

## SOUTH EASTERN HEALTH AND SOCIAL CARE TRUST

### **Minutes of the Charitable Funds Committee Meeting held on 24 November 2021 at 11.45am Zoom**

**PRESENT:** Mrs H Minford, Non-Executive Director (Chair)  
Ms L Campbell, Assistant Director of Financial Services, Financial Services  
Ms N Patterson, Director of Primary Care, Older People & Executive Director of Nursing  
Ms W Thompson, Director of Finance and Estates

**IN ATTENDANCE :** Mr M Cadden, Executive Support Services Manager (Acting) (Minutes)  
Mrs M McNally, Assistant Director, Risk Management and Governance & Board Secretary  
Mrs J English, Trust Board Apprentice

**APOLOGIES:** Mr C Martyn, Medical Director

	<b><u>ACTION</u></b>
<b>1.0</b> <b><u>OPENING REMARKS</u></b> The Chair welcomed everyone to the meeting.	
<b>2.0</b> <b><u>DECLARATION OF POTENTIAL CONFLICT OF INTERESTS WITH ANY BUSINESS ITEMS ON THE AGENDA</u></b> There were no declared potential conflicts of interests with any business items on the agenda.	
<b>3.0</b> <b><u>MINUTES OF THE PREVIOUS CHARITABLE FUNDS COMMITTEE MEETING HELD ON 16 JUNE 2021</u></b> Minutes of the Charitable Funds Committee Meeting held on 16 June 2021, were agreed and taken as read and approved as a true and accurate record.	
<b>4.0</b> <b><u>MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b> The Chair noted five matters arising from the matters arising paper, SET/CF/02/2021.	
<b>5.0</b> <b><u>NEW BUSINESS ITEMS</u></b>	
<b>5.1</b> <b><u>Update on Proposals over £50,000 approved in 2020-21 and 2021-22</u></b> Members received paper SET/CF/03/2021 which provided an update on Proposals over £50,000 that were approved in 2020-21 and 2021-22. Members were informed that all costs have been incurred for the Nursing Assistant Development Pathway. The Therapeutic Activities College for Vulnerable Children was behind schedule with an expected £134,267 of costs remaining to be charged prior to 31 March 2023. <b>Ms Thompson</b> advised members this has been challenging for costing to be put to the right place when orders were raised. <b>Ms Campbell</b> advised that the Trust was aware of the issue and advised that procedures will be implemented to improve the process. <b>The Chair</b> informed members that it was evident there was learning to be taken forward.	
<b>5.2a</b> <b><u>Plans for the £3 million DoH Charitable Donations</u></b> Members received for consideration paper SET/CF/04/2021 which outlined initial proposals for the £3m DoH charitable donation. Members were informed that a staff Health and Wellbeing Task and Finish Group (HWBTFG) had been established to ensure that proposals taken forward are in line with staff wishes and in keeping with the Trust People Plan. <b>The Chair</b> sought clarification and was informed that the HWBTFG will be a Sub Committee reporting to the	

Charitable Funds Committee in line with Committees Terms of Reference. **The Chair** asked for clarification around the HWBTFG members and was informed that composition would represent the views of each directorate and would consist of:

- Jennifer Buchanan (Chair & Assistant Director of Employee Relations)
- Lyn Campbell (Assistant Director of Financial Services)
- Stephanie Hare (Health & Wellbeing Project Lead, Employee Relations)
- James Large (Trade Union Representative)
- Jonathan Bradshaw (Interim Head of Projects, Estates)
- Paul McCann (HR Manager, Employee Relations)
- Anthony Trimble (Assistant Director of Estates)
- Jeff Thompson (Assistant Director of Patient Experience)

**Ms Patterson** asked that Sharon McRoberts be asked to join the HWBTFG group, particularly as £1 million of the funds is to support Nurses. **The Chair** informed members that she would be willing to attend an HWBTFG meeting and feedback to Trust Board. **Ms Campbell** informed members that a key priority of the HWBTFG would consist of staff engagement and advised members that a project lead would need appointed. Members were informed that the Trust proposed to use some of the unused BSO Leadership Centre Service Level Agreement days for this task, but that additional funding may need to be acquired from the DoH £3m fund going forward.

