**DATE** | 16 December 2014  
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**REPORT FOR** | Trust Board of Directors – PUBLIC  
**REPORT FROM** | Jim Whittingham, Chairman  
**CONTACT OFFICER** | Marcus Hassall, Director of Finance  
**SUBJECT** | Charitable Funds Committee  
**BACKGROUND DOCUMENT (IF ANY)** | None  
**REPORT PREVIOUSLY CONSIDERED BY & DATE(S)** | Charitable Funds Committee held on 27 November 2014  
**EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF)** | Minutes of the Charitable Funds Committee held on 4 September 2014.  
**HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS?** | N/A  
**HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS?** | N/A  
**ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS?** | No  
**IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED?** | N/A  
**ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF?** | No  
**WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED?** | N/A  
**WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO SUSTAINABILITY IMPLICATIONS (QUALITY & FINANCIAL) & CLIMATE CHANGE?** | N/A  
**THE PROPOSAL OR ARRANGEMENTS OUTLINED IN THIS PAPER SUPPORT THE ACHIEVEMENT OF THE TRUST OBJECTIVE(S) AND COMPLIANCE WITH THE REGULATORY STANDARDS LISTED** | N/A  
**ACTION REQUIRED BY THE BOARD** | The Trust Board is asked to note the report
MINUTES OF THE CHARITABLE FUNDS TRUSTEE COMMITTEE MEETING

HELD ON THURSDAY 4 SEPTEMBER 2014
FINANCE MEETING ROOM, DPOW

Present: Dr Jim Whittingham - Chairman (Chair)
Alan Bell - Non Executive Director
Stanley Shreeve - Non Executive Director
Neil Pease - Director of OD & WF
Mr Henry Pearson - Consultant (for Item 12.6)
Claire Philips - General Manager (Surgery) (for Item 12.6)
Paul Marchant - Chief Financial Accountant
Lynn Arefi - Personal Assistant to the DoF (for the minutes)
Andy Barber (Smile) - For Item 6
Hannah Thoresly (H & H Marketing) - For Item 6

1. Apologies

It was noted that apologies were received from Marcus Hassall, Philip Jackson and Neil Gammon.

2. Declaration of Interests

The Chairman asked the members of the Committee for their “Declaration of Interests”. There were none.

3. Minutes of the Previous Meeting

The previous minutes were approved with the following amendment:-

Agenda item number 3, paragraph 4 should read 0.8% and not 8%.

4. Matters Arising

4.1 Appointment of Fundraiser (see item 6)

4.2 Arrangement for charging Fundraiser costs to funds

Paul Marchant informed the meeting that the monthly fee from the ‘Smile’ foundation for the services of Andy Barber was £3,250. To date a total of £16,250 has been invoiced for April to August 2014. This has currently been paid from Trust's funds (OD & WF budget), pending approval by the Charitable Funds Committee. Following brief discussion the Charitable Funds Committee agreed that the £16,250 and, any future monthly charges should be paid from Charitable funds. It was also agreed that these costs be separately identified and not apportioned across individual funds. Charitable Funds Committee requested regular updates.

ACTION: Paul Marchant

The Committee also requested that additional income raised as part of this project should be separately identified to offset against fund raising costs. Paul Marchant to update the Committee of fund raising costs and pay all future Smile invoices from Charitable funds. OD & WF budget would be reimbursed.

4.3 Ratification of expenditure on SGH Ward 28

Paul Marchant gave a brief outline on expenditure for Ward 28. Following a recent re-decoration of the ward, as a result of patient feedback, the ward requested that sofas and chairs be replaced. These items would be funded from Charles Drifill Legacy Fund (4GS306). The Charitable Funds Committee formally ratified the expenditure £1,588.
5. Fund Details and Investment Performance

5.1 Fund Balances

The fund balances were received and noted by the Committee. It was noted that there are only four funds with balances of under £250. Total fund balances were £2.1 million up to the end of June 2014.

5.2 Investment Performance

The Committee received and noted the Investment Performance Report.

5.3 Income and Expenditure over £1,000

The Income and Expenditure was received and noted by the Committee. During the quarter to 30 June 2014 £53,000 of donations over £1,000 were received into the Charitable Funds with expenditure over £1,000 amounting to £107,000.

