

**'You matter, we care'**

Trust Board Meeting (Part 1)	Date: 25 <sup>th</sup> September 2013
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<b>Title:</b>	Committee Chairs Annual Report and Workplan – Charitable Funds Report
<b>Item:</b>	BD/13/179

<b>Executive Director lead and presenter</b>	Chair of Charitable Funds
<b>Report author(s)</b>	Chair of Charitable Funds

<b>History:</b>	<i>n/a</i>
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<b>This report is for:</b>	
Decision	
Discussion	
To Note	X

<b>Executive summary of key issues:</b>
<p>This is a report on the business of the Charitable Funds Committee for the year ending April 2013 and an outline of the planning timetable for the committee to March 2014.</p> <p>The Committee met on three occasions in the financial year 2012/13. The first meeting was on the 30<sup>th</sup> July, 2012 followed by meetings on the 23<sup>rd</sup> October, 2012 and the 20<sup>th</sup> February, 2013. Alison Paine remained the Chair for the year and Lee O'Bryan was joined, after an amendment to the terms of reference requiring three NED's attendance, by Tony Gallagher. Tony and Lee attended all three meetings and Alison two of the three.</p>

**This report addresses these Strategic Objectives:**

Consolidate	X
Integrate	
Expand	

**This report addresses these Values:**

<b>Passion</b>	Doing our best, all of the time	
<b>Respect</b>	Listening, understanding and valuing what you tell us	
<b>Integrity</b>	Being open, honest, straightforward and reliable	
<b>Diversity</b>	Relating to everyone as an individual	
<b>Excellence</b>	Striving to provide the highest quality support	X

## 1. Introduction

The Committee met on three occasions in the financial year 2012/13. The first meeting was on the 30th July, 2012 followed by meetings on the 23rd October, 2012 and the 20th February, 2013. Alison Paine remained the Chair for the year and Lee O'Bryan was joined, after an amendment to the terms of reference requiring three NED's attendance, by Tony Gallagher. Tony and Lee attended all three meetings and Alison two of the three.

Sue Hall stood in for Paul Miller as Finance Director for the first two of these meetings, and remains involved with the committee and its attempts to engage staff in innovative uses of the funds. Paul returned to the committee for the last of the three meetings.

Julie Thomas remained the second Executive Director on the committee until her departure from the Trust. She attended two of the three meetings. Carol Lenz has joined the committee going forward.

David Colyer attended as the SBU representative finding the time to attend two of the three meetings.

All meetings were therefore quorate.

## 2. Issues covered in the year

The following issues were addressed during the year:

- 2.1. **Annual Accounts:** The Annual Accounts were reviewed and put forward to the main Board following an external independent review which provided negative assurance to the committee.
- 2.2. **Policies and Procedures:** The Policy for Investment, Cash and Reserves was approved by the Committee in July 2012. It was agreed that a policy for dealing with legacies will be written after the Trust achieves FT status. Procedural guidance for fund managers who authorise requests for funding will be written after the transfer to Agresso has taken place.
- 2.3. **Accounting Standards:** The Charitable funds accounts will be consolidated with the Trust's accounts from 2013-14 onwards. The Committee will review any impact this may have on charitable donations going forward as it may be perceived that the Charity is propping up the NHS and donations may fall.
- 2.4. **Long Fox restricted funds:** The restrictions on the Long Fox legacy were lifted with the kind consent of the executors and extended to the purchase of equipment throughout the Trust area. This is the major source of funds within the Charity and has allowed wider access which will ensure funds are spent in a timely manner.
- 2.5. **Replenishing the Funds:** Charitable income fell rapidly between 2009 and 2012, from £89k in 2009-10 to £14k in 2011-12. The situation improved in 2012-13, partly due to two generous legacies (The Late Joan Matilda Makepeace and the late P Willmott) of £41k, and a donation of £5k from the Weston League of Friends on behalf of the Late Agnes Hurman. ALDERN also received a one off injection when BANES PCT's charity closed and transferred £14k to our charity, and the final income stood at £92k. The Committee remains focused however on the need to stimulate fundraising activities and replenish the Charity's funds, so that it can continue to enhance the quality of life for staff and service users.
- 2.6. **Engagement and Charitable Giving:** Rachel Clark attended the July meeting to discuss the benefits of aligning Innovation with the Charitable Funds with the aim of raising the profile of both within the Trust, hence stimulating more expenditure, and enthusiasm for fundraising. The Committee would like to encourage applications for

funds from service user and carer groups as well as staff, and believes that fundraising events could help increase engagement across the Trust. Discussions continue regarding how best to achieve all this. Rachel and Sue Hall are taking this forward outside the Committee and will return with a more detailed proposal in 2013-14

2.7. **Staff Awards:** The Committee continued to provide support for Staff Awards in the amount of £5k.

2.8. **Amalgamation of inactive funds:** The continued amalgamation of smaller inactive funds (unrestricted) has continued to improve access to wider bids for funds and allowed a number of garden refurbishments to be undertaken during the year.

### 3. Charitable Fund Committee Work Plan for 2013/14

The Committee will meet at least twice during the year. A draft Work Plan for 2013-14 is attached as *Appendix A*.

### 4. Recommendation

The Board is invited to **note** the Committee's activities.

Alison Paine

Chair of the Charitable Funds Committee

September 2013