

CHARITABLE FUNDS COMMITTEE

Draft Minutes of the meeting held on Thursday 10th September 2020 Via Webex

Present:

Ms Jackie Hughes	Independent Member (Chair)
Ms Cheryl Carlisle	Independent Member
Dr David Fearnley	Executive Medical Director
Mrs Sue Hill	Acting Executive Director of Finance
Mr Mark Wilkinson	Executive Director of Planning & Performance

In Attendance:

Ms Kirsty Thomson	Head of Fundraising
Ms Faye Pritchard	PA to Executive Director of Finance
Ms Rebecca Hughes	Charity Accountant
Mr Arpan Guha	Deputy Executive Medical Director
Ms Sophie Ffoulkes	Financial Management Graduate Trainee

Agenda Item	Action
<p>CF20/24 Apologies for absence & Declarations of interest</p> <p>No formal apologies were received but Independent Member Ms Helen Wilkinson was unable to join the meeting.</p> <p>Declarations of Interest were received as follows:</p> <p>The Head of Fundraising is the Deputy Chair of NHS Charities Together.</p> <p>The Chair's daughter is employed by the Royal Voluntary Service (RVS) at Bangor and they are referenced in today's papers.</p>	

<p>CF20/25 Minutes of the previous meeting held on 25th June 2020</p> <p>CF20/25.1 Accuracy</p> <p>The minutes from the previous meeting held on 25th June 2020 were approved as an accurate record.</p> <p>CF20/25.2 Matters arising and review of summary action plan</p> <p>The committee reviewed the summary action plan in detail and updated accordingly. The Chair queried a handful of actions that have been closed that need to remain open *ACTION*</p>	KT
<p>CF20/26 Charitable Funds Finance Report Q1 2020/21 <i>Ms R Hughes</i></p> <p>The Charity Accountant presented the report and noted the key highlights to the committee.</p> <p>Donation and fundraising income is significantly higher than for the same period last year (up £316,000 / 132%). This is because of the donations made to the COVID-19 fund. To the end of Month 3, these totalled £367,000, comprising 67% of all donated income. Included in this figure is £164,500 from NHS Charities Together. Donated income to other funds within the charity was down by £51,000 (21%) compared to last year.</p> <p>The only legacy income this quarter was the receipt of a previously accrued legacy.</p> <p>Grant funded expenditure of £565,000 is £234,000 (71%) higher than expenditure in Quarter 1 last year.</p> <p>Grants of £307,000 have been awarded from COVID-19 funds, which comprises 54% of total grants in Quarter 1. COVID-19 grants have been open to all divisions, regardless of the specific funds they may hold.</p> <p>The investment portfolio fell significantly in March, due to the impact of COVID-19 on financial markets. However, most of the loss has been regained during the first quarter of 2020/21. The portfolio value at the end of June was £227,000 below the peak seen in December 2019. This has given a first quarter gain on investments of £693,000, which equates to 9% of the brought forward portfolio value. Although this gain is unrealised, it is included in General Funds as income.</p> <p>The Investment Management contract was put out to tender at the end of 2019/20. COVID-19 led to delays in awarding the tender; however, Brewin Dolphin have now been appointed as the successful applicants. Discussions are scheduled for September to arrange the transfer of the portfolio from Rothschild to Brewin Dolphin. The Charity Accountant noted that they've also offered Trustee training to committee members, alongside reviewing and refreshing the portfolio.</p>	