5.4 Legacy Register

The legacy register was received and noted by the Committee. Paul Marchant advised the meeting that notification had recently been received of a £19,000 legacy for the benefit of the DPoW cancer equipment fund (4RD125).

6. Presentation from Smile Foundation and H&H Marketing

The Chairman welcomed Andy Barber and Hannah Thorsely to the meeting. Andy went on and presented to the meeting an overview of the work to date and proposals on the approach to fund raising for the Trust going forward. Andy’s presentation included the following:

Circle of Wishes
This would include staff, patients and relatives who are encouraged to write one wish on a piece of paper which is their area for improvement. These wishes could be priorities and used as a focus for improvement.

Big Thank You Appeal
This will celebrate the good work already achieved and seek to thank staff in a more visual way. It was suggested that the Trust have a large visual board in reception areas and a web page could also be created to enable relatives/patients to post a thank you messages online and also make donations, rather than send in a card.

Funding Rates
The Trust has approximately 350,000 people who have access to NLAG services. Based on average funds raised over the last 5 years the amount raised per person was compared as:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLAG</td>
<td>1.31</td>
</tr>
<tr>
<td>South Tees</td>
<td>2.00</td>
</tr>
<tr>
<td>Above &amp; Beyond</td>
<td>4.94  (Bristol NHS)</td>
</tr>
</tbody>
</table>

Every £1.00 spend generates £1.83.

Over the last five years the Charitable Funds have raised an average of £458,000. Andy noted to the Committee that he would look to aim to increase this to £800,000 over the next three years.
Brand / Name

Andy suggested that the Charity adopt a new name ‘Health Tree Foundation’. The Chairman advised he had initial concerns about not including NHS in the name. The Charitable Funds would need to check that they have rights to “Health Tree Foundation” brand.

Andy went on to suggest that at the launch a ‘Hug a Hospital Day’ be held and involve local school children who would pay £1.00 to take part. Andy added that he would be looking at implementation by February 2015.

The Chairman, on behalf of the Committee stressed the importance of involving all stakeholders, and agreed there should be a board level workshop to include, Governors and the top ten fundraisers at the Trust along with H&H Marketing.

The Chairman suggested the Trust look to acquire a high profile patron.

The Chairman suggested that the approach to the fund raising strategy should be based on a business case approach against which we monitor spend.

The current contractual arrangements with Smile are on an informal rolling monthly basis. The Committee agreed to continue with this, subject to review next year in February 2015.

The Chairman thanked Andy and Hannah for their informative presentation.

7. Draft Annual Report / Accounts

Paul Marchant presented the 2013/14 Annual Report and Accounts to the Committee and highlighted the following points:

- Incoming resources were down £122,000 in the year to £438,000.
- Expenditure showed a reduction of £537,000 to £578,000 when compared to the previous year. This was mainly due to expenditure of £523,000 in the previous year on cancer ward refurbishment.
- Governance costs down to £2,000 to £43,000
- Net reduction in funds £119,000

It was noted that cash balances were down to £129,000 from £529,000 at the previous year end. Alan Bell noted that he had asked PWC to give an opinion of the suitability of expenditure by Charitable Funds Committee.

The Committee formally approved and adopted the accounts.

8. Approval for Purchase

8.1 Low Level Beds from Fund (4DG212)

The Charitable Funds Committee received and discussed the paper on low level beds at a total cost of £27,600 from DPOW Orthopaedic fund (4GD212). This required approval by the Committee as it was over £25,000.

The Committee approved this expenditure, and noted that these are enhanced beds offering additional facilities to standard Trust beds.

The Committee agreed that when investments are to be sold, to raise cash, CCLA should be used first as the charges are lower. Alan Bell highlighted that Brewin & Dolphin fee is 3%. Paul Marchant agreed to check this. It was noted that there was a need to review this strategy when reviewing investments to ensure Brewin & Dolphin and CCLA remain 50/50 split.
8.2 **Purchase of Faxitron Radiography System**

The Chairman welcomed Janine Hughes to the meeting by VTC from SGH.

The Committee discussed and approved the paper for the purchase of the Faxitron Radiography system at a total cost of £60,100, to be funded from S440 Breast Care. £40,000 and T001 Pink Rose £20,100.

It was noted that as this was over £50,000, Trust Board approval would be required. The Chairman agreed to take this to the Trust Board in September.

