

BRADFORD HOSPITALS' CHARITABLE FUNDS COMMITTEE MEETING

Date:	Wednesday 7 th March 2019	Time:	08:30 – 09:30
Venue:	Conference Room, Field House, BRI	Chair:	Dr Trevor Higgins, Chairman
Present:	<p>Non-Executive Directors:</p> <ul style="list-style-type: none"> - Dr Trevor Higgins, Non-Executive Director (TH) - Ms Trudy Feaster-Gee, Non-Executive Director (TF-G) <p>Executive Directors:</p> <ul style="list-style-type: none"> - Professor Clive Kay, Chief Executive (CK) - Ms Karen Dawber, Chief Nurse (KD) - Mr John Holden, Director of Strategy and Integration (JH) - Mr Michael Quinlan, Deputy Director of Finance (MQ) - Mr Matthew Horner, Director of Finance (MH) 		
In Attendance:	<ul style="list-style-type: none"> - Mrs Sehra Hassan, Minute Taker (SH) - Ms Tanya Claridge, Director of Governance and Corporate Affairs (TC) - Mr Adrian Maxwell, Rathbones for agenda item C.3.19.5 (AM) 		

No.	Agenda Item	Action
C.3.19.1	Apologies for Absence.	
C.3.19.2	<p>Declare conflict of interests.</p> <p>There were no declarations of interest to note.</p>	
C.3.19.3	<p>Minutes of the meeting held on 8 November 2018.</p> <p>The minutes were accepted as an accurate record of the meeting.</p>	
C.3.19.4	<p>Matters arising</p> <p>There were no matters arising.</p>	
C.3.19.5	<p>BHC Investment Advisors (Rathbones) Adrian Maxwell</p> <p>Rathbones won the recent Tender process to manage the investment portfolios of the Trust. Rathbones are one of the leading investment managers for charities and not-for-profit organisations in the UK and have had experience of working with other NHS Charities. Adrian Maxwell and Julian Rathbone, Investment Directors at Rathbones, will be managing our Charitable Funds accounts.</p> <p>The management of the different funds may require separately segregated portfolios. This is to be confirmed.</p> <p>It was noted that the Investment Policy Statement (IPS) is under review as part of this tender/appraisal process. Rathbones can assist with this if required.</p>	

	<p>Some of the Trust's funds are earmarked for use within a one year time frame and Rathbones advised that this is too short term to put these funds at risk. The funds aimed for use within 2 years could potentially be incorporated into the main general funds portfolio, with discussion required as to how these funds will be accessed in due course. It was agreed to leave the less than one year funds in the bank.</p> <p>The potential investment of the c.£250,000 in the Sykes Fund should be considered long term (given the funds are endowed) and as such potentially could take a greater amount of risk? To be discussed at a future meeting.</p> <p>The Committee asked for further details on holdings, Rathbones are to share the information and recommendations with this committee. TF-G showed an interest in this.</p> <p>Risk Profile – the Committee was sent a risk profile questionnaire, further discussion on this is required.</p> <p>JH asked whether we are consistent with other NHS Organisations, AM responded by saying that other NHS Organisations have scored very similar to BHC with a large majority in Risk levels 3 or 4; Medium Risk.</p> <p>KD suggested that she would discuss levels of risk with the Operational Committee and also about setting up of a Task and Finish Group and this is to include some non-executive Directors members. The Committee agreed to support the setup of the task and finish group.</p> <p>KD and Rathbones to arrange a meeting to discuss next steps and setting up of a task and finish group. (meeting set for 18th June 2019)</p> <p>The committee thanked Rathbones for attending the meeting.</p>	Chief Nurse
	<p>Operational Sub Committee Report</p> <p>KD informed the committee that since the last Charitable funds meeting took place, the Operational Sub Committee has met on two occasions and further developed the 4 funds proposal. A couple of alternations have been made to the performance dashboard which is on the committee's agenda and this is reviewed at each meeting. The group receives updates on communication plans and recommendations are made on funding.</p> <p>The communication has been very positive, KD informed the meeting that the Trust is receiving a lot of 'hits' on our social media pages, the communications team have produced 10 articles over the last 3 months about charity in the local Telegraph and Argus and also, there has been some good campaigns over Christmas with the Sparkle for Axel campaign, the toy appeal and there are a couple of big events planned in the future, a Charitable Football match is scheduled for 14th April.</p> <p>KD informed the Committee that the Operational Sub Committee received some proposals for funding and the following proposals have been granted funding:</p>	

