

**MINUTES**  
**EXTRAORDINARY MEETING OF THE BRADFORD HOSPITALS CHARITY COMMITTEE**

<b>Date:</b>	24 April 2020	<b>Time:</b>	12.00 -13.00
<b>Venue:</b>	Teleconference	<b>Chair:</b>	Dr Maxwell Mclean, Chairman
<b>Present:</b>	<p><b>Non-Executive Directors:</b></p> <ul style="list-style-type: none"> <li>- Dr Maxwell Mclean, Chairman (MM)</li> <li>- Ms Trudy Feaster-Gee, Non-Executive Director (TF-G)</li> <li>- Ms Julie Lawreniuk, Non-Executive Director (JL)</li> </ul> <p><b>Executive Directors:</b></p> <ul style="list-style-type: none"> <li>- Mr John Holden, Director of Strategy and Integration (JH)</li> <li>- Mr Matthew Horner, Director of Finance (MH)</li> <li>- Ms Mel Pickup, Chief Executive (MP)</li> <li>- Mr Michael Quinlan, Deputy Director of Finance (MQ)</li> </ul>		

C.4.20.1	<p><b>Apologies for Absence</b></p> <ul style="list-style-type: none"> <li>- Karen Dawber, Chief Nurse</li> </ul>	
C.4.20.2	<p><b>Declarations of Interest</b></p> <p>Each of the committee members and attendees confirmed there were no declarations of interest to note.</p>	
C.4.20.3	<p><b>Matters Arising</b></p> <p>MM stated that as chair of the committee he had deemed it important to convene an extraordinary meeting in response to the trust receipt of donations from local people totalling in excess of £100,000. He stated that it was important that the committee demonstrated strong assurance regarding the efficient and effective use of these funds. MM further added that during discussions he would like to address the perceptions that the charity does not act quickly enough in utilising funds to enable the trust 'frontline' to be supported in a more timely manner.</p>	
C.4.20.4	<p><b>Standard Operating Procedures COVID19</b></p> <p>MH advised the committee that the SOPs presented had been prepared to particularly respond to the 'Covid-19 period' and associated donations received. The Committee noted:</p> <ul style="list-style-type: none"> <li>- The overarching principals were similar to those in place previously.</li> <li>- How the charity would deal with targeted donations.</li> <li>- The process now in place with regard to donations made in connection with covid-19 including the donation tracker.</li> <li>- Identification of an extended expenditure process, leading to higher approval limits for the Deputy Director of Finance and the Assistant Director of Finance to allow for rapid decision-making where required</li> <li>- The shortened timescale leading to the turnaround of requests in three days.</li> <li>- The process in place for encouraging referrals from staff with SOPs disseminated widely through the silver command group.</li> </ul> <p>MH emphasised that the usual governance processes were still being maintained ensuring that allocations were in keeping with the public benefit and donor wishes. Once awards were made teams continue to be supported to ensure that the expenditure allocated is used.</p> <p>JL commended the process as it reflected the most pragmatic way to get</p>	

	<p>the money spent quickly and sensibly. MP referred to the difficulties in allocation of funding at a time when items were also being donated by firms however, all donations were logged and tracked and, thank you letters were sent to acknowledge donations.</p> <p>The committee approved the Standard Operating Procedures for Covid 19.</p>	
C.4.20.5	<p><b>COVID 19 Income</b></p> <p>MM asked for an account of how the funds received would be dispersed. MH stated that the funds had been raised to support staff during this busy time. The committee also noted that people donated on the assumption that benefits would be quickly directed towards staff during this crisis. MQ provided details of the trading account. He referred the Committee to the spreadsheet which reflected the current income and expenditure in relation to the Covid -19 fund. The Committee noted the following:</p> <ul style="list-style-type: none"> <li>- £91,000 which largely consisted of donations from NHS Charities together, Morrisons and Just Giving.</li> <li>- At the present time £134,000 total income had been received</li> <li>- More donations were expected to raise the fund level to £144,000</li> </ul> <p>MH advised of the large scale donation that was expected from the national scheme (potentially in region of £100,000) which he asked the Committee to note. With regard to expenditure, the largest spend to date related to software (funded by the Morrison's donation).</p> <p>MQ drew attention to two items which required approval from the committee, namely the;</p> <ul style="list-style-type: none"> <li>- Sara Combilizer ICU</li> <li>- Sonosite Ultrasound ICU</li> </ul> <p>MH stated that these requests had come forward directly from the clinical teams. The Committee noted that discussions had taken place with the clinicians and MQ confirmed that the requests met the requirements with regard to public benefit and the charity guidelines. MH added that these are two enhancements over and above what the organisation currently has. The committee confirmed its approval of the items.</p> <p>MM asked for further detail on the current process for ideas to be considered. MH stated that at the present time the Chief Nurse raises requests at Gold Command and then disseminates them down to Silver Command. MP further confirmed that staff also have a range of direct routes to offer ideas and cited emails that she has received and discussions she has had directly with staff whilst touring the site and encouraging staff to share with managers and also make use of direct channels if there are ideas that they have or things they need. MH added that requests also came through to the Charitables team and added that they are also mindful of any donor wishes. MP described the process with regard to the funding of the wobble rooms (creation of safe spaces) which was a national concept embraced by a member of staff here and developed in relation to outpatients. The staff developed the concept and was supported by Charitables to put it in place. The committee confirmed that it was content on the processes in place to support staff in making requests for support. JL commented that the list presented for approval appears to be a sensible list noting the comments from the chief executive with regard to removing the temple spa products due to the receipt of a donation of similar products. JL added that it was important to ensure that the process with regard to spend was expedited as soon as possible and communicated. The committee confirmed that it was satisfied with the</p>	

	<p>processes in place.</p> <p>With regard to the list of potential items these were all still under consideration and it was anticipated that they would be presented for approval within the next two weeks. Some additional work was needed and additional information in particular was required with regard to the spa products, water fountains and the proposal in respect of staff counselling.</p> <p>The committee confirmed that it would be satisfied with the decisions arrived at by the executives for the smaller items to be dealt with in line with the process agreed for Covid-19 related spend. The Committee in particular was supportive of a short turnaround time for dealing with requests in order to better support staff. The Committee further confirmed that if there were items that involved a larger big-ticket item it would be content to discuss and approve via email contact rather than through convening a meeting.</p> <p>MM concluded that the committee had been well briefed and confirmed the actions agreed with regard to the processes in place, the items approved for expenditure by the committee and noted the potential items that were listed for expenditure that would be further explored by the executives. The committee was content with decisions regarding the smaller items being made by the executives. It was further noted that any big-ticket items would be virtually communicated to the committee along with any updates that MH and MP deemed appropriate.</p> <p>The committee agreed that MH and MP would determine if a further extraordinary meeting was required to discuss any further donations prior to the July Charitable funds meeting.</p>	
C.4.20.6	<p><b>Any other business</b></p> <p>There was no other business discussed.</p>	
C.4.20.7	<p><b>Date and time of next meeting</b></p> <p>9 July 2020</p>	