9. **Charitable Funds Committee – Action Log**

The action log was noted and all outstanding points agreed to be closed.

10. **Matters to be highlighted to the Trust Board**

The Chairman suggested that in the public part of the Trust Board he would note that steps were in place regarding fund raising strategy.

11. **Proposed Charitable Funds Workshop Strategy**

The Committee discussed the paper from Marcus regarding the proposed strategy workshop. It was agreed that this was complementary to the work being carried out by ‘Smile’ foundation with regard to fund raising. All agreed that this should be incorporated into a Board Level workshop, which would be attended by H&H Marketing. Neil Pease and Marcus Hassall to take this forward and the Committee gave delegated authority to Neil Pease and Marcus Hassall to do this.

12. **Any other Business**

12.1 **Change of Fund objects**

**4RD085 Child Development Centre Appeal**

The Committee agreed to amend the fund objects from ‘For the provision of a Child Development Centre at NEL NHS Trust’ to ‘For the benefit & welfare of patients & staff’.

12.2 **Change of Fund name & objects**

**4GD088 Paediatrics Fund**

The Committee agreed to amend the fund name from ‘Paediatrics Fund’ to Paediatrics Diabetes Fund’ and to amend the objects from ‘For the purpose of the benefit of the department’ to ‘For the benefit & welfare of patients & staff’

12.3 **Legacy Funds**

**Charles Driffill / Miss Whittaker (Cancer) / Miss Whittaker (Kidney)**

The Committee discussed the paper on legacy funds with outstanding balances. It was noted that two of the legacies were bequeathed 26 years ago and still had £20,000 of unspent funds. A further legacy bequeathed 12 years ago, still had £46,000 unspent.

The Chairman commented that he wished the cancer and kidney legacy balances to be spent in those areas, but as the Charles Driffill legacy was for SGH in general, it should be spent where there was most need. It was agreed to ask Marcus to take this this forward.

12.4 **Dragons Den Update**

The Committee discussed the Dragons Den paper prepared by Marcus Hassall and Neil Pease.

The Committee raised a concern that projects could be put forward for funding which although a very good idea, may not be an appropriate use of Charitable Funds.
In particular, it was noted that the ‘never change your password again’ proposal had been turned down for Dragons Den funding. However, as this was a good business case Alan Bell has spoken with Pam Clipson about arranging possible funding (from IT).

Of the £15,000 given to Dragons Den, £5,000 has been used. It was agreed to top this back up to £15,000 with a further £5,000 from SGH general fund. The Committee requested assurance that a proper process is in place to ‘pre vet’ proposals (by Neil Pease and Paul Marchant) before they go forward. In particular the Committee wanted to ensure that even if a project is turned down for Charitable Funding but is a good idea, it is put forward for consideration by the Trust. Paul Marchant agreed to speak with Simon Dunn to implement a process to pre-vet proposals

The Committee rejected Marcus Hassall’s proposal to team and lade.

12.5 **NHS Patient Fellowship Request for £200**

The Committee considered the request for £200 of funding from NHS fellowship. This was approved, but it was requested that any future funding for NLAG be targeted more at general funds, rather than specific funds. Paul Marchant will advise Sandra Phipps.

12.6 **Bottoms up Fund**

Claire Phillips and Mr Henry Pearson attended the meeting to present the paper for the request of £160,000 from Bottoms up Fund to install en-suite facilities in Ward B3 at DPOW. The proposal presented to the Committee was as of Friday 29 August 2014. Since then, discussions have been underway to include bidets as part of the plan.

The original plan is to include four en-suite facilities in each of the four bays on Ward B3, no bidets were included in this initial plan.

It is now proposed to convert two of the existing four shower rooms into bidet rooms. Claire Phillips is to discuss this amendment with Pam. The Committee approved the £160,000 and gave delegated authority to the Chairman to approve a variation up to £180,000.

It was noted that as this was over £50,000, Trust Board approval would be required. The Chairman agreed to take this to the Trust Board in September.

12.7 The Chairman raised a query regarding Council of Governor interest in attending the Charitable Funds Committee to observe business. The Chairman said he would table to the Trust Board a proposal that CoG representation attend two Charitable Fund Committee meetings. The Committee would then review this arrangement.

13. **Date & Time of Next Meeting**

**THURSDAY 27 November 2014, Finance Meeting Room, DPOW**