

Minutes of the AWP NHS Charitable Funds Committee Team Meeting

Tuesday 5th August 2014, 1230-1330

The Conference Room, Jenner House, Chippenham

These Minutes are presented for **Approval**

Members Present

Peaches Golding (Chair) – Non-Executive Director (PG)

Ruth Brunt – Non-Executive Director (RB)

Sue Hall – Executive Director of Resources (SH)

Staff In attendance

Rachel Clark – Director of Organisational Development (RC)

Becky Paillin – Senior Financial and Reporting Accountant (BP)

Alan Metherall – Acting Director of Nursing (AM)

Alexander Lauder-Bliss - Governance Support Officer (Minute Taker) (ALB)

Hannah Dennis – Governance and Legal Manager (HD)

Sarah Jones – Acting Head of Nursing (SJ)

Action

1. Apologies

No apologies were received.

2. Minutes/ summary of the meeting on 12.03.2014

It was noted that the minutes of the previous meeting were circulated to members and approved following the last Charitable Funds meeting.

The Committee resolved to **NOTE** minutes.

3. Terms of Reference

The Terms of Reference were presented for review by the Committee members.

The Chair invited discussion in the following areas:

- Committee membership and any representatives that should be present at future meetings
- Accuracy of the summary of the Role and Duties of the Committee
- A need for the Roles and Duties to include communications and promotion of the charitable fund
- Provisions to review successful bids.

The Committee had a discussion around the importance of a Communications representative attending to provide on-going support for both promoting and communicating the work of Charitable Funds. It was agreed that this would be very beneficial for both the funds raised and the wider awareness of the charitable fund by the Trust. The Committee was especially supportive of a Communications representative for when the funds become more substantial.

The Committee discussed the aspirations of the Trust as an Foundation Trust and how Charitable Funds would work in this role. The Committee supported inviting a member of the FT Membership team to coordinate fundraising alongside recruitment of members.

The Committee had a detailed discussion around the inclusion of a locality representative to move toward more effective ownership within LDUs. Ultimately, it was decided that effective approval/escalation processes were in place negating a need for representation at a locality level. It was also decided that the inclusion of locality representation would move the focus away from Service Users and service based bids for the use of Charitable Funds, not reflecting the overall objectives of the Trust well enough. In light of this, members emphasised better communications with LDUs with a regular update to the Committee covering LDU fundraising activities.

The Committee moved on to discuss the possibility of a representative for Service Users. The viability of this was discussed, and the Committee resolved to discuss this at a future Committee meeting.

BP outlined that, historically, there has been provision to invite representatives from Operations, with little take up when invites have been communicated.

Discussion was had around a need to make it easier for fundraising at locality level and the importance of strategically managed fundraising opportunities which would be beneficial at Trust level.

It was raised that the Trust does not have a dedicated member of staff to co-ordinate fundraising and that provisions should be made to identify a role to support this. The Committee was supportive of this approach and it was suggested that this person could support localities also. Ideally, this person would have proven experience in fundraising.

ACTION: SH to bring job description to the next meeting which could potentially be added to the role of an existing employee.

SH

RB raised the point that work needs to be done with external organisations to grow fundraising and sponsorship as this is a proven method for sourcing donations and funds.

The Committee agreed there is a need for a fundraising strategy, with a focus on health and wellbeing.

The Committee suggested amendments to the Summary of Role section of the Terms of Reference, with changes requested to reflect an approach supportive of the Trust's achievement of its vision and strategic priorities.

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SH raised that the Charitable Funds must remain separate to the Trust but the work of Charitable Funds should enhance the work of the Trust for Service Users and staff.

It was discussed that the strategy would be reviewed yearly to identify annual timeframe objectives and aims.

Discussion was had around the roles and the duties of the Committee with a move toward incorporating communication, promotion, and evaluation of successful bids. The latter was highlighted as key to the success of Charitable Funds in the long term. RB stated that there is a lack of challenge at the locality level with the need to improve rigor around how local charitable funds are used. The Committee was supportive of this.

