

## CHARITABLE FUNDS COMMITTEE - MINUTES

**Venue:** Room 13,  
Education Centre  
Sandwell Hospital

**Date:** 13<sup>th</sup> September 2018; 1130 - 1300

**Members present:**

CLlr W Zaffar – Chair **(WZ)**  
Mr R Samuda – Trust Chair **(RS)**

**In attendance:**

Mrs R Wilkin, Director of Communications **(RW)**  
Mr J Shah, Head of the Trust Charity **(JS)**  
Mr C Higgins **(CH)**, on behalf of Mrs D McLannahan  
Mrs A Gella - Management Accountant (observing) **(AG)**

**Meeting Support:**

Ms S Bullock, Executive Assistant **(SB)**

Minutes	Paper Reference
<b>1. Welcome, apologies, declarations of interest</b>	<b>Verbal</b>
Apologies were received from Mrs P Gardner, Mr T Lewis, Mrs D McLannahan and Mr P Hooton	
<b>2. Minutes of the previous meeting held on 17<sup>th</sup> May 2018</b>	<b>CFC(09/18)001</b>
The minutes were approved as a true record.	
<b>3. Matters arising from previous meeting (action log)</b>	<b>CFC(09/18)002</b>
<p>The following actions were discussed and updated;</p> <ul style="list-style-type: none"> <li>• <b>Annual Report:</b> Audit Findings - this action can be <b>closed</b></li> <li>• <b>Head of Trust Charity Report:</b> SSP &amp; BCF application outcomes. This will be addressed in the Major Grants progress Report and can be <b>closed</b>.</li> <li>• <b>New Fund Proposals:</b> UoB and Pears Foundation application outcomes. This will be addressed in the New Commissioned Funding Proposals Report and can be <b>closed</b>.</li> <li>• <b>Midland Met Fundraising Campaign: To trial contactless payments.</b> This is currently on hold due to delays. This action can be <b>closed</b> for the time being.</li> </ul>	

<b>4. Head of Trust Charity Programme Report</b>	<b>CFC(09/18)003</b>
<p>Mr Shah presented his report highlighting that the team and performance of the charity are going from strength to strength. We are already over 37% of annual target up to Month 4 with some large donations still coming in. Expecting to exceed our overall target income earlier than Year End.</p> <p>There is an Away Day planned for the team on Friday, 19th October. Dinah and Ruth involved and this is open to non-execs if they are available. Cllr Zaffar has confirmed that he will be available. Mr Samuda to check his diary availability.</p> <p>Mr Shah stated that despite the problems with Midland Met, we have still managed to bank over £7,000 of donations this financial year so far. There is a Leadership Committee now in place with 5 members who are focussed on identifying people with capacity to give major gifts, i.e. £50,000 as a minimum over a 5 year period.</p> <p>Partnership and funding bids have resulted in some success, with various consortia bids in the pipeline.</p> <p>Good awareness-raising with staff and in the community have taken place including a fundraising dinner and NHS 70.</p> <p>Cllr Zaffar suggested that we re-engage with the Mayor’s Parlour (contact: Anne Kennedy, copy in Cllr Zaffar) to support some fundraising for the theme under the ‘Health’ heading.</p> <p>Various operational objectives have been set for the team with reference to KPI’s and an Events Calendar.</p> <p>Following the good news from the government regarding Midland Met, Cllr Zaffar asked how we have reacted to the announcement and how this has impacted on our campaigning. Mr Shah stated that we are still engaged with 5 ‘leadership committee individuals who are very keen and committed and have been kept updated on developments. However, there needs to be a period of positive publicity before pushing more actively for public donations which is likely to be Spring/Summer at the earliest next year. In the meantime progress will focus on getting a new contractor in place so that building can recommence.</p>	
<b>5. Major Grants Progress Report</b>	<b>CFC(09/18)004</b>
<p>Alcohol Service has been able to demonstrate really good impact in terms of the patients they have been able to help and how that’s generated cost savings. The expectation is that this will be mainstreamed as a service.</p> <p>The garden for patients with TB anticipated to be set up at City will be transferred to Midland Met.</p> <p>There are a number of future pipelines that we need to consider for other projects that will be at some point nearing end of grant award.</p> <p><u>Independent Domestic Violence Advisers Project</u></p> <p>This project secured more funding from Sandwell Safer Partnership plus match funding which means project will run to March 31<sup>st</sup> 2019.</p>	

However, this means the service will have run for 4 years and, other than possibly an extension of the Sandwell Safer Partnership Grant, there will be no further charitable money after this date for the project. There are several community schemes offering similar services, but it has not been possible for hospitals to get mainstream funding. The Chair recognised the amount of work that has gone in to sustaining this project. It is proposed that we host a seminar and invite Public Health England, Sandwell CCG commissioners, educators and health practitioners to look at the way forward. It was suggested that Cllr Nicky Brennan, Cabinet Adviser for Domestic Violence be invited to speak at the seminar.

#### Micro Grants Programme

Ms Wilkin presented this report. This is a scheme to promote payroll-giving to support little ideas that make a big difference. The scheme will increase the opportunities for staff to donate through their salaries and be involved in ideas as to how that funding is spent.

