

Board of Directors: 11.1.18

Agenda Item: Bo.1.18.36

Charitable Funds Committee Minutes

13 July 2017

Presented by:	Bill McCarthy, Chairman	Author:	Fiona Ritchie, Trust Secretary
Previously considered by:	Charitable Funds Committee		

Key points	Purpose:
Charitable Funds Committee minutes 13 July 2017	To note and gain assurance

Executive Summary
Charitable Funds Committee minutes 13 July 2017

Financial implications:
No

Regulatory relevance:

Monitor:	
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Equality Impact / Implications:	Choose an item.
	Choose an item.
	Choose an item.
	<p>Is there likely to be any impact on any of the protected characteristics? (Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sexual Orientation, Health Inequalities, Human Rights)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the mitigation against this?</p>

Other:	
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Strategic Objective: <i>Reference to Strategic Objective(s) this paper relates to</i>	To deliver our financial plan and key performance targets
	Choose an item.
	Choose an item.

BRADFORD HOSPITALS' CHARITABLE FUNDS COMMITTEE MEETING

Date:	Thursday, 13 July 2017	Time:	08:30-09:30
Venue:	Conference Room, Field House, BRI	Chair:	Professor Bill McCarthy
Present:	<p>Non-Executive Directors:</p> <ul style="list-style-type: none"> - Professor Bill McCarthy (BM) - Dr Trevor Higgins (TH) - Mr David Munt (DM) <p>Executive Director:</p> <ul style="list-style-type: none"> - Professor Clive Kay, Chief Executive (CLK) - Mr Matthew Horner, Director of Finance (MH) - Ms Karen Dawber, Chief Nurse (KD) 		
In Attendance:	<ul style="list-style-type: none"> - Mr Michael Quinlan, Deputy Director of Finance (MQ) - Ms Fiona Ritchie, Trust Secretary (FR) - Mrs Samantha King, Minute Taker (SK) 		

No.	Agenda Item	Action
C.7.17.1	Apologies for Absence None.	
C.7.17.2	Declare conflict of interests There were no declarations of interest to note.	
C.7.17.3	Minutes of the meeting held on 13 April 2017 Subject to a couple of minor typographical errors the minutes were accepted as an accurate record of the meeting.	
C.7.17.4	<p>Matters arising</p> <p>13.04.17/C.4.17.5 – Proposed New Structure – it was agreed that this item could be closed as agenda item C.7.17.7 covers this issue.</p> <p>13.04.17/C.4.17.8 – Charitable Fund Committee Work Plan 2017/18 – it was agreed that this item could be closed as agenda item C.7.17.8 covers this issue.</p> <p>13.04.17/C.4.17.9 – Amendments to Trust Funds – it was agreed that this item could be closed as agenda item C.7.17.6 covers this issue.</p> <p>13.04.17/C.4.17.10 – Financial Information – it was agreed that this item could be closed as agenda item C.7.17.5 covers this issue.</p> <p>13.04.17/C.4.17.11 – Mylife Business Case – it was agreed that this item could be closed as agenda item C.7.17.9 covers this issue.</p> <p>13.04.17/C.4.17.12 – Self-Care Unit Facility Business Case – it was agreed that this item could be closed as agenda item C.7.17.10 covers this issue.</p> <p>13.04.17/C.4.17.13 – Annual Accounts Update – it was agreed that this item could be closed as agenda item C.7.17.11 covers this issue.</p>	
C.7.17.5	<p>Finance Report</p> <p>MQ presented the Finance Report to the Committee and provided a detailed overview of the income received and expenditure for the first two</p>	

	<p>months. He noted that the BHC trend analysis highlighted a drop in income and expenditure over the five years from May 2012 to May 2017. KD advised that the income on fundraising is up year-on-year, although there is a drop in legacy donations and the staff lottery. MQ advised that this was the same nationally across a number of Trusts due to the current economic climate. MQ discussed the cash flow five year plan and noted that assuming that everything stayed the same the charity funds would increase.</p> <p>CLK asked what the management overhead to the charity was and if this could be benchmarked.</p> <p>Action: MQ to provide an update on the management overhead to the charity. Action: MQ to investigate benchmarking of management overhead costs</p>	<p>MQ MQ</p>
C.7.17.6	<p>Amendments to Trust Funds MQ advised the Committee that there were no amendments to the Trust Funds.</p>	
C.7.17.7	<p>Proposed New Ways of Working KD presented the Proposed New Ways of Working to the Committee and provided a detailed overview of the report. KD proposed a new governance structure that creates Working Committees to sit beneath the Charitable Funds Committee. KD recommended that the EMT discusses the recommendations at the next EMT meeting. This was agreed with KD to provide an update at the next Committee.</p> <p>Action: KD to provide an update on the Proposed New Ways of Working at the next meeting.</p>	<p>KD</p>
C.7.17.8	<p>Branding and Marketing Review including 24 month work plan</p> <p>Branding and Marketing Review - KD presented the Branding and Marketing Review to the Committee and advised that hospital and children's causes receive a high percentage of all UK charity donations. KD noted that it is currently difficult for patients and visitors to donate to the charity; with little or no information available to do so. KD suggested that the branding of the charity could be changed; this would help to promote the charity and hopefully increase the income. The continued branding and marketing work would be in partnership with corporate communications. KD proposed to develop the charity into five work streams; these would be the Sunshine Fund/named General Fund, Children's Care, Cancer Care, Cardiac Care and Elderly and Dementia Care. This would allow a clear defined brand and provide opportunities to give donations directly to each area.</p> <p>Action: KD to provide an update on Branding and Marketing at the next meeting.</p> <p>Fundraising opportunities identified with a 2 year work plan – KD presented the 2 year work plan to the Committee which included a priority level for the re-launch, medium term actions to be completed in the first 6-12 months following the re-launch and longer term actions to be completed in a 12-24 month timescale.</p>	<p>KD</p>

