

## BRADFORD HOSPITALS' CHARITABLE FUNDS COMMITTEE MEETING

<b>Date:</b>	The meeting scheduled for 11 November 2020 was stood down. The Chairman agreed that key items would be dealt with via email consultation during November. Responses were provided by all members of the Committee except for the Chief Nurse whose apologies have been noted below. The following notes present a summary record of the email consultation and the outcomes with regard to the key items.
<b>Chair:</b>	Dr Maxwell Mclean, Chairman
<b>Committee members:</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>- Mrs Julie Lawreniuk, Non-Executive Director (JL)</li> </ul> <p><b>Executive Directors:</b></p> <ul style="list-style-type: none"> <li>- Ms Karen Dawber, Chief Nurse (KD)</li> <li>- Mr John Holden, Director of Strategy and Integration (JH)</li> <li>- Mr Matthew Horner, Director of Finance (MH)</li> </ul>
<b>Minutes</b>	Jacqui Maurice, Head of Corporate Governance and Linda Preston, Personal Assistant.

No.	Agenda Item	Action
<b>C.11.20.1</b>	<b>Apologies for non-response</b> Ms Karen Dawber, Chief Nurse	
<b>C.11.20.2</b>	<b>Declare Conflict of Interests</b> There were no declarations of interest to note.	
<b>C.11.20.3</b>	<p><b>Minutes of the Meeting held on 16 July 2020 and Extraordinary Meeting held on 30 September 2020</b></p> <p>The minutes of the meeting held on 16 July 2020 were approved subject to the following amendments with regard to 'C.7.20.13. Operational Sub Committee Report'.</p> <ul style="list-style-type: none"> <li>• The penultimate paragraph to be reworded to state "TF-G commended KD and the team following a brief discussion about adjustments already being made to the usual charitable activities to reflect the diversity of the local population (e.g. the use of Celebration lights not Christmas lights etc.)."</li> </ul> <p>The minutes of the extraordinary meeting held on 30 September were approved as a correct record.</p>	Head of Corporate Governance C20015
<b>C.11.20.4</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Committee confirmed that the following actions were closed as stated on the action log.               <ul style="list-style-type: none"> <li>- C20005</li> <li>- C20006</li> <li>- C20007</li> <li>- C20008</li> <li>- C20009</li> <li>- C20010</li> <li>- C20012</li> <li>- C20014</li> </ul> </li> <li>• Regarding action C20011; the Deputy Director of Finance reported that "the fundraising team has had a conversation with local bike shop owners but was not making much progress. Most Bradford bike</li> </ul>	

	<p>owners are independent and do their own marketing and don't have budgets for sponsorship. The fundraising team had a further conversation with a professional Bradford marketer who already has relationships with the likes of Terrain Cycles and Pennine Cycles and she honestly didn't think this was worth pursuing. They are already on digital platforms and reaching their target markets with ease this year". <u>Action closed.</u></p> <ul style="list-style-type: none"> <li>Action C20013 is held over to the next meeting in March 2021.</li> </ul>	
<b>C.11.20.5</b>	<p><b>Financial Information April to September 2020</b> The Committee members accepted and noted the report.</p>	
<b>C.11.20.6</b>	<p><b>Rathbones Investment Update</b> Committee noted the information provided in the report and that this item would be carried over to the next meeting.</p>	Director of Finance C20016
<b>C.11.20.7</b>	<p><b>Annual Report and Accounts 2019-20</b> MQ advised Committee members that the Accounts and Annual Report need to be finalised and submitted to the Charity Commission no later than 31 January 2021. The external audit of the accounts is on-going with the expectation that these will be reviewed in December by the Audit and Assurance Committee at a date yet to be confirmed, prior to submission to the board of Directors for approval in January 2021.</p> <p>MQ further reminded the Committee that it has had sight of the draft Charitable Accounts on 16 July 2020. The external auditor, Deloitte, has not completed the audit and so a final version is not yet available. Following approval by the Board of Directors the documents will need to be submitted to the Charity Committee before 31 January 2021.</p> <p>MQ would propose that the final accounts are shared with the Committee (virtually) for approval prior to an AAC extraordinary meeting.</p> <p><u>Post review note:</u> Subject to the late completion of the external audit; the Charitable Funds Committee will consider the annual report, accounts and the ISA 260 at a specially convened meeting on 12 January 2021. The documents will then be reviewed by the Audit and Assurance Committee on 14 January 2021 which will develop its recommendation to Board. Final approval will be requested at the Board of Directors meeting on 20 January 2021.</p>	
<b>C.11.20.8</b>	<p><b>Business rates</b> The Committee noted the information provided in the report and that this item would be carried over to the next meeting.</p>	Director of Finance C20017
<b>C.11.20.9</b>	<p><b>Draft Committee Work Plan</b> The work plan was presented for approval however; a question has been raised, asking if 'the work plan is simply the matrix with dates as shown. There was also a query raised regarding prioritisation and any specific plans for the coming year. The recommendation then, based on the responses received is that this item is carried over to the next meeting for further discussion prior to approval.</p>	Chief Nurse C20018
<b>C.11.20.10</b>	<p><b>Operational Sub Committee Report</b> The Committee members noted that approval was sought for £10k for a feasibility study. KD had advised that the Charity Operational Committee recommended that the Charity should commission Gifted</p>	

