

Minutes of a Meeting of the Charitable Funds Committee

Held on 9 June 2017 at 9.30pm, in Seminar Room 3, Jenner House, Chippenham

These Minutes are presented for **Approval**

Members Present

Ernie Messer (EM), Chair	Malcolm Shepherd (MS) non-Executive Director
Rachel Clark (RC) Director of Strategy	Simon Truelove (ST) Finance Director

Staff In Attendance

Tia Shortall (TA) Fundraising Manager	Jayne Williams (JWi) Head of Financial Accounting and Treasury
Erika Tandy (ET) Corporate Governance	

CF/17/001 Apologies

1. Apologies were received from Jennifer Ward, Jenny Macdonald (JMc) MD South Glos, and Ruth Brunt, Non-Executive Director.

CF/17/002 Declaration of Members' Interests

1. In accordance with AWP Standing Orders (s.81) members present were asked to declare any conflicts of interest with items on the Committee agenda.
2. **No conflicts of interest were declared.**
3. EM informed the Committee that Malcolm Shepherd had now been appointed as Vice-Chair of the Committee.

CF/17/003 Minutes/Summary of the Meeting in November

1. The minutes of the meeting were **approved** and accepted as accurate.

CF/17/004 Matters Arising from the Previous Meeting

1. CF/16/028 Project update. This item was on the agenda. Complete
2. CF/16/028 Trustees of the charity. It was clarified that the Trust Board is the sole trustee of the Charity, and the Committee requested that this is made clear in the appropriate documentation, such as the Annual Report. **ACTION: TS**
3. CF/16/030 Annual Report.TS will bring back a recommendation on a new draft reserves policy to the next Committee meeting. On agenda and updated. Action complete.
4. CF/16/031 BIDs. The Committee felt that the Communications team had not effectively promoted the fact that the hot stone massage chair had been purchased by Charitable Funds (using a donation from the family of a service user). The Committee requested that Jayne Williams and Rachel Clark contact the Communications team with regard to this. **ACTION: RC/JW**
5. CF/16/033 Charity launch. TS will draft a leaflet and circulate after working with the Communications team on alternative wording. Complete.
6. CF/16/033 Strategies. EM suggested that TS and JWi look at other charities to see how they cover the issue of staff welfare being included in the strategies. It was agreed that money should only be spent on staff if it was given specifically for this purpose, and this could possibly come under Gifts & Hospitality and not into the Charity funds at all. TS informed the Committee that this had been covered in other documentation, and made it

clear that when funds are donated expressly for the purposes of staff then this would be used for staff accordingly. The Committee agreed that the action could be closed on the tracker. Complete

7. CF/16/034 the sale of Bright ideas games. RC stated that this was being taking forward by her and TS, and she would update the Committee with any progress accordingly. MS felt that some caution should be used with regard as to what exactly constitutes 'sales'; TS agreed with this and also added that caution should be applied in relation to sponsorship. EM supported this saying that the Committee needed to be realistic with its aims. **ACTION: RC/TS**
8. CF/16/038 the Committee Terms of Reference (ToRs) were on the agenda. Complete

CF/17/005 Review of Current Balance

1. Jayne Williams presented the report. The report advised the Committee of the number of bids approved by fund managers in excess of £1,000. Between Feb 2017 and end April 2017 there were 6 such bids. The committee was asked to note the amounts and use of funds.
2. Fund Balances have been reviewed as at 30th April 2017 and the overall total held is £158,516. The Funds are currently held in a commercial bank account, with any balance over £10,000 being regularly transferred to a high interest savings account. Due to the timing of the committee, it was not possible to report up to the May reporting period.
3. £79k (50%) of this balance is held in restricted funds, £59k (37%) is held in designated funds under the direction of the Committee and the remainder of £21k (13%) is held in unrestricted funds that can be used Trust wide which includes a small reserve.
4. In 2016/17 in addition to the income, £53k was received as a transfer from other NHS bodies for both the Riverside and Wiltshire LD Fund.
5. Unrestricted funds are spent or applied at the discretion of the trustees to further any of the charity's purposes. Unrestricted funds can be used to supplement expenditure made from restricted funds. For example, a restricted grant may have provided part of the funding needed for a specific project. In this case unrestricted funds may be used to meet any funding shortfall for that project.
6. Designated funds-Trustees may choose during the reporting period to set aside a part of the unrestricted funds to be used for a particular future project or commitment. By earmarking funds in this way, the trustees set up a designated fund that remains part of the unrestricted funds of the charity.
7. Restricted funds-Funds held on specific trusts under charity law are classed as restricted funds. The specific trusts may be declared by the donor when making the gift or may result from the terms of an appeal for funds.
8. Malcolm Shepherd asked whether Southern Health was part of AWP and JWi clarified that they are not. He asked if this should be recorded and JWi/TS explained that this had been stated in other documents that had been produced by TS for today's meeting.

