

CHARITABLE FUNDS COMMITTEE MEETING

Date:	Tuesday 6 th July 2021	Time:	1330-1430
Venue:	MS Teams meeting	Chair:	Dr Maxwell Mclean, Chairman
Present:	<p>Non-Executive Directors:</p> <ul style="list-style-type: none"> - Dr Maxwell Mclean, Chairman (MM) - Mrs Julie Lawreniuk, Non-Executive Director (JL) <p>Executive Directors:</p> <ul style="list-style-type: none"> - Mr John Holden, Director of Strategy and Integration (JH) - Mr Matthew Horner, Director of Finance (MH) 		
In Attendance:	<ul style="list-style-type: none"> - Mr Dermot Bolton, Governor (DB) as an observer 		

No.	Agenda Item	Action
C.7.21.1	<p>Apologies for Absence</p> <p>The Chair noted apologies for absence from:</p> <ul style="list-style-type: none"> - Ms Karen Walker, Non-Executive Director (KW) - Mr Altaf Sadique, Non-Executive Director (AS) - Professor Mel Pickup, Chief Executive (MP) - Ms Karen Dawber, Chief Nurse (KD) - Ms Laura Parsons, Associate Director of Corporate Governance / Board Secretary (LP) - Mr Michael Quinlan, Deputy Director of Finance (MQ). 	
C.7.21.2	<p>Declarations of Interest</p> <p>There were no declarations of interest to note.</p>	
C.7.21.3	<p>Minutes of the virtual meeting held on 9th March 2021</p> <p>The minutes were accepted as an accurate record of the meeting.</p>	
C.7.21.4	<p>Matters Arising</p> <p>Agreement was given to the closure of actions C21001, C21002 and C21003; these were transferred to the list of closed actions.</p> <p>Business Rates</p> <p>MH provided a summary of the background to the legal case regarding whether Foundation Trusts should carry chargeable status. He advised his latest understanding of the situation is that the pursuance of the case through the Courts of Appeal has fallen through and it is therefore not progressing any further. The item can therefore be removed from the agenda.</p>	

<p>C.7.21.5</p>	<p>Charity Committee Terms of Reference MM advised these were last reviewed in March 2020.</p> <p>The Terms of Reference were approved subject to the removal of the 'Acting Chief Executive' designation for the Director of Strategy and Integration.</p>	
<p>C.7.21.6</p>	<p>Investment and Treasury Management Policy MH summarised that following the annual review of the policy the proposed changes cover the appointment of Rathbones Investment Management as brokers, and the capturing of the risk profile agreed when the relationship was established with Rathbones as a medium level of risk.</p> <p>Following discussion it was agreed to review, during the investment broker tender process, if the policy should refer to a 'generic appointed investment manager' rather than directly naming the appointed investment broker.</p> <p>MH updated the Committee that the overall fund value is £2.3 million with approximately £1.2 million invested through Rathbones, a specific endowment fund of around £200,000, and the remainder held in cash by the Trust.</p> <p>The Committee approved the policy.</p>	
<p>C.7.21.7</p>	<p>Reserves Policy MH said there were no changes in terms of the narrative which clearly articulates our role in managing and having a Reserves Policy. It highlights the items which counted towards the value of the Reserves and the purpose of the Reserves Policy which is to sustain a level of funding required to maintain the Charitable team for one year equating to approximately £200,000.</p> <p>The Committee approved the policy.</p>	
<p>C.7.21.8</p>	<p>Key Changes to Charity Law MH commented on the five key changes from the Charity Commission to charity law which took place in May 2021 to improve the legal framework that charities work within and to help from a cost perspective. The key issue to note is that the Charity team needs to understand the detail behind the key changes and to determine if there is a direct impact to the charity and as such, if anything needs to be reflected in the Expenditure Policy. The Expenditure Policy will be reviewed in light of the changes and brought to the Committee in November 2021 with appropriate amendments. If no changes are required the policy will be revised under normal activities.</p> <p>The Committee noted the item.</p>	

