

Board of Directors: 10.5.18

Agenda Item: Bo.5.18.30

**Bradford Hospitals Charity Committee
Confirmed Minutes
9 November 2017**

Presented by:	Professor Bill McCarthy, Chairman	Author:	Sheridan Osbourne, Corporate Governance Officer
Previously considered by:	Bradford Hospitals Charity Committee		

Key points	Purpose:
Bradford Hospitals Charity Committee minutes 9 November 2017	To discuss and note

Executive Summary
Bradford Hospitals Charity Committee minutes 9 November 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 provide outstanding care for patients
	To deliver our financial plan and key performance targets
	To collaborate effectively with local and regional partners
	To be in the top 20% of NHS employers
	To be a continually learning organisation

BRADFORD HOSPITALS' CHARITABLE FUNDS COMMITTEE MEETING

Date:	Thursday, 9 November 2017	Time:	08:30-09:30
Venue:	Conference Room, Field House, BRI	Chair:	Professor Bill McCarthy
Present:	Non-Executive Directors: <ul style="list-style-type: none"> - Professor Bill McCarthy (BM) - Dr Trevor Higgins (TH) Executive Directors: <ul style="list-style-type: none"> - Mr Matthew Horner, Director of Finance (MH) - Ms Karen Dawber, Chief Nurse (KD) - Mr John Holden, Director of Strategy and Integration (JH) 		
In Attendance:	<ul style="list-style-type: none"> - Mr Michael Quinlan, Deputy Director of Finance (MQ) - Ms Fiona Ritchie, Trust Secretary (FR) - Mrs Michelle Stammers, Minute Taker (MS) 		

No.	Agenda Item	Action
C.11.17.1	Apologies for Absence Apologies were noted from Professor Clive Kay.	
C.11.17.2	Declare conflict of interests There were no declarations of interest to note.	
C.11.17.3	Minutes of the meeting held on 13 July 2017 The minutes were accepted as an accurate record of the meeting.	
C.11.17.4	Matters arising <ul style="list-style-type: none"> • C.4.17.6 (13/04/17): Draft Charitable Fund Policy: Prepare a revised draft of policy and bring to the July meeting. Deferred to March 2018. • C.4.17.7 (13/04/17): Draft Charitable Fund Expenditure Policy: Prepare a revised draft of policy and bring to the July meeting. Deferred to March 2018. • C.7.17.5 (13/07/17): Finance Report: To provide an update on the management overhead to the Charity. Added to November 2017 Agenda. Action concluded. • C.7.17.5 (13/07/17): Finance Report: To investigate benchmarking of NHS Charity management overhead costs. Action concluded. • C.7.17.7 (13/07/17): Proposed New Ways of Working: To provide an update on Branding and Marketing. Action concluded. • C.7.17.8 (13/07/17): Branding and Marketing Review: To provide an update on Branding and Marketing. Action concluded. • C.7.17.8 (13/07/17): Fundraising opportunities identified with a 2 year work plan: To provide an update on the 2 year plan. Action concluded. 	
C.11.17.5	Proposed new ways of working KD provided an update to the Committee and advised that contact had been made with Morrisons Supermarket Plc who were keen to build	

	<p>relationships with locally based charities.</p> <p>It was noted that volunteers were being sought for the 2018 Summer Ball.</p>	
C.11.17.6	<p>Operational Committee draft Terms of Reference (ToR) KD advised that the draft Operational Committee ToR mirrored the Charitable Funds Committee ToR.</p> <p>Following a question from MH regarding sign off of “business as usual” expenditure, KD advised that this was captured in the section referring to the Trust’s control procedures. It was agreed that this should be clarified further by adding “in line with the Annual Business Plan for the operation of this charity”.</p> <p>It was confirmed that the Operation Committee will meet every two months going forward.</p> <p>ACTION: JH to discuss minor changes off-line with KD.</p> <p>The Committee approved the ToR subject to the agreed changes.</p>	JH
C.11.17.7	<p>Operational Committee Report A Report will be provided from the Operational Committee to each future Charitable Funds Committee.</p> <p>ACTION: Provide report to each Charitable Funds Committee.</p>	KD
C.11.17.8	<p>Mylife: Ipad approval paper KD presented the paper and clarified that references made to “iPads” in the original paper should have in fact read “handheld devices” and that the business case was based on the cheapest available handheld devices.</p> <p>MH confirmed that the 23 Mylife units also included two android 10” units which were free as part of the purchase.</p> <p>The Committee approved the business case.</p>	
C.11.17.9	<p>Fundraising opportunities identified with a 2 year work-plan KD advised that the Operational Committee were overseeing the launch of the charity and it would then assume responsibility for the establishment of the Bradford Hospitals’ Charity Fundraising working group when it is re-launches in February 2018. The launch should raise awareness for the Charities and as a result increase the number of events taking place in 2018.</p> <p>Details of the proposed fundraising activities planned so far for 2018 included a Charity Abseil of BRI’s new wing, Lights of Love/Shared Memory Event and Dragon Boat Festival, where Bradford Hospitals’ Charity are the named charity for the 2018.</p> <p>2018 events were to be included in a calendar of events for the year and be presented to the Committee at a later date.</p>	