<p>Total cash held has increased by £322,000 during the first quarter of the year due to the large number of COVID-19 donations received. It is anticipated that this will be utilised over the next few months, as the large number of commitments that are currently held are spent.</p> <p>Available General Funds - the anticipated administrative costs of the charity for 2020/21 are included as a commitment and so removed from the available balance. This means that there are no General Funds available for the Committee to use towards grant requests at this stage and the funding source needs to be agreed.</p> <p>The Acting Executive Director of Finance queried if income received from investments automatically deposits into general funds, and the Charity Accountant confirmed this. If a higher level of income is a consideration, then this can be agreed with Brewin Dolphin as part of the revised remit for the investment portfolio.</p> <p>The Executive Director of Planning & Performance queried how the cash is committed if awarded on specific grants. The Charity Accountant reassured him that the funds remain in the Covid-19 allocation and aren't spent elsewhere, as applications have been submitted specifically detailing reasoning's for the funds.</p> <p>The Executive Director of Planning & Performance queried how individuals and companies are thanked when they have made large donations. The Head of Fundraising reassured the Executive Director of Planning & Performance and committee that all donors are thanked via a letter, regardless of amount donated, and depending on the donor a press release may be issued and/ or mentions on social media accounts.</p> <p>The Chair wanted to raise an issue that she's noticed recently whereby people are incurring expenditure before an application has been agreed. ACTION* To remind all staff that money must not be spent until agreed. The Charity Accountant agreed to send something out to all service leads via Chief Finance Officers as a reminder. The committee also suggested an extra box being inserted onto the application to note that applications may not be successful.</p> <p>The Charity Accountant asked the committee what they want to do going forward with regards the applications and meetings being held to scrutinise those; the Head of Fundraising has spoken to other charities who hold more regular meetings to prioritise more timely decisions. The Acting Executive Director of Finance proposed continuing the current arrangements, providing it's manageable, until the end of the year or until next committee meeting and review again.</p> <p>*ACTION* Review these arrangements at next Charitable Funds Committee meeting.</p> <p>To confirm, an email will be sent to all members to vote on applications, alongside the fortnightly meetings between the Chair and Acting Executive Director of Finance.</p>	<p>RH</p> <p>All</p>
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<p>The committee approved the report and the actions being taken.</p>	
<p>CF20/27 Fundraising Report <i>Ms K Thomson</i></p> <p>The Head of Fundraising presented the report, which was taken as read and noting the key highlights to the committee.</p> <p>The Head of Fundraising explained that consideration is being given to how income can be generated (specifically for applications made for general funds) through new and different funding streams, including Trusts and Foundations. The Head of Fundraising will include recommendations on the Fundraising Update at the December Committee *ACTION*</p> <p>One of the main points that the Head of Fundraising wanted to highlight was that we're going to be receiving more money from NHS Charities Together. In England grant stage 2 of NHS Charities Together funding is being allocated by Sustainability and Transformation Partnership (SPT) area, so multiple NHS Charities will work together with Local Authorities and others, and decide how the funds will be spent regionally. Due to how Welsh Health Boards are set up (overseeing all primary and secondary services as well as third sector commissioning) all Health Board charities will receive the stage 2 grants.</p> <p>The Head of Fundraising informed the committee of current working with Mr Glynne Roberts, BCUHB's Programme Director for Well North Wales and others involved in the Social Prescribing Community of Practice for North Wales, as well as BCUHB's Research and Innovation Team to ascertain what the COVID-19 Appeal Fund Priority 2 focus should support and help develop robust grant applications that meet the NHSCT grant criteria.</p> <p>The Head of Fundraising asked the committee members for their opinions on what the charity's priorities should be for spending this additional COVID-19 funding.</p> <p>The Chair agreed with the social prescribing work as it's something we've been working towards anyway; excellent idea. The Chair suggested supporting ethnic minority communities, as Covid-19 hits them badly. Also look to support the patients in the recovery phase of Covid-19 – mental and physical impact. The Chair noted that the disabled community also lacks support.</p> <p>Independent Member Ms C Carlisle fully supported the Chair's suggestions and also suggested supporting carers, as carers are in crisis after 6 months and without our carers our whole system collapses.</p> <p>The committee agreed with all suggestions and approve the recommendations.</p>	<p>KT</p>

<p>The Head of Fundraising informed the committee that an application for carers support has already been submitted and that it'll definitely be a priority moving forward. A bereavement group connecting third sector, local authority and BCUHB representatives has also been set up by the Head of Patient Experience.</p> <p>The Head of Fundraising confirmed that £50k has been received specifically for Ethnic Minorities and the team have been liaising with the Associate Director Of Health, Safety & Equality's team. Deputy Executive Medical Director informed the committee that he's involved in this group and a lot of energy needs to be pushed into this forum.</p> <p>The Chair suggested the Head of Fundraising contacts the Head Of Equality And Human Rights who will have contacts within the equalities forum with disabled groups. *ACTION*</p> <p>The Chair alerted the Head of Fundraising to page two, point 3 of the report – 'Awyr Las Strategic Appeal', should read March 2021 and not March 2020. *ACTION* Head of Fundraising to amend.</p> <p>No further questions were asked and the committee thanked the Head of Fundraising for a very clear report.</p> <p>The Committee noted the information included within the BCUHB Fundraising Update Report and approve the section 4.3 recommendation to fund a social prescribing programme, subject to the receipt of detailed applications from lead clinical and support staff.</p>	<p>KT</p> <p>KT</p>
<p>CF20/28 Any Other Business</p> <p>N/A.</p>	
<p>Items for Information</p> <p>N/A.</p>	
<p>CF20/29 Issues of significance to report to the Health Board</p> <p>N/A.</p>	
<p>CF20/30 Date of next meeting: 8th December 2020 at 9.00am, Webex</p>	