cultures Through Data**

Members received, for consideration, a paper and funding proposal, regarding Creating Person-Centred Cultures Through Data.

Ms Patterson highlighted that this proposal is designed to continue the roll out of PACE (an approach within Nursing and Midwifery for Person-centred Assessment, Care planning and Evaluation). Whilst this could be viewed as documentation for

Nursing staff, it is more about changing the culture of how care plans are developed and to carry it out in a co-production manner including patients and their families.

It was proposed by Ms Patterson that charitable funds be utilised to fund a Band 7 Project Officer to continue to assist other areas, including inpatient wards and District Nursing Teams, to embrace the PACE model. She noted that areas where it has been implemented have received very positive feedback from staff and patients. A regional evaluation is currently being undertaken.

During discussion it was noted that funding of £60k is required to fund the Band 7 post for one year and a number of funds have been identified as appropriate to utilise for this purpose. Mrs Henderson noted that some of funds identified relate to Hospital Services and Mr C Spratt, the Fund Manager, has indicated his support for this project and it is hoped that formal written approval will be received in due course. In addition, the final fund on the list, Community Nursing, had been earmarked by the Committee in January 2020 for the Development Pathway but there are sufficient funds within the Morrow Spratt Fund for that proposal to progress and release the Community Nursing fund for this project.

Mrs Minford sought, and received, Committee approval for this proposal as outlined.

Ms Dickson left the meeting at this point.

#### **4.2 Proposal – Improving Emotional Wellbeing of Vulnerable Children**

Members received, for consideration, a paper on Improving Emotional Wellbeing of Vulnerable Children.

Mrs Henderson noted that this proposal had been previously discussed by the Committee and Mr J White, Assistant Director for Promoting Health & Wellbeing, has obtained support from the Fund Manager of the Ethel Agar Fund, two members of the Charitable Funds Committee as well as the Chair of the Committee outside / in advance of the Committee meeting. During discussion it was noted that £164k will be required over two years to provide the Therapeutic Activities Centre.

Mrs Minford confirmed Committee approval for this proposal.

#### **4.3 Charitable Funds Budgets 2020/21**

Action

Members received, for consideration, a paper on the Charitable Funds Budgets for 2020/21. In presenting the report Mrs Henderson noted that evaluation of spend in 2019/20 was normally used when setting the budgets. She noted that significant spend is anticipated from the McDermott Fund to support the development project in conjunction with Macmillan Cancer. Mrs Minford sought, and received, Committee approval for the proposed Charitable Funds Budgets 2020/21.

#### **4.4 Update on NHS Charities Together & Covid-19 Funds**

Members received, for consideration, an update on NHS Charities Together & Covid-19 Funds. Mrs Henderson noted that this update related to the donations received specifically in relation to Covid-19 and have been allocated to two specific funds for staff comforts. The value of donations ranged from £5 to £10,000.

Mrs Henderson sought approval in respect of proposals to:-

- Transfer any expenditure in respect of the Pharmacy Allergy Cards proposal to Fund 07U57 (Pharmacy Department).
- Part fund the Inpatient Ward Block Canopy proposal up to the value remaining in Fund SET01 after all remaining proposals are finalised and fund the balance of remaining expenditure for the canopy from Fund 20U00 (UH General).

Following discussion Mrs Minford sought, and received, Committee approval for these proposals.

#### **4.5 Update on NHS Charities Together Funding**

Mrs Henderson also provided an update on the NHS Charities Together Stage 2 and Stage 3 grants. She advised that staff are working through the NHS Charities Together processes and it is hoped that clarity will soon be obtained on how the Trust can apply for funds.

#### **4.6 Updated Terms of Reference for the Charitable Funds Committee**

Members received, for consideration, updated Terms of Reference for the Charitable Funds Committee. Mrs Walker advised that the Committee membership had been updated and a new section included in relation to responses to Covid-19 and Rebuilding Services. Mrs Henderson queried whether the membership can be changed to refer to post titles only instead of named individuals. It was agreed that Mrs Walker should check if this is in line with other Committees and, if so, make the appropriate amendment.

VW

Mrs Minford sought, and received, Committee approval to the updated Terms and Reference subject to a check regarding membership detailing only post titles.

#### **4.7 Proposal to Merge/Reduce the Number of Charitable Funds**

Members received, for consideration, a report outlining the proposals to Merge/Reduce the Number of Charitable Funds. Mrs Henderson apologised for the late submission of this paper.

Mrs Henderson sought Committee approval for two proposals:-  
(a) LVH Staff Comforts (Fund 7) to be merged into the Staff Comforts fund (SET02).  
(b) Scrabo House Female Fund (Fund 11A15) to be merged into the Department of Elderly Medicine Fund (Fund 3).

Following a brief discussion Mrs Minford sought, and received, Committee approval to these two proposals.

#### **For Information/Noting**

#### **4.7 Schedule of Dates for Meetings – 2021**

Members received, for information, a Schedule of Dates for the Charitable Funds Committee in 2021. All present approved the suggested dates.

#### **4.8 Final Report To Those Charged With Governance**

Members received, for information, the final Report To Those Charged With Governance (RTTCWG). Mrs Thompson noted that Mr Morgan had detailed the Draft RTTCWG at the previous meeting and this final document contained no additional items or amendments relevant to the Charitable Funds Committee. It was presented for information and completeness.

### **5.0 STANDING AGENDA ITEMS**

#### **5.1 Financial Report as of 30 September 2020**

Members received, for consideration and approval the Charitable Funds Committee Finance report as at 30 September 2020. Mrs Henderson advised that the Report had been amended slightly from the previous report in order to improve the content for the Committee.

Mrs Henderson highlighted the following sections:-

Section 1 : Overview details the history of the budgets versus the spend/underspend which has been taken into consideration when setting the budget for this year.

Section 2 : Budgetary Position contains Table 3 which details expenditure by Directorate against budget and Table 4 which summarises the largest underspending budgets.

Section 3 : Income which outlines the largest donations received.

Section 4 : Expenditure Over £5k which also includes expenditure against the Covid-19 Funds.

Section 5 : Fund Balances is a new section which notes that there are 55 Funds with balances over £10k and 85 Funds with less than £10k.

Section 6 : For Committee Approval – The Committee were asked to approve the Trust charge of £64,642 in respect of the Charitable Trust Fund administration and governance costs. This is the same amount as in 2019/20. Following brief discussion the Committee approved this request.

Section 7 : Common Investment Fund – the Trust has not drawn from its investments in the first six months of the financial year.

During brief discussion Ms Thompson noted that this is a very comprehensive report and she was content with it.

## **5.2 Update – Common Investment Fund**

Mrs Minford noted that the minutes of the Common Investment Fund meeting held on 20 April 2020 have not yet been received. Mr Morgan had given an update in respect of this meeting at the last Committee meeting.

## **6.0 ANY OTHER BUSINESS**

### **6.1 Departure of Mrs Henderson**

On behalf of members, Mrs Minford wished to record the Committee's thanks and appreciation to Mrs Henderson. She wished her every success in her new role at the Health & Social Care Board.

## **7.0 DATE AND VENUE OF NEXT MEETING**

It was agreed that the date of the next meeting should be held on **Friday 29 January 2021 at 9.30am in the Board Room, Trust Headquarters, Ulster Hospital.**