EM thanked JW for such a comprehensive update and the Committee noted the report.

Sponsored by the Chair		
Agenda Item:	Serial:	Page 2 of 8

1. Jayne Williams (JWi) introduced the Annual Report which was signed off by the Audit & Risk committee on 26 May.
2. The Charitable Fund was relaunched as Headlight Mental Health Charity with a focus on promotion and fundraising and there is an exciting calendar of events and campaigns throughout 2017-18. We believe that this will significantly increase the impact we are able to make for our patients.
3. Bright Ideas and AWP in Bloom have run successfully again in 2016. Elsewhere across the Trust, Charitable Funds have been used to run events for service users and carers, purchase furniture that makes our units more like home-from-home, and musical instruments and activities that make a difficult time a little more enjoyable.
4. Highlights from the report include: - The Charitable Fund received £64,000 income in 2016-17 compared with £11,000 in 2015-16. Donations £63,800 (£11,000 in 2015-16); The charity received grant funding of £2,800 from Merlin Housing for a Recovery Festival in South Gloucestershire. A donation of £1,000 was received for the STEPS inpatient ward and £1,123 for CAMHS Riverside. The remaining donations were of smaller amounts given throughout the year. The remaining balance of £55,300 came from the transfer of two restricted funds from other NHS Trusts accompanying the transfer of services. The two funds received were: - CAMHS Riverside Fund and Wiltshire Learning Disabilities Fund.
5. There was a small income from fundraising; however this is not shown on the face of the accounts due to rounding. This is planned to increase in 2017-18 with the recruitment of a Fundraising Manager in December 2016.
6. The draft annual accounts have been subject to an independent review by Grant Thornton during May 2017. The audit ran very smoothly, with all working papers being provided to the auditors on the first day of the audit. The independent review did not reveal any issues or errors.
7. Requested changes to the draft accounts included the following:- an amendment to a fund balance of less than £1k, the extension of a note to give more clarity around the significant funds that were transferred to the Trust during the year.
8. RC requested that an amendment is made within the legal and administrative sections of the main document and the accompanying spreadsheet, to reflect that she is a non-voting member. This would also need to show the dates of when she ceased her previous role and commenced employment as Director of Strategy. **ACTION: JW/TS**
9. All agreed that the Annual Report was concise and had been well-presented.

The Committee noted the report

CF/17/007 Bid Approvals >£5000

1. There were no bids received since the last quarter that required approval by the committee.

Sponsored by the Chair		
Agenda Item:	Serial:	Page 3 of 8

1. TS presented the report and stated that the possibility of setting up local funds has received lots of interest and been a positive step. The Charitable Fund had received a transfer of £20,027 to accompany the transition of Learning Disabilities from Southern Health to AWP. The Fund has a declaration of Trust in the name of 'Wiltshire Learning Disabilities Charity'. The Fund is not registered as a separate Charity but had been transferred as a restricted fund between NHS bodies alongside reorganisation of services.
2. Charity Commission guidance advises that NHS charities operating under a corporate trustee model use the Trustee powers in transferring the funds. JWi recommended that the Trustee accepts the incoming funds with the existing restrictions, maintaining the Fund for the purposes of Learning Disabilities teams in Wiltshire.
3. The Committee agreed that it would be beneficial to have receipt of their annual finances, and TS would ensure that it was clear to all as to how her time had been aligned against the Wiltshire LD fund. STr clarified that the Wiltshire LD fund should not have their own separate bank account. The transfer was approved.
4. The creation of a new Local Fund from the team at STEPS Eating Disorders Service. Their initial aspiration is to raise £300 over the coming twelve months. RC commented that this was quite a modest amount so was possible. The Committee approved.
5. The creation of a new Local Fund from the Swindon Adult Therapies Occupational Therapy team who would like to fundraise to enhance the activities they are able to offer, and purchase items of equipment that will allow service users to develop practical skills e.g. a sewing machine. The Committee agreed that this sounded promising so supported this proposal.
6. The creation of a new Local Fund from the Specialised Learning Disabilities team. They have organised a Celebration Day supported by Charitable Funds for 16 June. Their aspiration is to raise and spend £1,800 over the coming 12 months. The Committee approved this proposal.
7. The creation of a new Local Fund from the Organisational Development (HR) team for the Staff Awards. Their aspiration is to raise and spend £15,000 over the coming 12 months to support the event which will be raised primarily via corporate sponsorship. TS felt that this would need some consideration but all agreed that corporate sponsors would be the best option. STr suggested that extra initiatives could be carried out off the back of the staff event, e.g. making contact with suppliers. The Committee approved the proposal.
8. Headlight has received donations from friends and family of a deceased patient, Max McGhee. The family chose to raise funds in his memory, as well as asking for donations in lieu of flowers at the funeral. The family have requested that this money be designated in his name "The Max McGhee Memorial Fund" and that the money be used to raise awareness and early diagnosis of psychosis and/or autism spectrum disorders.
9. EM asked how this would be 'badged' and TS stated that this would be Headlight. MS asked how the money would be used? TS felt that it should be broadly used with regard to dual-diagnosis, so that the Trust/Headlight does not get embroiled in any family politics.
10. EM commented that caution needs to be exercised with regard to our badging and marketing, but added that it was positive the way that all things were coming together.

