

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

Charitable Funds Committee

Meeting Date: 23rd October 2012 @ 13.00 pm

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

Present:

Alison Paine (AP)	Non Executive Director (Chair)
Tony Gallagher (TG)	Non Executive Director
Lee O'Bryan (LO)	Non Executive Director
Sue Hall (SH)	Director of Finance & Commerce
Julie Thomas (JT)	Director of People

In attendance:

David Colyer (DC)	Adult Inpatient Service Director (SBU representative)
Emma Roberts	Company Secretary
Becky Paillin (BP)	Senior Financial Accountant - Financial Control Team (FCT)
Jean Kirk (JK)	Finance Assistant - Financial Control Team (FCT)

		Action by:
1.	Apologies: None given	
2.	Minutes of last meeting	
2.1	The Minutes were agreed as being a true record of the meeting held on 30 th July 2012.	
2.2	<p>Matters Arising:</p> <p>Legacy Policy (22.07.11 – 4.4) – Policy to be written once FT status achieved – ongoing</p> <p>Terms of Reference (30.07.12 – 2.3) – Terms of Reference were reviewed and agreed except for the last paragraph in (d) under the heading of Meeting Requirements which has now been removed. On Agenda for approval.</p> <p>Medical Beds (30.07.12 – 3.2) – Positive feedback was received – Matter now closed</p> <p>Hillview Gardens (30.07.12 – 3.3) – New bid was received and approved and garden underway – Matter now closed</p> <p>Long Fox Legacy (30.07.12 – 4.2) - Covered under Agenda Item 3 – Matter now closed</p> <p>Amalgamation of smaller funds to broaden the availability of funds (30.07.12 – 4.3) – The smaller funds have now been transferred to the General fund – Matter now closed</p> <p>Risks involved in holding all Charitable Funds Monies with one bank (30.07.12 – 6.1) – The Head of Exchequer provided an interim report and will prepare a paper for the next meeting – ongoing.</p> <p>Raising visibility & awareness of fundraising (30.07.12 – 7.1) - A paper has been written by RC for Trustwide Management meeting after which SH will take to the Board - ongoing</p>	

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<p>3.</p> <p>3.1</p>	<p>Review of Fund Balances, Income and Expenditure 2010/11 & 2011/12</p> <p>BP gave a brief report on the Fund balances and highlighted that the SBU and smaller inactive funds had now been amalgamated with the General fund. This had allowed three garden projects including Hillview to go ahead as well as support for the Staff awards, and these costs were shown under Committed Funds.</p> <p>It was further reported that as a result of the positive feedback which had been received from the executors of the estate of Elizabeth Hannah that the locality restriction on the Long Fox Fund could be broadened to include the wider Trust. The meeting felt that this was a very positive outcome.</p> <p>On a slightly less positive note BP advised that there still had been no bids received for the renamed and broadened use General Research Fund, and highlighted that without the generous legacy added to the General fund in August that donations to date amounted to only £195 which did not cover the current administration costs.</p> <p>TG expressed his concern at this and proposed waiving the fee, but was advised by SH that it is not possible for the Trust to support the Charity without a nominal charge under NHS rules on use of public money.</p> <p>LO asked if there was a target for what the Charity was required to spend. He was advised that although currently there was no requirement the new operational procedures to be discussed under Agenda Item 4 would put in place significant changes to the way funds were managed, moving the role of SBU lead from reactive to proactive, and that the intention was for them to bring more formal annual plans on how to spend the funds to the Committee for approval.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Administration and Audit Issues</p> <p>Terms of Reference: The Terms of Reference were reviewed and agreed with the exception of the final paragraph in part (d) under the heading "Meeting Requirements" which should have been deleted after the last meeting but still remained.</p> <p>ER will take the revised Terms of Reference to the Board for final approval.</p> <p>Policy Review: Charitable Fund Procedures: AP had concerns with the terminology within the report and felt it did not flow and needed to be clearer. She felt that there seemed to be too much in one document for day to day use.</p> <p>JT agreed and suggested ward managers would find this document hard to negotiate.</p> <p>ER pointed out that this document constituted the framework of the charitable funds and as such needed to cover and include the tight control of all procedures.</p> <p>DC suggested a formal procedure document with one page appendices for basic operational functions that ward staff could follow. This was agreed</p> <p>BP proposed that "Fund Manager" be applied to the SBU leads and "account manager" be applied to ward staff receiving donations to help clarify. This was agreed</p> <p>ER proposed that the procedure document was revised and brought back to the next meeting.</p>	<p>ER</p> <p>ER</p>

