

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

Meeting Date: 30th July 2012 @ 12.00 pm

Held at: The Chair's Office, Jenner House, Chippenham

Present: Alison Paine (AP) Non Executive Director (Chair)
 Lee O'Bryan (LO) Non Executive Director
 Sue Hall (SH) Director of Finance & Commerce

In attendance: Tony Gallagher (TG) Non Executive Director
 Rachel Clark (RC) Head of Innovations and Sustainable Business
 Becky Paillin (BP) Senior Financial Accountant - Financial Control Team (FCT)
 Jean Kirk (JK) Finance Assistant - Financial Control Team (FCT)

		Action by:
1.	Apologies: Julie Thomas – Director of People David Colyer – Adult Inpatient Service Director	
2.	Minutes of last meeting	
2.1	The Minutes, after one minor adjustment to the wording at 5.2, were agreed as being a true record of the meeting held on 28 th February 2012.	
2.2	Matters Arising:	
	Connecting Innovation and Charitable funds (25.10.10) – Covered under agenda item 7 – Matter now closed	
	Fundraising Pack (10.02.11- 5.2.3) – A pack of fundraising tools is available on ourspace and at the finance induction of new Managers – Matter now closed	
	Long Fox Legacy 22.07.11 – Covered under Agenda Item 4 and Appendix 2 – Matter now closed	
	Consolidated Accounts (22.07.11 - 4.2) – IAS27 is expected to come in 2013/14. As previously reported there is little impact to either the charitable funds or AWP as the funds would not be considered material. The timescale of the audit is the only expected change, and this would be bought in line with the main Trust. The Committee will continue to be appraised of changes in the position.	
	Amalgamation of Inactive Funds (28.02.2012 – 3.1) – Covered under Agenda Item 4 – Matter now closed	
	Fund Managers notified of available balance (28.02.12 – 3.2) – Fund Managers are advised quarterly as standard procedure with balances being last sent on the 5 th July – Matter now closed	
	Closure of funds with nil balance (28.02.12 – 3.3) – Charterhouse fund has been closed – Matter now closed	
	Long Fox Legacy (28.02.12 – 5.2) – Covered under Agenda Item 4 and Appendix 3 – Matter now closed	
	Raising visibility & awareness of fundraising (28.02.12 – 6.1) - Covered under Agenda Item 7	

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

2.3	<p>Amendment to bid forms (28.02.12- 6.1) – Bid forms have had an additional box added to state how the use of charitable Funds will be advertised – Matter now closed</p> <p>Current Terms of Reference: SH advised the meeting that changes needed to be made to the Terms of Reference including the requirement for three NED's rather than two to attend future Committee meetings BP in conjunction with the Company Secretary will propose the relevant changes in an amended document which will be circulated prior to the next meeting.</p>	BP
3.	<p>Review of Fund Balances, Income and Expenditure 2010/11 & 2011/12</p> <p>3.1 BP drew the Committee's attention to the dramatic fall in Income over a three year period and in particular to this year's income to date. Expenditure was noted as remaining broadly in line with furnishings such as TV's and pool tables and recreation accounting for almost half of all bids in previous years.</p> <p>A brief history of why the structure of sub funds is as currently shown, and an outline of the approval process was given for the benefit of new members. The funds have been rationalised down in stages and this process continues under agenda item 4.2.</p> <p>The Committee noted that the majority of remaining funds were held within the Long Fox and other restricted funds.</p> <p>It was agreed that the Samaritan Loan would be closed once the last of the funds are used as there is an alternative Trust wide support fund. Any future repayments will be treated as donations to the General Fund.</p> <p>3.2 A large bid for medical beds was approved by the Committee for the Cove & Dune wards at the last meeting and AP felt that there should be some feedback process in place in order to be able to measure the benefits generated by the Charitable Funds. In due course, if no such feedback is received, a request from the recipient should be sought.</p> <p>3.3 AP had been informed by a member of staff that a Charitable Fund bid of £2,500 to develop a garden area at the Hillview Lodge had been rejected. As it is exactly the sort of project Charitable Funds should be supporting she was concerned as to why it had been rejected. It was noted that the lack of available funds might have had an impact on the decision. FCT would investigate this application and give feed back.</p> <p>3.4 Some discussion took place around developing a Policy for future Legacies in which it could be highlighted that requests should be less restrictive and that more general, broader term should be considered to ensure full benefits. This could then be communicated through our FT membership.</p>	FCT
4.	<p>Administration and Audit Issues</p> <p>4.1 ADMINISTRATION OF FUNDS – It was agreed that Dr Manash Chattopadhyay should take over from Dr Peter Carpenter in approving bids below £250 for the ALDERN Fund.</p> <p>SH did not believe that as this fund is being used and is earmarked for academic purposes only, it does not fall within the aims of the Charity and as such should not be considered as a Charitable Fund. The Committee had formally accepted the funds at a previous meeting when the core business had been transferred. It was not however a restricted fund and the Committee would review the position going forward under their requirement to ensure funds are efficiently placed.</p>	

