

CHARITABLE FUNDS COMMITTEE - MINUTES

Venue: Room 15,
Education Centre
Sandwell Hospital

Date: 15th November 2018; 1130 - 1300

Members present:

CLlr W Zaffar – Chair **(WZ)**
Mr T Lewis – Chief Executive (TL)
Ms D McLannahan, Acting Director of
Finance (DM)
Mrs P Gardner – Chief Nurse (PG)

In attendance:

Mrs R Wilkin, Director of Communications **(RW)**
Mr J Shah, Head of the Trust Charity **(JS)**

Meeting Support:

Ms S Bullock, Executive Assistant (SB)

Minutes	Paper Reference
1. Welcome, apologies, declarations of interest	Verbal
Apologies were received from Mr R Samuda	
2. Minutes of the previous meeting held on 13th September 2018	CFC(09/18)001
The minutes were approved as a true record.	
3. Matters arising from previous meeting (action log)	CFC(09/18)002
<p>The first two items were on today's Agenda.</p> <p>Branding Panel –meeting to be held on 3rd December 2018.</p> <p>Finance Report –to be discussed under item 8.</p>	
4. Head of Trust Charity Programme Report	CFC(11/18)003
<p>JS presented the report which included an update on Objectives. Currently in Year 2 of 5 year Strategy which was submitted last year. Highlights are that overall income to the Charity – target £829k which is the same amount raised last year. Currently at £700k, so already almost 85% raised. However, one caveat is that a large proportion of this is restricted funding. This includes a £300k legacy restricted for theatre equipment at BMEC.</p> <p>TL queried how the funding model works in terms of a) Cashflow phasing and b) consolidation of spend. This will be covered further in the Finance Report. RW stated that there is more work to be done in phasing in the</p>	

Midland Met element into the 5 Year Plan now that the timing has changed. The gross target now for Midland Met is £2.45m to cover the campaign.

The team are working on Fund Manager relationship development. Quarterly workshops have been set up for Fund Managers and newsletters are going out. TL asked how many of the Fund Managers are 'green' on the engagement scale. JS said that around 80% were 'green' or 'amber'.

TL asked at what point we would remove a Fund Manager if they were 'red' and not engaged. JS said they wouldn't be removed, however TL felt that they should be if they have not engaged for some time. Currently the plan is that the dormant fund comes to committee and committee agree to put it into an unrestricted pot. More reflection is needed, particularly around tackling 'behaviours'.

JS said that the Charity Ball is being promoted, along with the Charity Raffle draw.

5. Major Grants Progress Report	CFC(11/18)004
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RW highlighted some positive results in terms of grants that have been successful and projects have closed as a result of the projects coming to an end, i.e. the equipment has been purchased and embedded. The Asian X-Pert diabetes programme hadn't quite got off the ground, and following meetings with the fund manager it is proposed that the underspend goes into the Telemedicine expansion.

With regard to the IDVA Project, currently there is funding in place to March 2019 after which time the project will end. TL asked whether there were any other projects, apart from IDVA and the Alcohol Service are at risk so that planning can begin. RW reported on the 'Sandwell Cares' project where the funding will go up to February 2019. JS is meeting the new CE next week but more evidence is needed. Under the Carers Act, do carers have a statutory claim? Carers and Alcohol likely to get funds for 1 year. **Action: to consider options.**

WZ advised that we contact Cllr, Nicky Brennan – Cabinet Advisor for Domestic Violence. Visit to the A & E Violence Project at City Hospital focusing on survivors of domestic violence.

Volunteers service: Re-profiled the budget – currently have funding to ensure project continues to the end of the next financial year. We have mainstreamed the funding of the volunteer service managers and the Charity funding supports an Officer and will support an Apprentice going forward. Also have funding from HelpForce for the Project Manager.

The Trust has moved to the second stage of the Wave2 applications. We are due to submit a full application by the end of this calendar year. This will be worth £75k over 18 months if successful.

Small Ideas Big Difference: This is a payroll-giving promotion opportunity. The Trust has been given a bronze award meaning that 1% of Trust staff are currently donating via payroll giving. This will be further promoted in the new year, to engage more staff, and in particular directing donations to the Trust Charity.