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<p>4.3</p>	<p>Festive Gifts: BP informed the meeting of the rationale behind the previous Committee decision to distribute gift vouchers rather than actual presents in December which had included the need for equity across the Trust. She also highlighted current practice where in some instances presents were purchased by staff using the vouchers and then given to the service users. This does not comply with the Committee's original intention, which had been to use the voucher as part of ongoing therapies.</p> <p>This practice if for example more was spent on one service user than another potentially opened the Charity and the Trust up to the risk of bad publicity. There is also an increased risk of fraud and the practice may contravene the Trust's Equity and Diversity policies.</p> <p>The Committee were asked in light of the above to consider whether they wished to continue with the voucher scheme for 2012/13.</p> <p>DC confirmed that the distribution of gift vouchers was well received in the wards and they stimulated communication between staff, service users and carers. Staff did not mind purchasing gifts where appropriate and service users appreciated the voucher/gift.</p> <p>DC suggested that as an alternative to the vouchers a budget could be allocated to the ward from Charitable Funds for the festive season to be spent accordingly.</p> <p>The Committee felt that ward managers could be trusted in this matter and that the risk of inequality and fraud was minimal. Whilst it was desirable to take the preferences of service users and staff into consideration this would perhaps be too complex a task, and that as the voucher system worked well that the process should remain as in previous years.</p> <p>The committee agreed to continue with the distribution of vouchers to inpatients for 2012/13.</p> <p>DC felt that the inclusion of service users in the community should also be considered for festive giving as many of them were very isolated and vulnerable and other organisations were unable to support them in the current economic climate. This could be in the form of food hampers and he asked if the Committee would support this.</p> <p>A further debate took place around the possible process, monitoring and implications of the proposal together with the practicalities of identifying individuals and the feasibility of a small scale pilot project. It was acknowledged that the costs could become unsustainable.</p> <p>ER suggested approaching our membership and the big food chains for donations of food stuffs / hampers and it was agreed that she would attempt to source potential donors.</p> <p>It was agreed that DC would put a bid forward through the normal channels which would be circulated to the committee for approval.</p>	<p align="center">ER DC</p>
<p>5.</p>	<p>Any Other Business</p> <p>Staff Awards: Julie Thomas thanked the Charitable Fund Committee for their contribution to the recent staff awards. She said it had been viewed as a great success.</p> <p>There being no other business the meeting was concluded.</p> <p>The next Committee meeting TBA</p>	

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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	Oct 2013		
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, Helen Chivers will prepare a paper for this Committee and consideration should be given to not holding more than £85,000	HC	Feb 2013	A written paper is to be brought to the February 2013 meeting	
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 will present a paper to the Board for approval	AP/RC/SH	Feb 2013	Paper has been taken to Trust Wide Management Group.	
23-Oct-2012	2.3	Charitable Fund Procedures	The Document should be amended and brought back to the next Committee meeting.	ER	Feb 2013	Document will be amended and presented to the Committee at the February 2013 meeting.	
23-Oct-2012	4.1	Charitable Funds Terms of Reference	The final paragraph in part (d) under the heading "Meeting Requirements" which should have been deleted after the last meeting but still remained. ER will take the revised Terms of Reference to the Board for final approval.	ER	Oct 2012	Document will be amended to presented for Board approval on 26 th October	
23-Oct-2012	4.3	Festive Gifts	Approach our membership and the big food chains for donations of food stuffs / hampers	ER	Dec 2012		
23-Oct-2012	4.3	Festive Gifts	DC would put a bid for outpatient gifts forward through the normal channels which would be circulated to the committee for approval.	DC	Dec 2012		