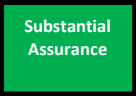

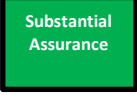
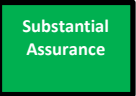


Sandwell and West Birmingham NHS Trust

Board Committee Chair's Report

Meeting:	Charitable Funds Committee
Chair:	Waseem Zaffar, Non-Executive Director
Date:	3 rd August 2022
Present:	<p><u>Members:</u> Mr W Zaffar, Non-Executive Director (Chair), Mr R Beeken, Chief Executive, Mrs D McLannahan, Chief Finance Officer, Ms M Roberts, Chief Nurse, Ms R Wilkin, Director of Communications</p> <p><u>In attendance:</u> Mr J Shah, Head of Trust Charity, Mr E Edmead, Major Grants Manager, Mr C Higgins, Associate Director of Finance, Mr D Conway, Associate Director of Corporate Governance</p> <p><u>Apologies:</u> None</p>

Key points of discussion	
1.	<p>Draft annual report Draft annual accounts</p> <p>Chair's opinion: Reports and accounts read well and are well structured. Reports being prepared to be presented to Trust Board for December for approval from all trustees.</p> <div style="text-align: right; border: 1px solid black; background-color: #008000; color: white; padding: 2px; width: fit-content; margin-left: auto;">Substantial Assurance</div>
2.	<p>Charity finance report</p> <ul style="list-style-type: none"> - Appointing an auditor for annual accounts - 22/23 P03 Finance Report - Summary cash flow forecast 22/23 - 26/27 - Quarterly investment report (1st Apr - 30th Jun 2022) - Updating of signatories for charity investments <p>Chair's opinion: Committee agreed to appoint Crowe UK as auditor. The report indicated a deficit of £142K due to reduced income and expenditure variance. A YTD deficit of £37k had been planned. The Trust Charity currently had a YTD deficit of £353k. Committee will be receiving report from Brewin Dolphin soon to discuss charity investments.</p> <div style="text-align: right; border: 1px solid black; background-color: #008000; color: white; padding: 2px; width: fit-content; margin-left: auto;">Substantial Assurance</div>
3.	<ul style="list-style-type: none"> - Five year fundraising & business development plan

	<p>Chair's opinion: Committee approved updated five year fundraising and development plan. The plan had been co-produced by the charity team and charity finance team.</p>	
4.	<p>Midland Metropolitan University Hospital fundraising campaign progress</p> <ul style="list-style-type: none"> - Campaign plan - Arts strategy - notes from Arts Committee meeting 28 April 2022 & 14 July 2022 - Arts strategy - action log from Arts Committee meeting 14 July 2022 - 	
	<p>Chair's opinion: Significant funds had already been banked on the MMUH campaign and there were further funds pledged. Some large single donations had been welcomed recently.</p>	
5.	<p>Major grants progress report</p> <ul style="list-style-type: none"> - Grant programme, live projects and pipeline 	
	<p>Chair's opinion: The Youth Volunteer Champions programme was doing well. The SCORE programme had challenges but the new investment into staff would improve progress. The recommendation for operational staffing resources to ensure delivery on SCORE and Youth Volunteer Champions was agreed by the Committee.</p>	
6.	<p>Charitable funds policy review</p>	
	<p>Chair's opinion: The Trust Charity paid for accommodation and subsistence in line with General Whitley Council rates of £55 per night. It was proposed and agreed to increase allowances for accommodation for training courses and conferences at the discretion of the Head of Trust Charity, where in some circumstances, individuals were paying the difference themselves.</p>	
<p>Positive highlights of note</p>		
<ul style="list-style-type: none"> • Brewin Dolphin would be invited to the November 2022 meeting to discuss investment performance in light of the uncertainties in the market. • Despite challenges with the MMUH fundraising campaign, things were progressing well, particularly one-off donations received. • The Youth Volunteer Champions programme was doing well. The SCORE programme had challenges but the new investment into staff would improve progress. • Changes to the Charitable Funds Policy had been agreed regarding hotels and international travel. 		
<p>Matters of concern or key risks to escalate to the Board</p>		
<ul style="list-style-type: none"> • The risks attached to independence of the Charity would be discussed by the Audit and Risk Management Committee in September for discussion by CFC in November 2022. 		

Matters presented for information or noting:
<ul style="list-style-type: none">• Charity report and accounts on course to be presented to Trust board for approval in December.
Decisions made:
Actions agreed:

Assurance classification

	<p>Management cannot clearly articulate the matter or issue; something has arisen at Committee for which there is little or no awareness and no action being taken to address the matter; there are a significant number of risks associated where it is not clear what is being done to control, manage or mitigate them; and the level of risk is increasing.</p>
	<p>There is partial clarity on the matter to be addressed; some progress has been made but there remain a number of outstanding actions or progress against any plans so will not be delivered within agreed timescales; independent or external assurance shows areas of concern; there are increasing risks that are only partially controlled, mitigated or managed.</p>
	<p>There is evidence of a good understanding of the matter or issue to be addressed; there are plans in place and these are being delivered against agreed timescales; those that are not yet delivered are well understood and it is clear what actions are being taken to control, manage or mitigate any risks; where required there is evidence of independent or external assurance.</p>
	<p>There is evidence of a clear understanding of the matter or issue to be addressed; there is evidence of independent or external assurance; there are plans in place and these are being actively delivered and there is triangulation from other sources (e.g. patient or staff feedback)</p>