

CHARITABLE FUNDS COMMITTEE - MINUTES

Venue: Anne Gibson Committee
Room, City Hospital

Date: 17th May 2018; 1130 - 1300

Members present:

Cllr W Zaffar – Chair **(WZ)**
Mr T Waite – Finance Director **(TW)**
Mr R Samuda – Trust Chair **(RS)**
Mrs R Wilkin, Director of Communications **(RW)**

In attendance:

Mr J Shah, Head of the Trust Charity **(JS)**
Mr Bill Devitt – Grant Thornton **(BD)**

Committee support:

Miss Y Charles – Executive Assistant **(YC)**

Minutes	Paper Reference
1. Welcome, apologies and declarations of interest	Verbal
Apologies was received from Paula Gardner; Toby Lewis and David Carruthers	
2. Minutes of the previous meeting held on 15th February 2018	SWBCF (02/18) 008
The minutes were approved as a true record albeit miss spelling of Jonathan Gardner should be Jonathan Jardine.	
3. Matters arising from the previous meeting (action log)	Verbal
<p>The following actions were discussed and updated;</p> <ul style="list-style-type: none"> • Head of Trust Charity Report: The team are providing an ongoing calendar of fundraising events at each committee so this action can be closed • Major Grants Report: The team is providing an ongoing report detailing an exit plan for any grant funded projects with a six month end date. The report includes timescale for funding and whether or not the project will be sustained or closed. This action can be closed • Annual Report: The team have provided a re-formatted publication of the Annual Report so this action can be closed 	

<p>4. Draft Trust Charity Annual report & Accounts 2017/18</p>	<p>SWBCF (05/18) 002</p>
<p>Mr Devitt outlined that initial reviews showed charity accounts were grounded in ledger. Classifications of unrestricted and restricted funds were clear. The audit plan and timescales for year-end audit were detailed. Audit for the charity accounts will begin on 29th May. Charity annual report and accounts to be included as document alongside the Trust annual report and presented to the Trust AGM on 21st June. Audit findings report to be issued 7th June, and audit opinion to be issued on 18th July. Mr Waite confirmed he was content with these timescales.</p> <p>Mrs Wilkin raised the question of reviewing investment managers. Mr Waite explained that Barclays Wealth had maintained a moderate approach to risk, supported the charity in creating liquid investments in readiness for the Midland Met campaign, and their performance was in line with market expectations. Consequently, no change was proposed in this financial year for investment managers.</p> <p>The Chair commended the charity team for the completion of the Trust Charity annual report.</p>	
<p>Action: Audit findings report to be submitted by 7th June and charity annual report presented to Trust AGM on 21st June</p>	
<p>5. Head of Charity report</p>	<p>SWBCF (05/18) 003</p>
<p>Mr Shah noted that the charity had exceeded the annual financial target for the charity by £82,000. Mr Shah also provided samples of the 'Planning For Your Peace of Mind' guide, which had recently been launched with the Palliative Care service, to provide patients with a number of services to help plan for their later life. This included the charity's legacy proposition.</p> <p>Mr Shah raised awareness of the upcoming Michael Willis fundraising event on 23rd June, and requested Executive and Non-Executive members of the Trust to attend if they were available, or promote the event to their networks.</p>	

5.1 Major Grants Progress report	SWBCF (05/18) 004
<p>Mr Shah outlined that there are two schemes which if further co-funding are not found run the risk of closing. The schemes are; Domestic Abuse project and the Sapphire Project.</p> <p>The team are currently awaiting confirmation as to whether recent bids have been successful. These include the Sandwell Safer Partnership (SSP) application for the Domestic Abuse project and BCF application for the Sapphire project. If both are unsuccessful then the projects will close 30.06.18 and 01.06.18 respectively.</p> <p>Mr Waite commented positively on the production of a ‘pipeline’ for future grant opportunities.</p>	
<p>Action: The team to advise on the outcome of the SSP application for the IDVA project and the BCF application for the Sapphire project</p>	
6. New fund proposals	SWBCF (05/18) 005
<ul style="list-style-type: none"> • Leukaemia research proposal – collaboration has begun with the University of Birmingham around Leukaemia research. This will be a match funded research proposal with the university securing £128K. • BMEC young volunteer hub – this project plans to establish a hub for young volunteers within BMEC. 65k of charity monies have been identified to match-fund a grant proposal to the Pears Foundation. This would enable the hub to run for 2 years. <p>The committee provisionally agreed to approve the above proposed commissions, subject to match-funding being secured.</p>	
<p>Action: The team to advise on the outcome of the match funded approach to University of Birmingham for leukaemia research, and the approach to the Pears Foundation for the BMEC young volunteers hub</p>	