	<p>Philanthropy to complete a feasibility report for the Neonatal appeal. She further commented that “this will identify potential funding sources and outline resource required to deliver the appeal. The feasibility study is expected to cost £10k and will be funded by the Neonatal appeal. Gifted Philanthropy would need to interview staff as part of the feasibility study however, it is believed that this can be completed later in the process to avoid COVID and winter pressures where possible.”</p> <p>The following reflects a summary of the comments and questions received from Committee members.</p> <ul style="list-style-type: none"> <li>- MM stated that he could not support the spend of £10k without a specific separate paper outlining why the feasibility study would be good value as this was a significant cost. He would also welcome more information about ‘Gifted Philanthropy’ and the benefits to be gained from what they provide.</li> <li>- JL stated that she would want to know that the Operational Committee was sighted on a positive rate of return before the commitment of 10k is approved. TFG added that the Committee may also need to understand more about the added value to be gained from using Gifted Philanthropy and, whether a satisfactory exercise could be conducted for less. JH stated that he was not against funding a feasibility study which could deliver a significant return on investment however; he was particularly keen on hearing further assurance with regard to the likely benefit of the work.</li> <li>- The remaining members of the committee expressed their agreement with the points made previously.</li> </ul> <p>The document was not approved. The recommendation then, based on the responses received, is that this item is carried over to the next meeting for further consideration prior to approval.</p> <p>A separate document should be presented at the next meeting with regard to the funding request and the Chief Nurse is asked to include focus on the key points raised with regard to:</p> <ul style="list-style-type: none"> <li>- understanding more about the value to be derived from the feasibility study;</li> <li>- more profile information with regard to Gifted Philanthropy;</li> <li>- the benefits to be gained by using Gifted Philanthropy to undertake the feasibility study;</li> <li>- an articulation with regard to the positive rate of return / expected benefits of the work; and</li> <li>- reflections on using other companies to carry out the study particular with regard to the costs.</li> </ul>	Chief Nurse C20019
<b>C.11.20.11</b>	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
<b>C.11.20.12</b>	<p><b>Date and Time of Next Meeting</b></p> <p>The next scheduled meeting will take place via MS Teams on 9 March 2021 at 1.30pm.</p>	

## ACTIONS FROM BRADFORD HOSPITALS CHARITY COMMITTEE MEETING NOVEMBER 2020

Action ID	Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
C20013	11.7.19	C.7.19.5 C.7.20.4	<b>BHC Financial Information</b> MQ to research whether the rate rebate project that is ongoing will have implications on our Charitable status as a Foundation Trust.	Deputy Director of Finance	March 2021	November 2020: item carried over to the next meeting in March 2021. MH to provide verbal update 16.7.20 – Brief update report to charity members required from MQ.
C20015	Nov 2020	<b>C.11.20.3</b>	<b>Minutes of the Meeting held on 16 July 2020</b> Amendments as recorded in minutes to be completed.	Head of Corporate Governance	March 2021	16 July minutes amended as required. <u>Action closed.</u>
C20016	Nov 2020	<b>C.11.20.6</b>	<b>Rathbones Investment Update</b> Committee noted the information provided in the report and that this item would be carried over to the next meeting.	Director of Finance	March 2021	Added to March 2021 agenda
C20017	Nov 2020	<b>C.11.20.8</b>	<b>Business rates</b> Committee noted the information provided in the report and that this item would be carried over to the next meeting.	Director of Finance	March 2021	Added to March 2021 agenda
C20018	Nov 2020	<b>C.11.20.9</b>	<b>Draft Committee Work Plan</b> This item to be carried over to the next meeting for discussion prior to approval. The following comments to inform the discussion; to confirm if the work plan is simply the matrix with dates as shown and, regarding prioritisation – are there any specific plans for the coming year.	Chief Nurse	March 2021	Added to March 2021 agenda
C20019	Nov 2020	<b>C.11.20.10</b>	<b>Operational Sub Committee Report</b> Item carried over to the next meeting for further consideration prior to approval. A separate document should be presented with regard to the funding request and the Chief Nurse is asked to note that the document should include focus on	Chief Nurse	March 2021	Deferred to July meeting due to COVID at request of CN

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			<p>the key points raised with regard to:</p> <ul style="list-style-type: none"> <li>- understanding more about the value to be derived from the feasibility study;</li> <li>- more profile information with regard to Gifted Philanthropy;</li> <li>- the benefits to be gained by using Gifted Philanthropy to undertake the feasibility study;</li> <li>- an articulation with regard to the positive rate of return / expected benefits of the work; and</li> <li>- reflections on using other companies to carry out the study particular with regard to costs.</li> </ul>			