<p>C.7.21.9</p>	<p>Financial Information April 2020 – March 2021 MH brought the following to the Committee's attention:</p> <ul style="list-style-type: none"> • The total fund value is approximately £2.3million. • In year a surplus of approximately £300,000 was made with the vast majority of this being the gains on investments. This brings the investment position broadly the same overall value as when the investment exercise was commenced with Rathbones in March 2020. • Around £226,000 was spent on Covid related charitable activities in 2020/2021. Almost £400,000 worth of donations through the Covid route have been received and we forecast spending the full value of donations. • £1.4million of investments has been made including the £200,000 Elsie Sykes endowment fund and £900,000 in cash. This will continue to be reviewed. • Fundraising activities were halted in March 2020 due to Covid which has had an impact; however there are now opportunities to restart, with the neonatal appeal being a particular opportunity. <p>The Committee noted the information.</p>	
<p>C.7.21.10</p>	<p>Draft Unaudited BHC Annual Report and Accounts 2020/21 MH confirmed the draft accounts are in the standard format, that they highlight the movements in income and expenditure for the year, and reiterate the overall £326,000 surplus made compared to the previous year. Attention is also drawn to some of the areas of spend in year such as £124,000 on medical equipment, and £400,000 on patient welfare with the vast majority of this being investments into staffing facilities and support throughout the pandemic.</p> <p>MH went on to say the fundraising section of the accounts focuses on the Covid fundraising activities but with attention also being drawn to the snowflake appeal. This is followed by the detail of the report which identifies the proportion of income and where this comes from, and expenditure and where it is allocated to.</p> <p>The governance arrangements associated with the Charity are also included.</p> <p>The Committee expressed thanks for the work done in preparing the draft accounts, and agreement was given for them to be sent to Deloitte for external audit before submission to the Audit Committee.</p> <p>MH also advised the 2019/2020 accounts are still to be closed down and discussions continue with audit around the treatment of the Elsie Sykes fund. It is hoped this will be drawn to a conclusion shortly.</p> <p>The Committee noted the information.</p>	

<p>C.7.21.11</p>	<p>Challenges for the Charity to Support Born in Bradford</p> <p>MM advised the Committee has considered the request for a fundraising campaign specifically to support the proposed local work with young people in the area. MM spoke with MQ prior to the meeting who has explored the feasibility of the initiative but recognises it needs to meet the Charity Committee's Terms of Reference, objects and Terms of Engagement.</p> <p>The Committee agreed with the proposal to seek independent advice to understand if providing wider health education is indeed within the Charity's objects. Approval was given for a maximum spend of £5,000 for the external advice. If the cost of the advice is £5,000-£10,000 MH will seek approval from MM and MP. A cost of in excess of £10,000 will require approval from the Committee. Following receipt of the external advice a decision will then need to be made at an Extraordinary meeting of the Committee to consider if the fundraising request should be approved.</p>	<p>Director of Finance C21007</p>
<p>C.7.21.12</p>	<p>Rathbones Investment Update</p> <p>The update circulated with the papers for the meeting was noted.</p>	
<p>C.7.21.13</p>	<p>Operational Sub Committee Report</p> <p>JH advised the following items had been discussed by the Operational Sub Committee at their meeting on 16th April 2021:</p> <ul style="list-style-type: none"> • The handover of Executive responsibility from KD to JH with effect from 1st June 2021 was confirmed. • JH has asked LP to act as line manager for the Charities team. • How to make the expenditure request form on the Intranet more accessible and have better advertising on the Trust's web pages of the Just Giving site. • The Neonatal Unit feasibility study and engaging Gifted Philanthropy. Following correspondence between MM and KD Gifted Philanthropy have been authorised to continue with the work and their report is awaited. • A request for a communications forward view report to be presented at a future meeting rather than the retrospective reports previously provided. <p>With regard to the recent Charity Operational Committee Time Out session held 22nd June 2021 JH shared the slides used at the meeting which concentrated on fundraising and grant giving as follows:</p> <p><u>Fundraising</u></p> <p>In relation to fundraising discussion took place regarding if a separate</p>	