7. Oncology Funds	SWBCF (05/18) 006
<p>Mr Shah detailed that, after prolonged conversations, a resolution had been made to merge the existing eight oncology charitable funds within the charity to one historical fund.</p> <p>The Committee was asked to discuss and approve the following:</p> <ul style="list-style-type: none"> • Creating an ‘amalgamated historical oncology fund’, consolidating all 8 identified funds into one single fund. • Implementing special dispensation rules and procedures, as outlined in the paper, for the newly amalgamated fund • Approving the following expenditure requests over £1,000: <ul style="list-style-type: none"> ○ Provision of In-reach and Out-reach Counselling, Psychotherapy and Dietician Services for SWBH Oncology & Cancer Patients - £116,295 (over 3 years) ○ Cancer Wellbeing Fair – £40,500 (over 3 years) <p>Mr Waite commended the team that a difficult situation had received a positive resolution.</p>	
8. Midland Metropolitan Hospital Fundraising Appeal	SWBCF (05/18) 007
<p>Mrs Wilkin detailed that there was no change to the current risk assessment submitted to committee in February 2018.</p> <p>Mrs Wilkin explained that, despite the ongoing challenges relating to the construction position, very good progress had been made in developing a leadership committee focused on securing the top 12 gifts of a minimum £50,000 each, and work had proceeded on branding for the campaign.</p>	
<p>Action:</p> <ul style="list-style-type: none"> • To trial contactless payments. • To delegate creative approval for branding to a small group of committee members (including campaign representatives), and agree to the continued development of the campaign concept(s). 	
9. Management accounts	SWBCF (05/18) 008
<p>The Committee was asked to discuss and approve the following:</p> <ul style="list-style-type: none"> • Finance to create automated report in new system to avoid manual entry. • The charity to revise target lines within income KPIs for 2018/19 and subsequent years. • Finance to produce a quarterly investment update and the charity to budget for investment income in Q4 only. 	

<ul style="list-style-type: none"> • The charity to draw up an internal fundraising toolkit. • For expenditure requests only to be processed with an approved spending plan in place. • For the Nominated Representative of DoF for Non Pay charitable spend items up to £5,000 to be one of the following authorised individuals: <ul style="list-style-type: none"> ○ Director of Communications ○ Deputy Director of Finance ○ Head of Compliance ○ Head of Trust Charity <p>Mr Waite commended the work contained within the charity finance report. It was still a work in progress, and he requested meeting with the charity finance team to develop further.</p>	
<p>Action: The charity finance team to meet with Mr Waite to develop the charity finance report</p>	
<p>10. Matters to raise to the Board and Audit & Risk Management Committee</p>	<p>Verbal</p>
<p>The committee agreed to share the following themes:</p> <ul style="list-style-type: none"> • Celebrating successful charity projects. • A proposed stakeholder event sharing the impact of these projects, so that external contacts and internal colleagues such as clinicians are aware of what the charity can do for them. 	
<p>11. Meeting effectiveness</p>	<p>Verbal</p>
<p>The committee agreed that the meeting content was robust.</p>	
<p>12. Any other business</p>	<p>Verbal</p>
<p>It was proposed for another Non-Executive or Executive Director to join the committee.</p>	
<p>Action: Another Non-Executive or Executive Director to join the committee</p>	
<p>Date and time of next meeting: 13th September 2018 at 11:30 in Education Centre, Sandwell Hospital.</p>	

Signed

Print

Date