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

4.2	<p>LONG FOX FUND – The need to release these funds from their restriction was again acknowledged and alternatives to the Cy Pres Scheme proposed at the last meeting were discussed following concerns over the cost of using an external solicitor.</p> <p>It was suggested that in the first instance that the FCT contact the Executors and ask if the family would agree to lift the restriction so that the funds could be used elsewhere on equivalent mental health services. If this was not successful then the costs going forward can be established and discussed at the next meeting.</p> <p>It was agreed that the new terms proposed in either case should be kept as broad as possible i.e. 'any equivalent mental health services'.</p>	FCT
4.3	<p>CHANGES TO FUNDS – It was agreed that to broaden the use of the available funds all the changes recommended on Agenda item 4 be accepted, namely to;</p> <ul style="list-style-type: none"> • Rename Kingshill Research Fund (£19,119) to the General Research Fund • Close Victoria EMI Fund (£2,589) and transfer funds to the General Fund • Close CPRS Fund (£2,508) and transfer funds to the General Fund • Close Psychology General Fund (£1,300) and transfer funds to the General Fund • Close General Arts Fund (£547) and transfer funds to the General Fund • Close all separate SBU funds (£6,220) and transfer the funds to the General Fund <p>FCT will action these changes</p>	FCT
4.4	<p>AUDIT/INDEPENDENT EXAMINATION – BP drew the Committees attention to the overview and advised that the independent examination would provide negative assurance.</p> <p>TG proposed that as there were no issues raised by the Audit Commission that the Committee should accept and agree the Annual Report and Financial statements for 2011/12. This was agreed.</p> <p>The requirement and expense of future full audits was discussed and the Committee felt that this may be excessive for such a small entity. BP advised that the decision to appoint auditors and the nature of the engagement is bought annually to the Committee usually at the February meeting for formal agreement at which time the committee could change the requirement if need be.</p>	
5.	<p>Bids in Excess of £5,000</p>	
5.1	<p>STAFF RELATED BIDS – A bid of £4,992 received from the Learning & Development Department for a contribution toward the Staff Awards taking place in October 2012.</p> <p>This falls within the agreed amount set at the last Committee meeting for staff purposes however, the cost of the trophies at £90 each was thought to be excessive and a suggestion was made that an alternative source be used to supply these. Alternatively it was felt that staff may prefer something more tangible such as a gift voucher. A short survey should be done perhaps using Ourspace to establish staff preference. The Committee felt that £4,992 should be the maximum spent and the bid was approved subject to costs being reduced where possible.</p> <p>SH indicated that this award would be considered a 'gift' and would therefore attract income tax liabilities as it is over the £50 threshold. It was requested that these concerns should be relayed to the planning committee by FCT</p>	FCT