**The Chair** outlined, given the current pressures facing staff, that “quick win” solutions should be considered so staff can avail of health and wellbeing support now, as well as in years to come. Members were informed that EMT was adopting a proactive approach and looking at ways the Trust could use the money to support staff with health and wellbeing events planned each month between now and the end of March. **Ms Campbell** informed members that the Trust was proposing a £5 voucher for staff to use on Trust sites. **Ms Patterson** outlined the challenges around Community based workers and highlighted the importance for them to be able to access and use the £5 voucher and to feel involved and engaged in the process.

**Ms Campbell** informed members other “quick wins” under consideration included: a staff Hub at UHD, team building events and a Courtyard at LVH. Discussion ensued around the UHD Staff Hub and **The Chair** outlined it would be good for staff to have a space to utilise.

#### 5.2b Proposal for the £3 million DoH for QIIC Courtyard

Members received for consideration a proposal for the £3m DoH fund to upgrade the QIIC Courtyard. **Ms Campbell** informed members that the Trust had engaged with staff on this development and the cost of the preferred option is £115,628. This includes £10,000 for unforeseen works, which may not be required. **The Chair** asked had all options been considered regarding funding. **Ms Campbell** advised that there was a cheaper build option with an estimated cost of £63,000. **Ms Thompson** informed members that the Trust was getting a lot more with the £115,628 build.

**Ms Thompson** outlined concern regarding staff perception given that the first major spend from the £3m DoH funds would be at Trust Headquarters; however she informed members that the QIIC centre is used for meetings and training and that a courtyard would be of benefit to all staff. **The Chair** asked if there were other options that could be considered. **Ms Thompson** informed members that she would be in favour of supporting the option, however she

outlined that Estates would not likely have capacity to undertake the project until before the end of March 2022. Members discussed and agreed that it would be of benefit if other quick wins for staff could be implemented ahead of the QIIC Courtyard. The Chair sought and obtained approval for incurring costs of £115,628 on the upgrade to the QIIC courtyard.

**5.3 Gift to staff of a photobook as a permanent keepsake to staff of the Covid-19 Pandemic**

Members received for consideration briefing paper 'Gift to Staff of a Photobook as a permanent keepsake of the work undertaken during the Covid-19 Pandemic' (SET/CF/06/2021).

**Ms Thompson** informed members that she was seeking approval in principle to make a gift of a photobook which had been developed by a member of staff. Discussion ensued regarding staff perception as the majority of the photos are from the UHD site. **The Chair** asked if it was possible for the staff member to take additional photographs on all Trust sites including Community sites for inclusiveness. **Ms Patterson** informed members that a previous montage of photos had been taken across all sites including Community areas and asked if it would be an option for these to be included in the photobook with a forward message from the Chief Executive. **Ms Thompson** advised members that the photographer wished to retain copyright of the book and that this may not be possible. **The Chair** sought and obtained approval from the Committee for Ms Thompson to bring back a final proposal for consideration.

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**5.4 Update- NHS Charities Together Tranche 2 & 3**

Members noted the briefing paper providing an update on NHS Charities Together Tranche 2 & 3 grants (SET/CF/07/2021) which had been circulated and taken as read.

**5.5 Update on Registration with Charities Commission NI**

Members noted briefing paper update on Registration with Charities Commission NI, SET/CF/08/2021 which had been circulated and taken as read. Members were informed 10,500 Charities were still to be registered and that eleven 'super funds' have been agreed following engagement with Fund Managers and the Hospital Services Team. **Ms Campbell** informed members that there had been an incident where funds merged had been used on other items. **The Chair** asked how this incident could have been prevented. **Ms Campbell** informed members that it is proposed that the Charitable Funds database will hold the mapping of historic funds to the Super Funds at the time of transfer. **Ms Thompson** highlighted the importance of moving to the superfunds, adding that from 1st April 2022, any new donations received will go to one of the new Super Funds. **Ms Thompson** cautioned that the process of mapping historic funds could be challenging and may require approval through the courts.

**6.0 STANDING AGENDA ITEMS**

**6.1 Financial Report at 31 October 2021**

Members noted briefing paper Financial Report at 31 October 2021, SET/CF/09/2021 which had been circulated and taken as read.

**6.2 Common Investment Fund**

Members noted briefing paper Common Investment Fund, SET/CF/10/2021 which had been circulated and taken as read.

**7.0 ANY OTHER BUSINESS**

**The Chair** informed members of the revised Schedules of Trust Board meetings and Board Development Days for 2022.

**8.0**

**DATE AND VENUE OF NEXT MEETING**

Wednesday 26 January 2022 at 09:30 am via Zoom from Trust Headquarters, Ulster Hospital, Dundonald.