

SOUTH EASTERN HEALTH & SOCIAL CARE TRUST

Minutes of a Meeting of the Charitable Funds Committee held on Thursday 31 January 2024 at 11.30am in the Boardroom, Trust Headquarters, Ulster Hospital, Dundonald

PRESENT: Mrs H Minford, Non-Executive Director (Chair)
Mr N McKinley, Non-Executive Director
Ms W Thompson, Deputy Chief Executive, Director of Finance & Estates
Dr D Robinson, Deputy Chief Executive, Executive Director of Nursing,
Midwifery & Allied Health Professionals and Director of User Experience
Mr C Martyn, Medical Director

IN ATTENDANCE: Ms L Campbell, Assistant Director, Financial Accounting & Financial Services
Mrs M McNally, Assistant Director, Risk Management & Governance/Board Secretary
Ms L Benson, Head of Financial Services
Mr S Martin, Executive Support Manager, Trust Headquarters (minutes)

OPENING REMARKS

Mrs Minford extended a warm welcome to Mr McKinley who had joined Trust Board as a new Non-Executive Director effective 1 January 2024 and was attending his first Charitable Funds Committee meeting. **Mr McKinley** thanked Mrs Minford adding he was very much looking forward to working together with new colleagues over the time ahead. **Mrs Minford** also welcomed Ms Benson who plays a key internal role in managing Charitable Funds.

1.0 APOLOGIES

There were no apologies.

2.0 DECLARATION OF POTENTIAL CONFLICT OF INTERESTS

No declarations were made at this juncture or during the meeting.

3.0 MINUTES OF PREVIOUS MEETING HELD ON 27 SEPTEMBER 2023

The minutes of the previous meeting held on 27 September 2023, having previously been circulated, were approved as a true and accurate record.

4.0 MATTERS ARISING

There were no Matters Arising.

5.0 ITEMS FOR DECISION

5.1 Committee Programme of Work 2024/25

Members received, for discussion, **SET/CF/01/24 Committee Programme of Work 2024/25**.

Ms Campbell provided an overview of the draft Committee Programme of Work for the financial year ahead 2024/25. Following discussion, **Mrs Minford** sought and obtained approval for the Committee Programme of Work 2024/25.

6.0 ITEMS FOR DISCUSSION

6.1 Financial Report as of 31 December 2023

Members received, for discussion, **SET/CF/02/24 Financial Report as of 31 December 2023**.

Ms Campbell highlighted key sections including the budgetary report, income, expenditure on any single item greater than £5k, fund balances and Common Investment Fund. **Ms Campbell** explained that a total of £423k had been expensed to 31 December 2023 with a further £630k costs still expected to be incurred before the end of financial year 2023/24 as outlined in Table 1 of the Report. **Ms Campbell** noted to date single items of expenditure costing more than £5k totalled £63k and in respect of expenditure against the DoH £3m donation, there was £2,187k still available including £212k relating to income from the CIF & Other Donations.

Ms Campbell confirmed there were currently 112 funds with balances totalling £7,639k and the Charitable Funds bank accounts had a balance of £268k with a proposed drawdown of £630k from CIF requested over the next three months to cover anticipated costs prior to the end of this financial year. **Ms Thompson** confirmed there were no funds with an overspend of more than £20k requiring Committee approval as at 31 December 2023 noting some challenges progressing capital projects. **Mrs Minford** stated she was eager to see sufficient progress being made on more tangible outputs and sought an update on the status of registration with the Charity Commission. **Ms Campbell** advised £167k had been earmarked to assist with this process. **Mrs Minford** noted a reduction in income and sought views on how to arrest the downward trend. **Ms Campbell** stated it was important to note the current economic context and 'cost of living' crisis had impacted charitable giving more generally.

Mrs Minford asked what plans there were to better advertise the potential of donating to the Trust's Charitable Funds. **Ms Campbell** stated she had been tasked with updating the Trust website to provide clearer refreshed information in this regard. **Mrs Minford** suggested Ms Loughrey might be able to assist adding there was a need to use every available means to increase profile especially when the economic outlook remains challenging. **Ms Thompson** agreed there was scope to better highlight what had been achieved so far through Charitable Funds. **Ms Campbell** agreed to bring a report for consideration at the next meeting.

7.0 ITEMS FOR NOTING

7.1 Common Investment Fund Accounts Q2 2023/24 Update

Members received, for noting, **SET/CF/03/24 Common Investment Fund Accounts Q2 2023/24 Update**.

Mrs Minford gave an overview of the Fund for Mr McKinley's information noting the next meeting scheduled for March 2024. **Ms Thompson** provided a summary of the Management Accounts noting the low risk appetite taken toward the overall investment.

7.2 Final Report to Those Charged with Governance (RTTCWG) 2022/23

Members noted **SET/CF/04/24 Final Report to Those Charged with Governance 2022/23** with no changes made to the draft Report previously approved.

7.3 Staff Health & Wellbeing Steering Group Update

Members received, for noting, **SET/CF/05/24 Staff Health & Wellbeing Steering Group Update**. **Ms Campbell** highlighted those initiatives delivered to date and a number of projects currently being considering.

Mrs Minford asked how the Group garnered feedback from the wider staff group adding she noted a lack of action points arising from their meetings. **Ms Thompson** stated she had raised the link between the Group and the new People & Culture Committee at the latter's most recent meeting. **Ms Thompson** added Mrs Smyth had undertaken to review the current linkages.

Following discussion, **Ms Thompson** agreed to discuss with Mrs Smyth and Mr O'Toole ways in which the work of the Group could be re-energised. **Ms Thompson** also undertook to provide an update at the next meeting.

8.0 ITEMS FOR ESCALATION TO TRUST BOARD

There were no items for escalation.

9.0 ANY OTHER BUSINESS

There were no other matters raised.

10.0 DATE AND VENUE OF NEXT MEETING

Mrs Minford concluded by advising the next Committee meeting was scheduled to take place on Wednesday 26 June 2024 at 11.30am in the QIIC Hub, Ards Community Hospital, Newtownards, prior to Trust Board commencing at 1pm.