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

5.2	<p>There was no further progress on the Long Fox garden bid provisionally approved at the last meeting, as they were waiting on security fencing being installed before progressing.</p>	
6.	Reserves and Investment Policy Reviews	
6.1	<p>The paper apprised the Committee of the background to the creation of the policy and the current policy reviewed annually which is not to invest the funds in the current economic climate.</p> <p>Previously the Committee had looked at the risk of holding all funds with one bank and agreed that this be included in a broader trust wide project being undertaken by the Exchequer Team to mitigate such risks. SH felt that as the Charitable Funds will not have the same security afforded to AWP by the DoH that it should be considered by this Committee separately.</p> <p>In particular consideration should be given to not holding more than £85,000 (the new deposit guarantee amount) in any one investment account.</p> <p>It was agreed that BP will speak to the Head of Exchequer and request a separate paper for this Committee.</p> <p>The Committee was asked to review the Investment, Cash and Reserves Policy for fitness of purpose.</p> <p>The committee agreed to accept the present policy with no changes necessary.</p>	BP
7.	Engagement and Charitable Giving	
7.1	<p>RC had been invited to attend and gave a presentation on ways to optimise the impact of charitable funds.</p> <p>As there was no budget set aside for Innovation the idea of aligning Innovation with the Charitable Funds could be an attractive proposition.</p> <p>RC suggested, for instance, that a Trustwide Innovation competition funded by the Charitable Funds would benefit both by raising the Charitable Funds profile throughout AWP.</p> <p>This could be done by either inviting staff for innovative ideas that would improve their service or by asking service users for ideas on what would make their experience better.</p> <p>It was suggested that a voting system could be developed on Ourspace and a steering group set up to coordinate this. This would require man hours and one possibility would be to get an MBA student or trainee nurse involved to do this.</p> <p>The Committee felt that as the Charity needs to increase it's income and that getting in professional fundraisers would be too costly an option, the deployment of existing funds to assist in an innovation project that is likely to create the motivation for fundraising, would be worthwhile.</p> <p>SH also suggested that as our Charitable funds were low we should consider approaching other institutions for their support to fund this project. She was aware of available funds in other larger NHS bodies.</p> <p>It was suggested that this project could be linked in with other departments such as Engagement & Responsiveness and eventually into the wider FT membership.</p>	

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

	<p>It was agreed that the project should start on a small scale and specific guidelines would be required before undertaking. RC agreed to undertake some testing on the methodology to be used and to meet with AP to discuss the possibilities going forward outside of the meeting.</p> <p>SH and RC agreed to prepare a paper to present to the Executive Committee and SH will then present this to the Board for approval.</p>	<p>AP/RC/ SH</p>
<p>8.</p>	<p>Any Other Business</p> <p>There being no other business the meeting was concluded.</p> <p>The next Committee meeting TBA</p>	

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

Committee Date	Agenda Item	Topic	Action Required	Assigned To	Date Due	Noted Complete/ Carried Forward (C/F)	Date Completed
22-Jul-2011	4.4	Legacy Policy	Policy to be written once FT status achieved	FCT	ongoing		
30-Jul-2012	2.3	Terms of Reference	Terms of Reference to be reviewed and amended	ER/BP	Nov 2012	Reviewed and amended Covered under Agenda item 4	10-Oct-2012
30-Jul-2012	3.2	Medical Beds	Feedback on the benefits of the Charitable Fund donation on the purchase of 8 medical beds at Cove & Dune wards to be followed up	FCT	Dec 2012	Feedback received. See Appendix 2	01-Oct-2012
30-Jul-2012	3.3	Hillview Lodge gardens	Once funds amalgamated Nicky to be contacted to resubmit bid for Charitable Funds	FCT	Nov 2012	New bid received and approved by SBU Leads See Appendix 2	07-Sep-2012
30-Jul-2012	4.2	Long Fox Legacy - possibility of broadening use of funds	Letter to be written to Executors requesting authority to broaden the restrictions of Long Fox so that they can be used more effectively	FCT	Sept 2012	Letter sent 10 Sept - replies received back with full support of executors to lift restrictions. Covered under Agenda item 3	01-Oct-2012
30-Jul-2012	4.3	Amalgamation of smaller funds to broaden the use of availability funds	Transfer funds from smaller / used funds (as per minutes of 30 July 2012) to General fund	FCT	Sept 2012	Actioned as per minutes Covered under Agenda item 3	02-Aug-2012
30-Jul-2012	6.1	Risks involved in holding all the Charitable Fund monies in one bank. Exchequer Team to investigate such risks	Head of Exchequer will be contacted to do a separate paper for this Committee and consideration should be given to not holding more than £85,000	BP	Dec 2012	Feedback received from Exchequer Team See Appendix 2	
30-Jul-2012	7.1	Trust wide Innovation competition funded by the Charitable Funds to raise profile of both Innovations and the Charitable Funds throughout AWP	SH and RC agreed to prepare a paper to present to the Executive Committee and SH will then present this to the Board for approval	AP/RC/SH	Dec 2012		