	<p>Charity website was really needed in addition to the main Trust website, and if a more visible 'Donate' button could be included on the main website.</p> <p>KW shared her knowledge and expertise from the commercial world and discussed the importance of a sales culture, having a clear vision, managing well, segmenting your customer base especially in relation to corporates, focussing on relationships and identifying influencers/champions and using them.</p> <p>The team looked at the Grateful Patient model from the USA which is a very well thought through model of donations.</p> <p>A strong theme running through the discussions centred around the need to 'speculate to accumulate' and the need to invest to raise the level of charitable income by a significant margin, and the resourcing required to make this achievable.</p> <p>Clinicians attending the meeting spoke of stories they used which were very impactful in helping people understand the difference that charitable contributions make.</p> <p><u>Grant Giving</u></p> <p>Discussions took place around increasing staff awareness of the ways the Charity can support them, which in turn helps create a virtuous circle in that staff are then more likely to support fundraising as they can see how the benefits support them.</p> <p>In terms of making grant giving decisions discussions continue around a potential move to one panel determining the use of the four funds rather than a panel for each fund.</p> <p>It was also agreed simpler processes are required to maintain good governance whilst releasing funds for grants.</p> <p>The conclusions from the Time Out session will, along with the Gifted Philanthropy report, assist with the formation of a draft strategy for the Charity. This in turn will then assist with the development of a Communications Plan.</p>	
C.7.21.14	<p>Any Other Business</p> <p>There was no other business discussed.</p>	
C.7.21.15	<p>Date and Time of Next Meeting</p> <p>Tuesday 9th November 2021 1100-1200</p>	

ACTIONS FROM BRADFORD HOSPITALS CHARITY COMMITTEE MEETING 6TH JULY 2021



Action ID	Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
C21007	6.7.21	C.7.21.11	<p>Challenges for the Charity to Support Born in Bradford</p> <p>The Committee agreed with the proposal to seek independent advice to understand if providing wider health education is indeed within the Charity's objects. Approval was given for a maximum spend of £5,000 for the external advice. If the cost of the advice is £5,000-£10,000 MH will seek approval from MM and MP, with a cost of in excess of £10,000 requiring approval from the wider Committee. Following receipt of the external advice a decision will then need to be made at an Extraordinary meeting of the Committee to consider if the fundraising request should be approved.</p>	Director of Finance	TBC	Extraordinary meeting to be arranged when required.

Actions closed



No	Date	Agenda Item	Required Action	Lead	Timescale	Comments/Progress	Status
C21001	Nov 2020	C.11.20.8 C.3.21.6	Business rates Committee noted the information provided in the report and that this item would be carried over to the next meeting.	Director of Finance	06.07.21	09.03.21 – item to remain on meeting agenda until appeal outcome known Added to March 2021 agenda. 06.07.21 – item added to July agenda <u>06.07.21 – action closed</u>	Closed
C21002	09.03.21	C.3.21.9	Born in Bradford Trust Fund Proposal Following discussion it was agreed MQ would produce a brief paper articulating the challenge and if it is appropriate for Bradford Hospitals' Charity to spend funds within the community in the ways desired by Born in Bradford. MQ to discuss the topic further with NS.	Deputy Director of Finance	06.07.21	06.07.21 – item added to July agenda <u>06.07.21 – action closed</u>	Closed
C21003	Nov 2020	C.11.20.10 C.3.21.10	Operational Sub Committee Report 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 the key points raised with regard to: <ul style="list-style-type: none"> - understanding more about the value to be derived from the feasibility study; - more profile information with regard to Gifted Philanthropy; - the benefits to be gained by using Gifted Philanthropy to undertake the feasibility study; - an articulation with regard to the positive rate of return / expected benefits of the work; and 	Chief Nurse	06.07.21	16.04.21 – Michael Quinlan to circulate Neonatal Unit Feasibility Study to the Committee for virtual approval. Action to be closed at July meeting. Deferred to July meeting due to COVID at request of CN. 06.07.21 – item added to July agenda	Closed

			- reflections on using other companies to carry out the study particular with regard to costs.			<u>06.07.21 – action closed</u>	
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