Sponsored by the Chair		
Agenda Item:	Serial:	Page 4 of 8

RC supported this comment and said that it was worth thinking about metrics. TS informed the Committee that she has a dashboard behind this, but it is still a work in progress. She would circulate this post-meeting. **ACTION:TS**

11. Linked to this, RC asked what is the optimal amount and size of a charitable incentive? JW i felt that it was more about the size of each incentive. STr added that there is the need to be consistent, due to transformation (e.g. teams and funds that will be merged). TS agreed with this stating that the purpose of the report was to know what needs to be done.
12. TS reminded all that the current fund codes need to tally with what is used on Agresso. **ACTION: All**
13. Following a reconciliation of the spend across Bright Ideas projects; it has highlighted that several 2015-16 projects have significant balances remaining. This has led to the balance in the Bright Ideas Fund exceeding the funds required to fully support the approved projects. The current balance of the Bright Ideas Fund is £20,084. Given the governance requirement to ensure funds are spent responsibly and on a timely basis, the Committee were asked to provide guidance on the extension of funds for 2015-16 projects.
14. EM commented that the lifecycle of Bright Ideas would have differences within it so a broader view would need to be applied. The Committee discussed the issues, e.g. that Dizzy Heights had asked for a replacement of kit, feeling that this was different and that sustainability needs to be considered. Members of the Committee suggested that this time the Committee could fund, but for future replacements would suggest that Dizzy Heights takes the responsibility to fund raise, so that they are not reliant on Charitable Funds. The Committee did feel that fund raising with Dizzy Heights should be discussed, so that the Committee did not assume that they wanted to set up a local fund
15. After discussion, the Committee supported the recommendation to close BSL Space, Sensory Library, Dizzy Heights, and that the outstanding £2,502.97 is released back into the General Fund.
16. Recovery Peers (Mark Earl) had requested £1,237 to cover writing materials and travel expenses to end of financial year 2018-19 for the project to continue on the pilot ward. Mark has also requested further funding to facilitate rolling out to new wards and recruiting new Peers however this was within the original project scope. The Committee agreed that more guidance on this should be sought by Karen Alloway.
17. The Rucksack Project was halted due to a change in availability of team members. The team are now looking to recommence the project if the Committee are willing to extend the funding period. It was agreed that TS and JW i would action this outside of the meeting. **ACTION: TS/JW i**
18. In August 2014, the Charitable Funds Committee designated £21,000 to support the delivery of the Safe Wards project. These funds purchased 'Calm Down Boxes' and their contents for each ward across AWP at a value of £500 per ward/ box. From this funding, a balance of £1,474 remains in the Safe Wards Fund. It is recommended that the remaining balance be transferred back to the General Fund and the Fund closed on the basis that: At the point of approval the Committee agreed that funds would be ring-fenced for a period of 18 months, and that responsibility for replenishing the items in the boxes would sit with the wards. The Committee agreed to the proposal to close the Safe Wards fund.

Sponsored by the Chair		
Agenda Item:	Serial:	Page 5 of 8

19. The Blackberry Hill Fund was created by the Blackberry Hill League of Friends and restricted for the use of Blackberry Hill sites and teams. The Fund has not been actively managed since 2013 and we have not received any response from the named Fund holders. It was recommended that the outstanding balance be transferred back into the General Fund on the basis that the most recent income into this fund was in 2013, and there had been several awards made to Blackberry Hill sites that have come from the General Fund owing to the low balance available.
20. This was coupled with no-one currently being actively involved in managing the Fund making it unlikely that further requests will be received. Charitable Funds had also not received any interest to suggest that maintaining a Blackberry Hill Local Fund is required, and would recommend that the Fund be closed once the balance has been transferred. The Committee agreed to this proposal.
21. In relation to the ALDERN (Avon Learning Difficulties Education and Research Network), JWi thought that when the event was presented to the committee by MC, Charitable Funds had agreed to give funds, which, together with the money derived from ticket sales, would make the event self-funding. TS was unclear why there was talk of a separate bank account for this fund, and STr stated that having a separate bank account was against Trust regulations. The Committee expressed concern that if Charitable Funds had given money that hadn't been credited.
22. The Committee sought further clarification from Manash Chattopadhyay, and it transpired after some discussion that the ALDERN fund was a separate entity. EM suggested that STr discuss with MC the best way forward, outside of the meeting. **ACTION: MC/STr**
23. EM thanked MC for running such a successful event. STr and other members of the Committee considered that there could have been some confusion caused by the Committee as to the flow and route of the funds, and that the Committee thought that this was to be a one-off event. It was agreed that for future events MC should liaise with JWi and TS.
24. MC also informed the Committee that there had been a video of the day completed, and the length of this was 20 minutes and had cost £500. Members of the Committee felt that this was too long for an event like this so recommended that MC contact the Videoing Company and request that they do a 2 minute 'snapshot' (highlight) edit. MC agreed to this and would share this with the Committee once it had been done. **ACTION: MC**

