

Trust Board meeting	Date:	27 September 2017
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Agenda item	Title	Non-Executive Director lead and presenter	Report author
BD/17/149	Report of the Charitable Funds (Headlight) Committee	Ernie Messer Chair of Headlight	Ernie Messer Chair of Headlight

This report is for:	
Decision	X
Discussion	X
To Note	X

History
Report derived from the Committee meeting at Jenner House 9.30am on 8th Sept 2017

The following impacts have been identified and / or assessed within this report	
Equality	X
Quality	X
Privacy	X

Executive summary of key issues

The Board is asked to note the following:-

1. **Fund balances at end July '17** were £150.6k of which £76k were restricted funds and £56k designated funds. This means that unrestricted funds remain modest at £19k (13% of current total).
2. **Income generation to end August '17** (£18.8k) is 330% ahead of the same period last year and the revised year end forecast (£45k) is forecast at 400% of the prior year. Both are however behind the ambitious targets originally set by about 25%.
3. **A review of fundraising events completed since the last Committee** was undertaken and two warrant specific commentary in view of their success:-
 - a) **The National Citizen Service Summer Programme in Wiltshire** which generated £6100 in Fundraising by 16 & 17 year olds who also volunteered for projects at Green Lane hospital in Devizes and Ward 4 in Bath
 - b) **The Dragon boat race** – our major fundraiser this year. This 1st “pilot” undertaken with short lead times did not generate substantial funds but was deemed a great success and sets the foundation for future years.

The Board is also asked to confirm:-

1. Their active support for the **Headlight Variety concert @ St Georges Bristol on 8th Oct**
2. Showcasing at say 2 Board meetings a year, examples of **Bright Ideas projects** that are reaching fruition & gaining success by really helping service users. This could be tied into the service user story.

We will support our service users and carers:	X
We will engage our staff:	X
We will be sustainable:	X

1 Business undertaken

- a) **Review of all fund balances** – including: -
Income and expenditure
Bids over £1k and over £5k
- b) **Review of Income generation** – including:-
Actual versus target – current shortfalls (year-end estimate - £7.9k)
- c) **Reviews of recent Fundraising activities and Projects**
Dragon Boat Race – made a small contribution but was universally popular and augers well for next year.
Key learning:-
Start in good time and consider date carefully for local clashes with other events in Bath;
Recruiting teams - needs improved awareness at all levels in AWP and potentially the widening of participation outside of AWP;
Figures for sponsorship and registration need to be reviewed.
NCS Summer Programme for School Leavers **Challenge portfolio** – Tough Mudder Badminton; Nightrider Bristol; Sky Dive Salisbury
- d) **Review of funded projects** – many noteworthy including: Using Cartoons for LD; Pony Care Therapy and Wishing Well for Advanced Care Planning.
- e) **Upcoming fundraising activities**
Music for Mental Health Concert (10th October– World Mental Health day)
Board to be requested to actively support this.
Trust wide enhanced Christmas experience for inpatients – drawing together a consistent approach – seen as ad hoc in past years.

2 Key Decisions made: -

- a) Continue with current income plans
- b) Dragon Boat Race to continue as a main fundraiser in 2018 with early planning.
- c) NCS Summer Programme to continue in 2018 and seek expansion into other geographies if possible (e.g. Bristol)
- d) 2 x Grant applications agreed in principle: Christmas experience £8330; Patient leaflets around key mental health topics £8000. (see 3 below)

3 Exceptions and Challenges

Grant applications - patient leaflets around key mental health topics £8000.

It was questioned whether this was a core Trust requirement in any case. However, given the project is working with a Charity – “Change” who are contributing £2k and the leaflets will be “sold” then subject to more detail this was agreed in principle.

4 Impacts

Continued Public engagement with AWP; Improved Service User / Carer experiences; Enhanced staff support and engagement.

5 Future Business

Review ongoing membership of Committee
Further development of a reporting dashboard.

6 Horizontal reporting

None.