	<p>The Committee acknowledged this was a positive start and approved the paper.</p>	
C.11.17.10	<p>Branding and Marketing Review KD presented the paper which provided some concepts of the re-brand identity undertaken by Plum Marketing.</p> <p>It was noted that the proposal included four main strands with their own unique identity sat within the overarching Bradford Hospitals' Charity branding namely, Cancer Care; Children Special Care Babies & Maternity; Dementia & Elderly Care and The Sunshine Fund.</p> <p>TH raised concerns around losing reference to Bradford Children's' Charity, although it was acknowledged it was not an official charity as such, going forward it would sit within one of the four strands of the overarching Charity and each would have a distinct strategy.</p> <p>Overall the Committee were supportive of the good work on the re-branding. There were some reservations over the use of more than three colours in the colour palette and KD was tasked with speaking with Plum Marketing and taking their expert advice. The Committee gave delegated authority to KD to decide the best approach.</p> <p>ACTION: KD to approach Plum Marketing to take their advice on the colour palette.</p>	KD
C.11.17.11	<p>Finance Report MQ presented the finance report. During the first six months 1 April to 30 September 2017 Bradford Hospitals' charity received £106k income and incurred £226k expenditure. This had resulted in an overall decrease in the funds held by £120k.</p> <p>MQ also highlighted some of the larger income and expenditure charitable activities during this period.</p> <p>It was noted that although it was a very clear report, could the staff costs also be included within the overall summary of spend in future reports.</p> <p>ACTION: Include staff costs within the overall summary of spend in future reports.</p> <p>The Committee noted the report.</p>	MH
C.11.17.12	<p>NHS Charity Benchmarking MH tabled the paper and MQ gave a brief overview of Bradford Hospitals' Charitable position when benchmarked against 108 different charities.</p> <p>On a question from the Chair around gauging success, KD advised that Plum Marketing did not think 12 months was unreasonable to make a judgement. However, it was noted that as the figures were based on 2015/16 data, the next 12 months would reflect 2016/17 so there may</p>	

	<p>not be much change at that point.</p> <p>The Chair stated the report was really helpful and clear however, there were a few minor things to review; to check the “x and y” labels, use of logarhythm scales, and the RAG rating colours.</p> <p>ACTION: Check the “x and y” labels on the graph, use of logarhythm scales and review the RAG rating colours.</p>	MH
C.11.17.13	<p>Charitable Fund & Charitable Fund Expenditure Policies Update MQ advised that both policies had been shared with Hempsons Solicitors and they had responded with a list of recommendations.</p> <p>The Chair requested the recommendations be presented to the next Committee meeting.</p> <p>ACTION: Recommendations to be presented to next meeting.</p>	MH
C.11.17.14	<p>ISA 260 Recommendation: Investment Strategy & Policy Update MQ advised that during 2016/17 KPMG made a recommendation that the Committee should review the investment policy and perhaps take a less prudent approach to investing surplus cash. The investment Strategy & Policy will be updated and brought to the next meeting.</p> <p>In relation to the Investment Strategy and Policy, MQ advised that during August 2017 a meeting was held with Trustees of the Elsie Sykes Permanent Endowment Fund. MH also attended the meeting</p> <p>The Chair asked that Investment Advisors be invited to the next meeting to discuss their recommendations.</p> <p>ACTION: Advisors to be invited to the next Committee meeting.</p>	MH
C.11.17.15	<p>Any other business</p> <ul style="list-style-type: none"> • Macmillan Cancer Support JH advised that talks were underway with Macmillan regarding our Haematology and Oncology Day Care unit and in-patient beds. It was agreed that good patient care was evident, but the environment was poor. Macmillan recognises this and are willing to work with us to match fund capital investment in a major refurbishment of Wards 17 and 18. Without prejudice, designs have been drawn up by architects which must meet Macmillan’s very high “MQEM” quality standards. The cost estimate is heading towards £6m, with a 50/50 split that would be £3m each. Macmillan have other interested parties and are keen to receive a Letter of Good Intent from our CEO stating we are committed to work with them on this. This will not commit us irrevocably but the Trust would need to look at charitables to cover the likely costs and consider additional ways of raising the funding. <p>KD advised that a possible area of funding could be the Annette Fox Charity which focused on Haematology patients.</p> <p>The Committee agreed the proposal should be put forward to</p>	

	<p>Closed Board for further discussion.</p> <p>ACTION: JH and KD to meet with Trustees of the Annette Fox Charity.</p> <ul style="list-style-type: none"> • Vapotherm Machines for Children MH advised that the Charity had been asked to procure a number of Vapotherm machines which attract a recurrent cost such as consumables and maintenance. KD explained that the Vapotherm machines provide oxygen, prevent children from deteriorating and having to be transferred to Leeds and reduces their length of stay overall. The Committee agreed it was a good investment and a cap of three years should be imposed for recurrent costs. 	JH/KD
C.11.17.16	<p>Date and time of next meeting 8th March 2018 8.30 - 9.30am</p>	

ACTIONS FROM BRADFORD HOSPITALS CHARITY COMMITTEE MEETING November 2017

Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
09.11.17	C.11.17.6	Operational Committee draft Terms of Reference (ToR) Discuss minor changes off-line.	Director of Strategy and Integration	March 2018	
09.11.17	C.11.17.7	Operational Committee Report A Report will be provided from the Operational Committee to each future Charitable Funds Committee.	Chief Nurse	March 2018	
09.11.17	C.11.17.10	Branding and Marketing Review Approach Plum Marketing to take their advice on the colour palette.	Chief Nurse	March 2018	
09.11.17	C.11.17.11	Finance Report Include staff costs within the overall summary of spend in future reports.	Finance Director	March 2018	
09.11.17	C.11.17.12	NHS Charity Benchmarking Check the "x and y" labels on the graph, use of logarythm scales and review the RAG rating colours.	Finance Director	March 2018	
09.11.17	C.11.17.14	ISA 260 Recommendation: Investment Strategy & Policy Update Investment Advisors to be invited to the next Committee meeting.	Finance Director	March 2018	
09.11.17	C11.17.15	Macmillan Cancer Support Meet with Trustees of the Annette Fox Charity.	Director of Strategy and Integration	March 2018	
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	March 2018	Deferred from the July and November Committees.
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	March 2018	Deferred from the July and November Committees.