Pipeline success – development of the Sapphire Project recently awarded over £330k from the Better Care Fund to run for another 2 years (up to February 2021). Money has gone to the lead partner in the project, Agewell. There was discussion around various scenarios where the Trust was not the lead partner and it was agreed that if we are not the lead we should not walk away as it is right that the best organisation should be the lead.

Update on ESF project – still waiting to hear from Birmingham City Council. **Action: WZ to contact**

Lloyd Broad to chase.	
6. New Commissioned Funding Proposals	CFC(11/18)005
<p>JS reported that the Leukaemia Research project has successfully received £128k match funding to the legacy of £128k in conjunction with the University of Birmingham which will resource the project for 2 years.</p> <p>Cardiology Project – TL not prepared to support this in its current form. There needs to be a governance handover. Until the governance is resolved to TL’s satisfaction we need to pause.</p> <p>It was agreed that anything IT based needs the approval of the IT Director.</p> <p>Public Benefit Test: Do items meet this test for the general purposes fund?</p> <p>Going forward – how decisions are made – TL comfortable making the decisions. Action: TL to work with JS to develop further summary proposals for Patient Hardship and Staff Hardship.</p> <p>The Proposals put forward in the paper will cost £11k of the £18k currently in the general purposes fund. Recommendations agreed.</p>	
7. Midland Met Fundraising Campaign	CFC(11/18)006
<p>Leadership Committee members are Peter Salt (Chair of Committee), Richard Portman (Board of Dignity), Sylvia Parkin (Deputy Lieutenant), Gurpreet Bhatia and Beverley Nielsen who all bring different networks and experience. Two meetings already taken place, another one scheduled for next week. Discussion took place around timing of gifts. Possibility of the Rigby’s coming back on board as well as Trusts & Foundations, including the Wolfson Foundation. We need to put in place a sequence of gifts.</p> <p>JS and RW met with Paul Faulkner (Chamber Patronage) last week. Introductions have been and are continuing to be made. It was queried whether we could be the charity fundraising recipient at one of their headline events. Action: WZ to mention to Paul Faulkner.</p> <p>DM asked what kind of things ‘gifts’ would be spent on. JS said it would cover items such as Research & Development, Enhanced Environment, Furnishings/equipment outside of spec of basic care.</p> <p>Arts curator: RW reported that we have managed to secure some funding for an Arts Curator which will be match funded. We have had 3 proposals which are being reviewed. We are currently in the process of appointing a curator. TL asked whether the Ikon Gallery will be our principle guiding partner? TL keen on a rotating gallery. Need to think about how we generate funds for the space. Action: TL/RW to discuss ideas.</p> <p>WZ suggested Vanley Burke who is a Handsworth-based Caribbean photographer could be approached for artwork. How do we best use space?</p> <p>TL: What is the commercial proposition around the gallery? Need to think this through.</p> <p>Need an Arts Committee – Action: RW to detail us who will be on the Arts Committee. That committee should report to this committee. Action: RW to work with Alan regarding the heritage</p>	

of existing hospitals into Midland Met.	
8. Charity Finance Report	CFC(11/18)007
<p>JS reported key figures around income and expenditure. Need to re-forecast the 5 year plan to include the altered timescales for Midland Met. Income 85% six months into financial year. Expenditure is in line with where it needs to be.</p> <p>Spot checked – Need for Reserves Policy to check in line with Charity Commission. Draft Reserves Policy circulated. Recommendation for Committee to adopt.</p> <p>Action: JS to provide the following by the next Board meeting: Charitable expenditure to end of year in terms of Budget and Actual year to date, plus budgeted charitable expenditure commitments to end of year and actual year to date. Need to seek assurance that we can cover it.</p> <p>Investments: Forward look at investment for next meeting. Specific set around Brexit risk – future investment. What exposure/risk do we have if the £ drops. Action: JS/DM to meet.</p>	
9. Matters to raise to the Board and Audit & Risk Management Committee	Verbal
<p>Ensure Budget/Actual spend figures are available</p> <p>Update board on Campaign Committee – pull out 1 page to attach to CFC update which lays out governance.</p> <p>Bronze award – payroll giving. Staff awareness of the Charity. Donation bins. Smile Amazon.</p>	
10. Meeting Effectiveness	Verbal
Ensure corporate administration is correct.	
11. Any Other Business	Verbal
None.	
Date of Next Meeting:	
14 th February 2019, 11:30 – 13:00, Room 13, Education Centre	