

CHARITABLE FUNDS COMMITTEE– DATE 16th OCTOBER 2020

HIGHLIGHT REPORT

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Strength of Assurance	Colour to use in 'Strength of Assurance' column below
Low	Red - there are significant gaps in assurance and/or not properly assured as to the adequacy of action plans/controls
Medium	Amber - there is reasonable level of assurance but some issues identified to be addressed.
High	Green – there are no gaps in assurance and there are adequate action plans/controls

Report	Assurance level*	Committee escalation	Risk Reference
Review of Risk Register	High	The risk register had been reviewed to more clearly identify actual risks and risk assessments. This meant there was 1 risk reported currently and 3 risk assessments.	4618
NHS Charities Together wave 2 bid	High	£490k was available across LLR for community projects. A workshop had been led by Voluntary Action Leicester with local charities, UHL, EMAS and LPT representatives. A simple bid process had been proposed. It was agreed that there needed to be clear outcome measures and that it may be helpful to identify some key themes that would be invested in.	4618
Legacy Strategy – Implementation plan	High	Following the receipt of several legacies which supported Raising Health's long term charitable goals, a legacy strategy and legacy implementation plan was agreed. It was agreed to keep the plan flexible, so that new learning could be incorporated as required. It was also agreed to include information about material legacies in the annual report each year as a mark of gratitude and to highlight the difference that the legacy had made to LPT patients.	4618
Fundraising Manager's report	High	The fundraising manager provided an update on activities to 30 th September. An update was provided on existing appeals. There has been delay in spending some funds which meant there could be a risk around both the charity's reputation and receipt of future funds. It was	4618

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		<p>agreed to remind fund holders to spend funds promptly.</p> <p>The fundraising manager had connected with a new corporate partner, and it was proposed that they could fund the Raising a Smile for Christmas appeal, which would provide gifts for inpatients at Christmas.</p> <p>The fundraising manager will develop a plan for further corporate fundraising for the December meeting.</p> <p>The committee agreed that we will consider linking future fundraising appeals with specific estates projects, in the next few years.</p>	
Finance report – Q1	High	<p>An update on the charity's financial position was provided.</p> <p>The investment value had increased by £173k in quarter 1; this is a significant improvement on the previous quarter's loss of £247k (due to the impact of COVID-19 on the financial markets).</p> <p>Total income was £427k, including some significant donations:</p> <ul style="list-style-type: none"> - £153k from a corporate partner - £150k legacy for the Bradgate Unit - £85k donations for staff wellbeing of which £74k was received from NHS Charities Together <p>Expenditure was £66k in the quarter, including staff welfare expenses (£23k), charity running costs (£16k) and lottery prizes (£11k).</p> <p>Expenditure commitments total £323k); £63k of this has been committed following the receipt of new funding from NHS Charities Together and other COVID-19 donations.</p> <p>The cash balance was £504k at the end of June.</p> <p>The total funds available was £2.2m at the end of quarter 1, an increase of £534k on the previous quarter.</p>	4618
Annual Accounts and Annual Trustees Report	High	<p>The annual report and accounts timetable was reviewed and agreed. The accounts would be reviewed by the auditors from 19th October and final submission of the accounts and report would be submitted to the Charities Commission by the deadline of 31st January 2021.</p> <p>The draft annual reports and accounts were reviewed by the committee.</p>	4618
Review of 2019/20 Internal Audit Report actions	High	<p>An update on Raising Health 2019/20 Internal Audit Recommendations was provided. All recommendations have been implemented. This would be reviewed by internal audit as part of the 2020/21 audit review.</p>	4618

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Approval of Terms of Reference and letter of engagement for the 2020/21 Charitable Funds systems audit and 2019/20 Independent Examination of the Charity accounts	High	The Terms of Reference and letter of engagement for the 2020/21 Charitable Funds systems audit and 2019/20 Independent Examination of the Charity accounts were reviewed and formally approved following earlier Trustee approval via e-mail due to the timing of committee meetings.	4618
Update on previous bids	High	<ul style="list-style-type: none"> NHSCT Phase 1 – expenditure to date was reviewed against the receipt of £123.5k. NHSCT Phase 3 – the bid was being finalized. £121k was available and we will propose funding Mental Health First Aid training for staff and expanding the staff room wellbeing project to include staff garden areas. The aim is to create a relaxing environment for staff to take breaks. Carlton Hayes Charity – expenditure was reviewed against the 20/21 receipts. Bids had been approved and spending needed to follow. 	4618
New bids approved	High	<p>Bids were approved by the committee:</p> <ul style="list-style-type: none"> Raising a Smile at Christmas - £5k Covid-19 Health & Wellbeing Workbook - £5k Carlton Hayes bids over £3k: Books for patients of CMHTs to support recovery and self-management- £4k Integrex portable sensory floor - £5k <p>Not approved by the committee:</p> <ul style="list-style-type: none"> Coalville League of Friends - Hospital Garden - £55k – though agreed in principle, this bid needed to have new quotes and designs. The bid will require board approval when it is ready as it is above the committee's approval limit. 	4618
New funds created	High	The creation of new funds was approved: Armed Forces Mental Health Therapy Support EPPIC – fund to be closed and funds transferred to the SUCRAN fund.	4618
Work plan	High	The work plan was reviewed. No changes were required.	4618
Review of risk register	High	It was agreed to amend the existing risk to include reputational risk from delays in spending grants and donated funds. Covid-19 had been a	4618

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		factor in the ability to deliver some projects. It was agreed to add a risk assessment around estates capacity impacting on delivery of charitable funds schemes. This would be reviewed in December's meeting and added to the risk register as a risk if required.	
AOB	High	Impact of Covid19 on Charitable Funds - The Committee reviewed the HFMA Checklist for accepting gifts or donations. Raising Health's processes had been checked against the checklist and the committee was assured that our processes followed best practice.	4618

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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