A need to seek advice and guidance from organisations with a successful approach to fund raising was discussed, in detail, in order to aid in the successful delivery of the Charitable Funds objectives.

SH raised that she would liaise with Northumberland Tyne and Wear NHS Foundation Trust to gain shared learning on how other mental health Trusts manage their Charitable Fund.

A minor amendment was identified for the title of SH to Executive Director of Resources within the Terms of Reference.

Actions:

- HD to amend the terms of reference to include the points as raised above.
- ALB to invite Ray Chalmers and Rachel Morris of Communications and FT Membership team respectively.

HD/ALB

4. Audited Charitable Funds Annual Report and Accounts

The Committee was presented with the annual report and accounts which had been audited by the Trust's External Auditors.

The key points raised were:

- External Audit had requested more narrative around 6.1.1 to clarify the reduction of income. Donations for 2013/14 were in line with previous years other than that of 2012/13 when the Charitable Funds were fortunate in receiving several large donations making up the £71,000. Included in these were donations in memory of P Willmott (£20,000), A Hurman (£5,000) and £13,500 was transferred from BANES Charitable Funds.
- Expenditure was £37k over income.
- A shift was seen away from recreation to furniture and fittings. This was due to expenditure from the Long Fox Fund approved at the previous meeting. It was discussed that this does not show a trend but to be taken as an exception; recreation is still the main focus for requests of Charitable Funds.

The Committee identified a number of minor revisions on the list of Trustees to reflect accuracy and that the Terms of Reference had been reviewed in 13/14.

The Committee resolved to **APPROVE** the annual report and accounts.

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5. Review of Current Balance

The Committee received a report which detailed the current position of the funds.

The key points included:

- Information regarding any single bids in excess of £1,000 approved by fund managers.
- £30,000 was transferred from General Funds to Bright Ideas as approved at the last meeting.
- The Committee was asked to note that if the bids presented at the meeting are approved, the balance would be less than £1,000 which is not sufficient to cover next year’s audit fees and management costs of approximately £6,000.
- In light of Joi Demery taking over as LDU lead for Bristol, the Committee was asked for approval that Joi would replace Malcolm Sinclair as authoriser for bids under £5,000 in Bristol. The Committee agreed to this replacement.

There was discussion around the clarity of each fund and what they referred to.

The Committee requested clarification on the specifics of the Aldern fund. BP informed the Committee that the Aldern fund was an ear marked fund and related to a research fund that was transferred in the previous year and was mostly used for conference speakers. She would circulate further details outside of the meeting.

It was discussed that the General Research fund initially started as the Kingshill Research Fund but as this had not been used the restriction had been broadened to allow wider access. The Committee requested clarification on who was responsible for these funds. RC proposed moving toward amalgamating General Research, and Aldern with the Committee resolving to have this possibility explored.

It was outlined that the General Fund Reserve is for any winding up costs and is equivalent of a final audit fee and management charges with a small contingency.

BP assured the Committee that there are no outstanding liabilities except the bids discussed below.

The Chair asked for clarity around where the management fees were taken from and BP advised that they were taken from the General Fund and the restricted funds on a pro-rotta basis.

Discussion was had around the bids under item 6 and 7, outlining that funding for the Materials for the Safe Wards Project could come from the Whittucks Road fund. The Committee requested that the funds under Whittucks Road be more clearly labelled to clarify that these were restricted for use for Service User benefit and to therefore identify that these funds could be used for bids in areas other than Whittucks Road.

It was requested that funds be re-named where possible, by BP, to provide greater clarity around the use of the funds.

The Committee resolved to **NOTE** the report.

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6. Materials for the Safe Wards Project

The Committee received a report that outlined the Safe Wards Project bid.