The committee was asked to approve the following recommendations:

Approve to close 7 existing charity grants as follows:

1. Pain management
2. Community pharmacy led diabetes clinic
3. Alcohol service
4. Interactive stroke prevention
5. King's Fund secondment
6. Hospital Radio digitisation
7. Hypoglycaemia boxes – subject to monitoring reports being completed.

These were approved by the committee, with the exception of Community pharmacy led diabetes clinic which has received extended funding to the end of March 2019.

#### **6. New Commissioned Funding Proposals**

**CFC(09/18)005**

Mr Shah presented an updated report of commissions that have been taken to Committee and will continue to submit to future meetings. The Committee discussed a further 5 proposed commissions that we wish to agree from restricted charitable funds including simulator training, research into cardiovascular disease etc.

The following recommendations were agreed:

- £75,000 for the purchase of the Cataract Training System (BMEC)
- Match-funding of £50,000 towards the two PhD research fellows (cardiology)
- £50,000 for advanced and consultant level training for oncology nurses (acute oncology)
- Match funding of £19,953 towards the purchase of 2 Align Radiotherapy Systems (QEHB Charity)
- £41,750 for the purchase of the Scan Trainer Transabdominal Simulator (Imaging)

<b>7. Midland Met Fundraising Campaign</b>	<b>CFC(09/18)006</b>
<p>Ms Wilkin presented the report highlighting the welcome news in August that money will be provided to complete the build. The Leadership Committee is progressing well.</p> <p>Branding – Some options were taken to the Leadership Committee in June. It is proposed that a small ‘Branding Committee’ will be formed to look at the public branding for the new hospital in preparation for a public launch next Spring.</p> <p>Three options were considered, presented in a summary options appraisal paper regarding how we continue funding the campaign now that the new hospital is not due to be opening until 2022. The preferred option being that we continue the campaign activity until 1<sup>st</sup> January 2022, recognising that there will be increased costs.</p> <p>It is proposed that the consultancy support currently offered would formally finish at the end of December 2018, although ad hoc support would be available and that the campaign manager who is currently in post would continue supporting the Leadership Committee.</p> <p>The Committee were asked to:</p> <ul style="list-style-type: none"> <li>• Approve the recommendation contained within the summary options appraisal – to run the campaign until 1<sup>st</sup> January 2022</li> <li>• Agree to delegate creative approval for campaign branding to a small group of committee members and agree to the continued development of the campaign concept(s).</li> </ul> <p>These were approved.</p>	
<b>8. Charity Finance Report</b>	<b>CFC(09/18)007</b>
<p>Mr Shah presented this report which included a financial analysis of where we are up to 31<sup>st</sup> July.</p> <p>The Committee were asked to approve the following recommendations:</p> <ul style="list-style-type: none"> <li>• Approve to include the full cash handling process as a supplement to the charitable funds policy.</li> <li>• Request the Trust to inform the charity of any changes to study leave expenses policy.</li> <li>• Approve to fund an additional ‘fundraising cost’ of £2,500 as a one-off request for the 2018 Star Awards.</li> <li>• Approve to transfer the value of 5 dormant funds (£12,843) to the micro-grants scheme, and 6 dormant funds (£11,349) to the general charity fund.</li> </ul>	
<b>9. Matters to raise to the Board and Audit &amp; Risk Management Committee</b>	<b>Verbal</b>
<p><b>Trust Board</b></p> <ul style="list-style-type: none"> <li>• New Commissioned Funding Proposals</li> <li>• Midland Met Fundraising Campaign</li> </ul> <p><b>Audit &amp; Risk Management Committee</b></p> <ul style="list-style-type: none"> <li>• Ensuring internal audit recommendations are picked up through Audit Committee</li> </ul>	

<b>10. Meeting Effectiveness</b>	<b>Verbal</b>
Would be useful to get another NED on-board, but this is proving difficult at present.	
<b>11. Any Other Business</b>	<b>Verbal</b>
<p>There was a discussion around the national diabetes crisis and whether the Trust could involve Tom Watson, MP, to champion some of the work we do.</p> <p>Safeline – we still use Safeline, but do not currently fund them. This may be something we can consider.</p> <p>Rollout of Universal Credit – this has impacted on our local community with families suffering as a result. This in turn creates issues around mental health and wellbeing. Although the Trust isn't currently involved in any initiatives around this, it may be worth keeping in mind.</p> <p>Homelessness – Homes First Project is the pilot project which the government has given to the Combined Authority. Need to speak to the CA Lead on Housing to establish how this is progressing and how partners such as ourselves can be involved. Unfortunately, our bid submitted to Aspire Housing has been turned down on a technicality.</p>	
<p><b>Action: Ms Wilkin to pull some ideas together in order to open up the dialogue with Tom Watson.</b></p>	
<p><b>Date of Next Meeting:</b></p> <p>Thursday, 15<sup>th</sup> November 2018; 1130-13.00, Room 15, Education Centre, SGH</p>	