	<p>CLK suggested that the report provided was very generic and was not sure if it addresses the specific issues pertinent to the Foundation Trust.</p> <p>Action: KD to provide an update on the 2 year plan at the next meeting.</p>	KD
C.7.17.9	<p>Mylife Business Case</p> <p>KD advised the Committee there were no further updates.</p>	
C.7.17.10	<p>Renal Self Care Business Case</p> <p>MH updated the Committee following discussions with CLK/MH and Dr Stoves. It was agreed that further discussion was required outside of the Committee. MH/CLK to report back to the Committee when appropriate.</p>	
C.7.17.11	<p>Draft Bradford Hospitals Charity Annual Report and Accounts 2016/17 and ISA 260 Report</p> <p>MQ presented the draft Bradford Hospitals Charity Annual Report and Accounts 2016/17 for approval. This would then be presented to the Audit and Assurance Committee and the Board of Directors. . The draft Annual Report and Accounts have been audited by the External Auditors (KMPG) and the draft ISA 260 report has been included for information.</p> <p>KPMG are pleased to report that there were no material audit differences and minor amendments have been actioned in the attached draft Annual Report and Accounts for 2016/17.</p> <p>The committee approved the draft Bradford Hospitals Charity Annual Report and Accounts to be presented to the Audit and Assurance Committee.</p>	MH
C.7.17.12	<p>Review Terms of Reference</p> <p>FR presented the Bradford Hospitals Charity Committee Terms of Reference and asked the Committee to review and recommend any changes to the Board of Directors for approval.</p> <p>The Committee agreed to the tracked changes suggested. FR to present to the Board of Directors for approval.</p>	FR
C.7.17.13	<p>Any other business</p> <p>No other business was discussed.</p>	
C.7.17.14	<p>Date and time of next meeting</p> <p>The next meeting will be held on Thursday 9 November 2017 at 8.30 - 9.30am</p>	

ACTIONS FROM BRADFORD HOSPITALS CHARITY COMMITTEE MEETING April 2017

Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
13.04.17	C.4.17.6	Draft Charitable Fund Policy Prepare a revised draft of policy and bring to the July meeting.	Deputy Director of Finance	November 2017	Deferred from the July Committee to the November Committee.
13.04.17	C.4.17.7	Draft Charitable Fund Expenditure Policy Prepare a revised draft of policy and bring to the July meeting	Deputy Director of Finance	November 2017	Deferred from the July Committee to the November Committee.
13.07.17	C.7.17.5	Finance Report To provide an update on the management overhead to the Charity	Deputy Director of Finance	November 2017	
13.07.17	C.7.17.5	Finance Report To investigate benchmarking of NHS Charity management overhead costs	Deputy Director of Finance	November 2017	Item on the November 2017 agenda
13.07.17	C.7.17.7	Proposed New Ways of Working To provide an update on the Proposed New Ways of Working.	Chief Nurse	November 2017	Item on the November 2017 agenda
13.07.17	C.7.17.8	Branding and Marketing Review To provide an update on Branding and Marketing.	Chief Nurse	November 2017	Item on the November 2017 agenda
13.07.17	C.7.17.8	Fundraising opportunities identified with a 2 year work plan. To provide an update on the 2 year plan.	Chief Nurse	November 2017	Item on the November 2017 agenda
13.07.17	C.7.17.11	Draft Bradford Hospitals Charity Annual Report and Accounts 2016/17	Director of Finance	November 2017	Draft Accounts presented to the Audit Committee and approved by the

					Board of Trustees.
					Item concluded
13.07.17	C.7.17.12	Review Terms of Reference Agreed changes to the Terms of Reference to be presented to the Board of Directors		November 2017	The Board of Directors approved the proposed changes to the Terms of Reference of the Committee.
					Item concluded