

SOUTH EASTERN HEALTH AND SOCIAL CARE TRUST

Minutes of the Charitable Funds Committee Meeting held on 30 March 2022 at 09.30am Zoom

PRESENT: Mrs H Minford, Non-Executive Director (Chair)
Ms L Campbell, Assistant Director of Financial Services, Financial Services
Mr C Martyn, Medical Director
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

APOLOGIES: None noted

- | | <u>ACTION</u> |
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| 1.0 <u>OPENING REMARKS</u>
The Chair welcomed everyone to the meeting. | |
| 2.0 <u>DECLARATION OF POTENTIAL CONFLICT OF INTERESTS WITH ANY BUSINESS ITEMS ON THE AGENDA</u>
There were no declared potential conflicts of interests with any business items on the agenda. | |
| 3.0 <u>MINUTES OF THE PREVIOUS CHARITABLE FUNDS COMMITTEE MEETING HELD ON 24 NOVEMBER 2021</u>
Minutes of the Charitable Funds Committee Meeting held on 24 November 2021, were agreed and taken as read and approved as a true and accurate record. | |
| 4.0 <u>MATTERS ARISING FROM THE PREVIOUS MINUTES</u>
The Chair noted one matter arising which has now been closed. | |
| 5.0 <u>NEW BUSINESS ITEMS</u>
<u>For Action/Discussion</u> | |
| 5.1 <u>Gift to Staff of a photobook as a permanent keepsake of the work of all staff during the Covid-19 Pandemic</u>
Members received paper SET/CF/02/2022. Ms Campbell informed members that the Covid-19 Staff gift photobook had been previously approved in principle at the November CFC meeting. Members were informed that the proposed costing for 10,000 copies of £115,000 had now been revised to £52,375 and that it was estimated the photobooks will be ready for disseminated around July/August. The Chair asked for clarification regarding the revised costing. Members were informed that the revised cost was due to discounts achieved due to the large volume of copies being ordered. The Chair sought and obtained approval of funding totalling £52,375. | |
| 5.2 <u>Proposal Clinical Fellow for Therapeutic Endoscopy- Gastroenterology service</u>
Members received paper SET/CF/03/2022 for approval. Ms Campbell informed members that she was seeking approval of £64,757 from five different funds for a 12 month Clinical Fellow research and training post in the area of managing and treating large polyps. Mr Martyn informed members that he would support the proposal outlining that the fellowship would benefit patients and raise the profile of the Trust. Members were informed that the fellowship would afford patients increased options for the safe avoidances of surgical | |

intervention in the treatment of large Polyps. **Ms Patterson** informed members that she felt the proposal was in line with the CFC objectives. **The Chair** asked for clarification regarding the fellowship process and was informed that the fellowship would be for a one year period. **Ms Patterson** informed members that in this case, an individual had approached the Trust with an interest in the fellowship that matched the Trusts appetite to build its service. **The Chair** sought and obtained approval for £65,000 for the Clinical Fellow for Therapeutic Endoscopy proposal.

5.3 For Noting

Promotional Material for 11 new Super Funds

Members received briefing paper SET/CF/04/2022 which was noted. **Ms Campbell** informed members that from 1st April 2022 donors will no longer be able to request that their donations be used for a specific purpose. Instead they will be asked which of the 11 new Super Charitable Funds they wish to donate to. Members were informed that the new funds will not be availed off until the Trust has utilised its existing 121 Charitable funds. EMT and the fund managers have been made aware of these arrangements and approved.

The Chair asked how the Trust is communicating the change. **Ms Campbell** informed members that new promotional awareness posters and leaflets will be circulated and that the Trust intends to apply for a £30,000 grant from NHS Charities to help with development of the Trust's public facing website. The development grant will also help the Trust take forward the process of applying to the courts when the Trust is in a position to request that the historic funds be merged into the new Super Funds.

6.0 Standing Agenda Item

6.1 Financial Report at 21 March 2022

Ms Campbell took members through the Financial Report as at 21st March 2022. Expenditure included £410k for the New Cancer Centre, £10k for vouchers as a thank you to MoD staff who assisted during Covid-19 and Festive Cheer expenditure of £196k to date. Members were advised that Hospital Services continues to remain the biggest spending Directorate accounting for £626k in 21/22. A total of £241k, income was received in 21/22, of which £54k, related to the NHS Charities Together grant for the purpose of recruiting an Ulster ED Care Navigator. **Ms Campbell** informed members that there had been no notification is outstanding regarding the CIF dividend for this year. Members were informed that there were 121 Charitable funds remaining of which 59 had funds greater than £10k, and totalled £6.4 Million. Also £2.5 Million had been transferred, in year to the Charitable Investment Fund.

6.2 Common Investment Fund

Ms Thompson informed members that the Trust had received a letter from Brewin Dolphin, who manage the Common Investment Fund on the Trust's behalf. **Ms Thompson** informed members that the fund valuation on 31st December 2022 was £71.2 million, but as of 09th March 2022 the funds value had depleted by 10.7%. Members were informed that Brewin Dolphin are obliged to advise the Trust when funds drop by more than 10%. **Ms Thompson** informed members that the Trust had no concerns regarding the funds as they are long term investment funds.

7.0 ANY OTHER BUSINESS

There were no other business items raised.

8.0 DATE AND VENUE OF NEXT MEETING

Wednesday 15th June 2022 at 09:30 am via Zoom from Trust Headquarters, Ulster Hospital, Dundonald.



Glossary of Terms:

CFC- Charitable Funds Committee

ED- Emergency Department

EMT- Executive Management Team

MOD- Ministry of Defence

NHS- National Health Service