CF/17/009 Review/approval of New Local Fund requests

1. See item CF/17/008 above.

CF/17/010 Review of income generation activities

1. Tia Shortall (TS) presented the report which updated the Charitable Funds Committee on the actual performance of income generating activities against the agreed targets. Current income performance is 20% behind plan. Fundraising has over-delivered against forecast (+36%) with donations and Local Funds driving the shortfall (-37% and -91% respectively).
2. Team registrations for the Dragon Boat Race are currently behind expectation; and there

Sponsored by the Chair		
Agenda Item:	Serial:	Page 6 of 8

had been some negative comments and not much assistance can be gained from commissioners, as TS does not have the appropriate contacts. There are currently 4 boats registered, and TS felt that this is not an 'attractive' enough number to make a successful and enjoyable event. She had considered the option of withdrawing the event, and MS asked what costs would be involved with this. This would be approximately £200 overall, so minimal.

3. EM asked who had been contacted. TS stated that she had approached staff but not the directors directly. RC agreed that she would do this. She had also chased commissioners. EM would also chase in order to raise the profile of the event. The Committee agreed that it would be useful for TS to set up a Just Giving page using social media. RC would approach Rachael Redman to see if the Listening into Action team would be interested in registering for a Dragon Boat. **ACTION:TS/RC/EM**
4. Challenge events are proving popular and we currently have 12 confirmed registrations. We have not yet promoted September and October events and will wait until the Dragon Boat Race communications are complete to publicise these.
5. STr asked at when we would approach wealthy local sponsors, e.g. James Dyson? TS had started this, and will continue to try to secure these, for the Music for Mental Health concert on 08 October at St George's Bristol. Suggested possible performers included Emily McGuire and the Rising Voices Choir.
6. The Committee was also informed of forthcoming challenge events which included:-
 - Nightrider Cycle Challenge 1-2 July, Bristol –min 10 places per booking;
 - Tougher Mudder Badminton 19 Aug –12 places booked. This is to support the Elizabeth Casson House Local Fund application.
 - Three Peaks 26 Aug –this event is now fully booked so we are unable to book places.
 - Weston Super Mare triathlon 10 Sept –no interest to date however not actively promoted.
 - Bristol Half Marathon 17 Sept –no interest to date however not actively promoted. Will promote to Bristol teams primarily from beginning July.

The Committee noted the report

CF/17/011 Project updates

1. See item CF/17/008 above.

CF/17/012 Aldern Conference evaluation

1. See item CF/17/008 above.

CF/17/013 Fundraising Strategy

1. See matters arising.

CF/17/014 New draft Good Governance code for Charities (and ToRs)

1. EM presented the update Terms of Reference (ToRs), and the Committee agreed that the

Sponsored by the Chair		
Agenda Item:	Serial:	Page 7 of 8

section on a revolving NED should be removed and that Malcolm Shepherd should be added, as he had now been appointed at the Vice-Chair of the Charitable Funds Committee. The document was approved.

2. Consideration was given to the frequency and timing of meetings, and it was agreed that JWi and TS would discuss this outside of the meeting. **ACTION: JWi/TS**

CF/17/015 Investment, Cash and Reserves Policy

1. Tia Shortall (TS) presented the policy: - This policy has been developed in order to:
 - fully justify and clearly explain keeping or not keeping reserves;
 - maximise the funds available to spend on charitable activities;
 - plan for the maintenance of essential services in the future;
 - reflect and address the risks of unplanned closure associated with the charity's spending commitments and financial forecasts so as to mitigate the impact on beneficiaries, staff and volunteers.
2. After discussion the Committee agreed that the fund should not be closed and that the policy continues as normal. EM and TS would prepare a paper that would go to Trust Board. **ACTION: EM/TS**

CF/17/016 Recommendations to the Trust Board meeting

1. See CF/17/015 above.

CF/17/017 Any Other Business

1. No other matters were raised for discussion, but EM informed the Committee that once a month the Chairs of each Committee hold a tele-conference and he would ensure that messages are shared across the different Committees.

The meeting concluded at 12:10

Sponsored by the Chair		
Agenda Item:	Serial:	Page 8 of 8