The key highlights were:

- It was clarified that the total cost for implementing the boxes across all wards is £21k and not £19.5k as stated on the bid, reflecting an estimated cost of £500 per box including contents.
- Research has shown that the implementation of Calm Down Boxes reduces the number of incidents of conflict by 19% and containment by 25%.
- The box could include mp3 players, headphones, chewing gum, or anything seen as calming for a Service User, and Service Users would access items from the box on request.
- By introducing the Calm Down Boxes, the Trust can be one of the few Trusts that provide on-going evidencing and research in this area of psychology.
- The use of the Calm Down Boxes may lead to reduced spend on more challenging Service Users. The savings would be around reduction for the length of stay for Service Users, and reducing use of temporary staff for observations. It would also help in reducing the number of complaints.
- A target has been set for 20% reduction of restricted practices over the next 2 years across the Trust.
- More information can be found at saferwards.net.

The Chair asked why the bid had come to Charitable Funds when it is seen as core to what the Trust does. AM outlined that Trust funds had been used with other aspects of the Safer Wards and the Calm Down Boxes are an opportunity for the Trust to go above and beyond what is required and providing an enhanced experience for Service Users.

The Committee discussed the possibility to fund a pilot scheme for the Calm Down Boxes with upkeep the responsibility of the wards/LDUs.

AM ensured the Committee that there is support at a locality level for the introduction of the boxes. BP confirmed that the items being proposed to be included in the boxes are very similar to the recreational items that are regularly being bid for with Charitable Funds outlining that the boxes may have the support of the on-site staff.

RB raised that evaluation should be done after 12 months to explore the revenue benefits for the wards after the implementation of the boxes.

There was detailed discussion around using the boxes for promoting Charitable Funds including branding for the boxes. Questions were raised around how to fund the boxes in light of the limited remaining funds. The Committee discussed the idea of ring-fencing funds from the Whittucks Road fund, with a phased implementation of the boxes to each ward. It was confirmed that responsibility falls to the wards to renew the contents of the boxes.

The Committee resolved to **APPROVE** the bid (£21k) on the basis that the funds would be ring-fenced for 18 months with provisions made to explore sponsorship by

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external partners to assist in filling the boxes and to use the boxes to promote the Charitable Fund, and that wards must maintain and renew the box and its contents. The sponsor would provide an update and evaluation to the Committee on the success of the bid after 12 months.

7. Staff Achievement and Long Service Award

The Committee received a bid for the Staff Achievement and Long Service Award.

The key highlights were:

- This year both the Staff Achievement and Long Service Awards have been combined into one event.
- Proposed figure for the bid was £4987.20.
- Around 344 nominations increasing year on year, showing 23% more than the previous year.
- Estimated 400 attendees at this year’s event.
- Historically, the event has been part-funded by the Charitable Fund. However, last year the event was funded by diverting budget from Learning and Development.

SH stated that if the funds were previously provided by L&D, the funds may already be budgeted for in this financial year.

ACTION: RC to check if the awards already have funds earmarked by L&D due to the funding for the last financial year.

RC

There was detailed discussion around how to fund the awards while retaining the £6K for audit fees. It was suggested that sponsorship would be a good way to raise funds and that local companies may be interested in sponsoring awards, and the Committee supported this approach.

The Committee discussed that the Charitable Fund would most appropriately be used to fund the cost of purchase of the awards and not the catering of the function.

The Committee resolved that the bid be returned to the Committee once sponsorship options have been investigated and once clarified if any funds have already been earmarked for use from Learning and Development.

ACTION: RC to explore other revenues for funding of Staff Achievement and Long Service Awards and return the bid to the Charitable Funds Committee if there was still a shortfall.

RC

8. Any Other Business

Discussion was had regarding scheduling of future Charitable Fund meetings and it was decided that another meeting should be held in November 2014 to cover the following topics:

- Staff Achievement and Long Service Awards
- AWP In Bloom evaluation
- Walking Challenge evaluation
- Job description for fund raising staff member

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- Presentation from a fund raising Trust
- Fund raising strategy

It was further discussed that the Charitable Funds Committee should meet three times a year with the Feb/Mar 2015 would cover policies and another meeting in July 2015.

Next Meeting: November 2014