	<ul style="list-style-type: none"> • Research into Knee replacement • 2 year Bereaved Carers Survey • Bradford Bag – (toiletry overnight bags given to relatives, who are staying with patients who are at the end of their life) • Funding training and education for staff <p>Not funded:</p> <ul style="list-style-type: none"> • Medicine – Clinical Specialist Post for Palliative Care this was put back to the Division and they were advised to bring it to EMT. <p>KD informed the Committee that the Operational Committee is beginning to bed in and have a purpose, it is more structured and services are coming in and presenting their proposals.</p>	
C.3.19.7	<p>BHC Financial Performance</p> <p>MH informed the Committee that the fund balance is currently at £2.5 million. The paper indicates how the funds change, where we have placed some of our investments and also where some of our income/donations have come from.</p> <p>MH brought the Committees attention to the current trend in the income and expenditure profile for the past 5 years (with a summary provided in the dashboard).</p> <p>All the funds have been consolidated into the four approved funds, and these are the Sunshine Fund, Children's Fund, Cancer Fund and Dementia Fund.</p> <p>TFG questioned that we are spending more money than we are generating income and some of the individual funds are bringing in more income than the other funds, the trajectory over 5 years shows that we go from 2.5 to 1.7 and further clarification is needed around this.</p> <p>MQ – responded by saying that over 2 years ago, this committee agreed to support a fund raising programme and invest in the fund raising team, branding and marketing. The 5 year plan is being developed and it is anticipated that the charity will receive income of £350 thousand per annum. Going forward there should be a slight reduction in expenditure and an increase in donations. It is predicted that we will see a change in the next financial year. It is planned that fund raising will supported by specific appeals (which has not been the case in recent years)</p>	
C.3.19.8	<p>BHC 5 Year Financial Plan</p> <p>MQ to present the 5 year Financial Plan at the next meeting in July.</p>	Deputy Director of Finance

C.3.19.9	<p>BHC Terms of Reference</p> <p>BHC Terms of Reference</p> <p>MQ brought the Committees attention to the Terms of Reference (TOR), a requirement is to review and update the TOR, MQ recommended no changes to the ToR.</p> <p>The Committee approved this with the following amendment, 'the Director of Strategy and Integration will not be in post in April 2019, due to that role acting up as Chief Executive.'</p>	
C.3.19.10	<p>BHC annual Accounts Update</p> <p>MQ presented an update of the timeframe, in order to prepare the annual accounts for the Committee.</p> <p>MQ is proposing to present the draft accounts in November 2019, before it goes to the auditors.</p> <p>There are no significant changes from last year annual accounts, but there is an option of the accounts to be reviewed by the external auditors.</p> <p>One of the criteria is, if income is greater than £250 thousand per annum, we are required to have an external auditor, our forecast currently is £290 thousand and it was recommended by the Audit and Assurance Committee for this Committee to have the accounts reviewed by an external auditor. The cost of the external audit is £4,500.</p> <p>The committee agreed to have the accounts externally audited.</p>	
C.3.19.11	<p>Raising our charitable ambitions</p> <p>JH referred to agenda item C.7.8.17 'Strategy paper to be developed and discussed at the Operational Committee, have we fully explored the major donor approach yet' and, what might be the big principle/big campaign'. JH informed the Committee that work is ongoing to support this and this remains as a work in progress. The sub group of the Committee, with some external experts have met twice and will meet in April 2019 to identify how the Trust might prioritise some big projects and how we might be smarter about aligning potential sources of income.</p>	
C.3.19.12	<p>Investing in Research</p> <p>KD informed the Committee that the Orthopaedic team presented a proposal to the Operational Committee for enhancing the care they give to patients with knee replacements. 20% of patients that have a knee replacement are not satisfied with the procedure and do not feel much better. The Orthopaedic team have demonstrated that by using different implants, in particular enhanced recovery they can prepare patients better for what the outcome will be like at the end of surgery. So the proposal was to carry out a project to look at different joints and</p>	

	also enhanced recovery. KD shared a case study with the Committee, in France they are carrying out day care knee replacements and patients have the procedure in a day and fully recovered by the end of the day.	
C.3.19.13	<p>Any other business</p> <p>MH is reviewing the capital programme, one of the requests submitted is to create a cycle car park outside Trust HQ, which has an estimated cost of £70 thousand. It was suggested that the proposal be presented to the next operational committee, and if appropriate be subsequently considered at the next Charitable Funds committee.</p>	Director of Finance
C.3.19.4	<p>Date and time of next meeting.</p> <p>11 July 2019 8.30 – 9.30am</p>	

ACTIONS FROM BRADFORD HOSPITALS CHARITY COMMITTEE MEETING 7 March 2019

Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
07.03.2019	C.3.19.5	BHC Investment Advisors KD and Adrian Maxwell from Rathbones to arrange a meeting to discuss next steps and also the setting up a task and finish group.	Chief Nurse	July 2019	Karen and Adrian Maxwell met on the 8 th June. Action Concluded
07.03.2019	C.3.19.8	BHC 5 Year Financial Plan MQ to present the 5 year Financial plan at the next meeting in July.	Deputy Director of Finance	July 2019	Added to the July agenda Action concluded
07.03.2019	C.3.19.13	Any other business MH to share the cycle car park proposal virtually with this committee to review	Director of Finance	July 2019	