

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

## **Minutes of the Charitable Funds Committee of the South Eastern Health & Social Care Trust held on Wednesday 16 June 2021 at 9.30 am via Zoom hosted from the Boardroom, Trust HQ, Ulster Hospital, Dundonald**

**PRESENT IN TRUST** Mrs H Minford, Non-Executive Director (Chairman)  
**HQ:** Mr C Martyn, Medical Director  
Ms W Thompson, Director of Finance and Estates  
Ms N Patterson, Director of Primary Care, Older People &  
Executive Director of Nursing

**IN ATTENDANCE:** Mrs M McNally, Assistant Director, Risk Management and  
Governance & Board Secretary  
Mr S Martin, Executive Support Services Manager (minutes)

**APOLOGIES:** None

### **1.0 CHAIRMAN'S BUSINESS**

Mrs Minford extended a warm welcome to everyone attending today's meeting.

### **2.0 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 items on the agenda. No such declarations were made.

### **3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 26 FEBRUARY 2021**

The minutes of the previous meeting held on 26 February 2021, having been previously circulated, were agreed as a true and accurate record.

### **4.0 MATTERS ARISING FROM THE MINUTES**

Members received and noted, for information, the Matters Arising sheet which had been circulated in advance of the meeting.

### **5.0 NEW BUSINESS ITEMS**

#### **5.1 Draft Charitable Trust Funds Accounts for the financial year 2020/21**

Members received, for consideration and approval, the draft Charitable Trust Funds Accounts for the financial year 2020/21 together with the draft Letter of Representation which had been circulated in advance of the meeting. These will also be tabled at Trust Board meeting later today for approval and sign-off.

In presenting the papers, Ms Thompson 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 2021 which had been subsequently been 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. Ms Thompson 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.

Ms Thompson provided a comprehensive overview of the documents highlighting key sections including the primary statements and supporting notes advising that there had been a significant number of non-monetary donations received as a consequence of the pandemic which had been reflected within the narrative of the documents. The Statement of Financial Activities showed total income of £ 3,496k as at 31 March 2021 comprising £3,377k from donations/grants and £119k from investments and total expenditure of £380k, comprising £307k on charitable activities and £73k on governance inclusive of audit costs. The balance sheet as at 31 March 2021 showed a total balance of £9.7m an increase of £4.3m on the previous year's position. It was noted that the increase was largely due to a £3m donation from DoH with funding proposals currently being collated by the Health and Wellbeing Group. Members also noted that the highest charitable expenditures were in relation to the purchase of new equipment as well as staff education and welfare. The market value of investments in the Common Investment Fund as at 31 March 2021 is £6.4m, an increase of £1.3m on the previous year's position due to £578k from gains on the sale of investments, £638k from unrealised gains on revaluation of the investment fund and £119k of dividend income. Ms Thompson indicated that the Auditors had reviewed the documents following which no issues or concerns had been raised.

Reference was also made to the Letter of Representation which was also presented by Ms Thompson. Ms Thompson outlined the purpose of the letter which provided assurance 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 conclusion of the Charitable Funds Committee meeting today.

## **5.2 Draft Report to Those Charged with Governance**

Members received, for consideration and approval, the draft Report to Those Charged with Governance for the financial year 2020/21 which had been circulated in advance of the meeting. In presenting the paper, Ms Thompson advised that the report forms part of the main set of accounts.

Ms Thompson confirmed that there were no adjustments of Charitable Funds and no failings or recommendations in respect of same. In summary, Ms Thompson

assured Members that the document was ready for submission and there were no findings from the NI Audit Office for further consideration by this Committee.

**5.3 Review of the Committee's Terms of Reference 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, Mrs McNally highlighted a number of minor changes within the documents. A short discussion ensued and Members approved the revised documents for submission to Trust Board at the next possible opportunity.

**5.4 Report on the Review of the Committee's Effectiveness for the year 2020/21**

Members received for consideration and approval, the draft Report on the Review of the Committee's Effectiveness for the year 2020/21. In presenting the paper, Mrs McNally advised Members that the document had been prepared in the standard format which had been updated to reflect some minor changes to membership details. Following discussion, Members approved the document for submission to Trust Board at the next possible opportunity.

**6.0 ANY OTHER BUSINESS**

There were no matters raised for consideration under this agenda item.

**7.0 DATE AND VENUE OF NEXT MEETING**

Mrs Minford confirmed that the next Charitable Funds Committee meeting will be held on **Thursday 30 September 2021 at 9.30am via Zoom hosted from the Boardroom, Trust Headquarters, Ulster Hospital, Dundonald.**

Mr Martyn advised that the proposed start time might be an issue on the next occasion and Mrs McNally undertook to advise Members of any change in advance.