

CHARITABLE FUNDS COMMITTEE– DATE 7th DECEMBER 2020

HIGHLIGHT REPORT

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. It was agreed that the risk assessments should be reviewed to ensure the wording, timing and actions reflected the current position.	4618
Review of Fundraising Strategy and Annual Priorities	High	The group reviewed progress against the charity's annual priorities & agreed progress was being made in all areas, with both visibility and partnerships being part of the agenda for the meeting: VISIBILITY : Increase the charity brand awareness and profile to all relevant audiences INCOME : Increase the level of donations to the charity using the appropriate fundraising mix GRANTS : Invest in initiatives that support the vision of the charity PARTNERSHIPS: Develop partnerships which increase the reach of the charity	4618
Corporate Sponsor/fundraising plan	High	The committee approved the corporate fundraising plan, which has the following objectives:	4618

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		<ul style="list-style-type: none"> • Develop existing corporate relationships • Develop new corporate relationships • Develop relationships with groups • Develop supporting digital material 	
Fundraising Manager's report	High	<p>The fundraising manager provided an update on activities to 30th November. An update was provided on existing appeals. There has been delay in spending some funds due to covid19 which meant there could be a risk around both the charity's reputation and receipt of future funds.</p> <p>As part of the charity's legacy strategy, the Gift in a Will and In Memory leaflets were approved for publication, noting that accessible versions will need to be produced.</p> <p>A significant legacy has been received for Coalville Hospital.</p> <p>Purchasing of gifts for in patients as part of the "Making Christmas Special" appeal has completed and will be distributed before Christmas.</p> <p>It was noted that the Raising Health website & social media analytics were showing increasing interest in the charity and had generated £4k of donations through the website. It was agreed to work with the comms team to ensure the links to the website were highlighted in relevant communications.</p>	4618
Finance report – Q2	High	<p>An update on the charity's financial position was provided.</p> <p>The investment value had increased by £47k in quarter 2, this is lower than the previous quarter's gain of £173k.</p> <p>Total income was £125k in quarter 2, including some significant donations:</p> <ul style="list-style-type: none"> - £28k from Carlton Hayes charity - £50k from NHS Charities Together <p>Expenditure was £65k in the quarter, including patient expenses (£30k), charity running costs (£18k) and lottery prizes (£13k).</p> <p>Expenditure commitments total £353k; £47k of this has been committed following the receipt of new funding from NHS Charities Together and £65k for Carlton Hayes Charity schemes.</p> <p>The cash balance was £551k at the end of September.</p>	4618

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		<p>The total funds available was £2.3m at the end of quarter 2, an increase of £107k on the previous quarter.</p> <p>The committee agreed to investigate with our investment advisors if we should invest additional funds into our investment, to take advantage of the good cash position that the charity currently has.</p>	
Budget setting for running of Charity 21/22 including Raising Health Overhead Costs Review 21/22	High	<p>The budget setting paper set out the forecast overhead cost for 2021/22.</p> <p>It was noted that overhead costs account for approximately 22% of the charity's 2021/22 income.</p> <p>Trust board is asked to approve the overhead cost (detail shown at appendix 1).</p>	4618
Annual Accounts and Annual Trustees Report	High	<p>The annual report and accounts was reviewed and approved subject to one minor wording change. The auditors had completed the Independent Examiners' Report and had no matters of concern to raise.</p> <p>The Management Representation Letter was approved.</p> <p>The accounts would be submitted to the Charities Commission by the deadline of 31st January 2021.</p>	4618
Review SFIs and SORD	High	<p>The committee reviewed the amendments to the 2020/21 SFIs and SORD. It was agreed to review the values of bids that could be approved outside of formal meetings, to inform the 2021/22 SFI refresh.</p>	4618
Review of 2020/21 Internal Audit Report actions	High	<p>The 20/21 Raising Health Internal Audit report was reviewed.</p> <p>Thanks were given to the finance team for their hard work in achieving a significant assurance opinion again this year.</p> <p>Progress against the outstanding recommendations (3 actions all rated low risk) would be reviewed in the next meeting.</p>	4618
Annual Review of Committee 2019-2020; ToR – Review of Changes	High	<p>The annual review and terms of reference had been received in the March committee meeting, and it was agreed that the documents would be updated to reflect new trust formats.</p> <p>The revised documents were reviewed and approved.</p>	4618
Update on previous bids	High	<ul style="list-style-type: none"> NHSCT Phase 1 – expenditure to date was reviewed against the receipt of 3 separate grants totalling £123.5k which the Board approved in August. NHSCT Phase 2 - the joint bid with UHL (£490k) is progressing towards stage 1 	4618

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		<p>submission which needs to provide evidence that community groups and organisations across the region have been consulted and been given the opportunity to contribute to a proposed model. The stage 1 proposal will be submitted before the end of December, Once approved by NHSCT, a full stage 2 application can be prepared.</p> <ul style="list-style-type: none"> NHSCT Phase 3 – the bid was being finalized. £121k is 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. NHSCT covid second wave – £50k has been received and plans on how best to utilize this allocation are being developed. Carlton Hayes Charity – expenditure was reviewed against the 2020/21 receipts. As some managers had said that they would struggle to spend against their approved bids due to Covid 19 impacting on plans, it was agreed to ask all managers to confirm their spending plans, and if necessary to cancel previously agreed bids and undertake another round of bidding for schemes that could safely progress this financial year. <p>A summary of NHSCT funding is provided at appendix 2. The Board is asked to approve the Phase 3 bid for £121k</p>	
New bids approved	High	<p>Bids were approved by the committee:</p> <ul style="list-style-type: none"> Indoor and outdoor signage on key LPT sites promoting Raising Health- £20k Staff Rooms upgrades - £106k <p>Trust board is asked to approve the staff room bid, noting that sums are agreed in principle, as some staff room requirements are still being finalised. The bid is provided at appendix 3.</p>	4618
New funds created	High	<p>The creation of new funds was approved: It was agreed to separate the NHSCT funds into their separate phases to aid transparency and reporting.</p>	4618
Work plan	High	<p>The work plan was reviewed. No changes were</p>	4618

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		required.	
Review of risk register	High	No additional risks had been identified.	4618
AOB	High	None.	4618

The Board is asked to APPROVE expenditure and bids detailed in Appendices 1, 2 and 3 as these all exceed the Charitable Funds Committee authorisation limit of £50,000

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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