

CHARITABLE FUNDS COMMITTEE– DATE 16th MARCH 2021

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	<p>1 risk reported and 3 risk assessments were included in the report.</p> <p>Following feedback from the Trust's risk management team, it was agreed that the risk assessments should be removed from the report, but retained as a checklist for potential future risks.</p> <p>The risk assessment on delays to larger estates projects funded by the charity will be reviewed.</p>	4618
Review of Fundraising Strategy and Annual Priorities for 2021/22	High	<p>The group reviewed progress against the charity's annual priorities for 2020/21 & agreed progress was being made in all areas, and that they should remain as the priority areas for 2021/22:</p> <p>VISIBILITY : Increase the charity brand awareness and profile to all relevant audiences</p> <p>INCOME : Increase the level of donations to the charity using the appropriate fundraising mix</p> <p>GRANTS : Invest in initiatives that support the vision of the charity</p> <p>PARTNERSHIPS: Develop partnerships which increase the reach of the charity</p> <p>The 2021/22 appeals were reviewed & approved:</p> <ul style="list-style-type: none"> • Children's Therapy Sensory appeal • Let's Get Gardening appeal • Miles for Smiles (Mill Lodge) 	4618

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		<ul style="list-style-type: none"> • The Beacon appeal • 5 x Breast Feeding support groups • Beacon outside area covered garden <p>The committee agreed to consider using professional bid writing expertise for major fund raising appeals, if required in the future.</p>	
Fundraising Manager's report	High	<p>The fundraising manager provided an update on activities to 8th March.</p> <p>As part of the visibility priority, the committee approved signage for internal and external use at key LPT sites.</p> <p>As part of the charity's legacy strategy, the Gift in a Will and In Memory leaflets were given final approval for publication, subject to some amendments to ensure accessibility issues were addressed.</p> <p>The committee noted that the next round of Carlton Hayes bids for 2021/22 has opened within the Trust, following approval of the current grants process by the Carlton Hayes charity.</p> <p>The committee noted that funding received from external donors for specific projects could be at risk if funds were not spent in a timely way. It was agreed the fund raising manager would write to the LLR Community Fund to highlight the impact of Covid 19 on the Evington Dementia garden project.</p> <p>The fundraising manager updated the committee on the Coalville Hospital garden. The current design may not suit the service, and was being relooked at. The contract would be put out to tender via Tilbury (formerly Interserve).</p>	4618
Annual review of performance of Investment Advisors		<p>Cazenove Capital, the charity's investment managers presented their annual update to the committee.</p> <p>The team stated that estimated income was 4.0% / £73k per annum (based on current market values and the fund's target distribution)</p> <p>The fund's market value as at 26th February 2021 was £1,898,355.</p> <p>In terms of outlook, while the fund had performed well across 2020/21, risks to the global economic recovery remain, and a return to normal is unlikely to be smooth.</p> <p>The team gave an update on their sustainability & ethical activities, as a core part of the fund's ethos.</p> <p>In response to a query from the committee, the committee was advised that as the investment</p>	

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		fund was a longer term investment, that investing surplus cash from Raising Health was not recommended.	
Finance report – Q3	High	<p>An update on the charity's financial position was provided.</p> <p>The investment value had increased by £117k in quarter 3, an increase on the previous quarter's gain of £47k. Over the year to date, the investment value had increased by £337k.</p> <p>Total income was £156k in quarter 3, including some significant donations:</p> <ul style="list-style-type: none"> - £27k from Carlton Hayes charity - £50k from NHS Charities Together - £33k from a legacy <p>Expenditure was £89k in the quarter, including patient expenses (£47k), charity running costs (£20k) and lottery prizes (£11k).</p> <p>Future expenditure commitments total £506k; £26k of this has been committed following the receipt of new funding from NHS Charities Together and £36k for Carlton Hayes Charity schemes.</p> <p>The cash balance was £636k at the end of December.</p> <p>The total funds available was £2.5m at the end of quarter 3, an increase of £184k on the previous quarter and an £825k increase this year.</p> <p>The committee requested that further work was undertaken to promote staff participation in the staff lottery.</p> <p>The finance team agreed to investigate if we should invest additional funds into short term, safe and suitable, investments, to take advantage of the good cash position that the charity currently has.</p>	4618
Annual Assurance and Review of Policies and Procedures	High	The charity's procedure document had been updated and approved as part of its annual review.	4618
Review of 2020/21 Internal Audit Report actions	High	Progress against the 2020/21 Raising Health Internal Audit report recommendations was reviewed and all of the outstanding recommendations had been completed.	4618

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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 3 – £121k allocation received, and will be used for staff & patient wellbeing. A bid was received & approved by the committee for Mental Health First Aid training for staff. The allocation will also be used in the staff room wellbeing project. • NHSCT covid second wave & Starbucks – £52k has been received. The committee agreed that the Trust execs would be asked how the funding should be utilized. • Carlton Hayes Charity – bidding for the 2021/22 round has started (£27,500). 	4618
NHSCT Phase 2 Grant – Award Process	High	<p>An update was provided on the LLR process to progress the community grants. The objective of this grant is to address the inequalities within health services in LLR and relieve some of the pressures on the NHS by strengthening the services of community groups. Three NHS charities - UHL LPT & EMAS are working together on the grant. The total value of the grant, including overhead costs, is £541k.</p> <p>The timetable was noted as: Stage 1 submission – completed Stage 2 submission – 7th May Outcome of stage 2 submission – TBC Grants awarded – TBC</p>	
New bids approved	High	<p>Bids were approved by the committee:</p> <ul style="list-style-type: none"> • Well-being Inpatient wards (£7k) • Fundraising Budget 2021-22 (£4k) • Staff Room Project – revised proposal to be managed in line with expenditure approved by Trust Board on 22nd Dec 2020 (£106k). NHSCT Stage 3 - Mental Health First Aid Training (£28k) • NHSCT Stage 3 – Health and Wellbeing (£4k) • Annual Internal Audit fees (£6k) • Harlequin System (£4k) • 2021/22 Lottery Prizes (£34k) 	4618
New funds created	High	<p>The creation of new funds was approved:</p> <p>PIER Team</p>	4618
Work plan	High	<p>The work plan was reviewed. No changes were required.</p>	4618

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Review of risk register	High	No additional risks had been identified.	4618
AOB	High	The committee discussed the research policy and how we apply the clawback clauses for staff that leave the trust during studies that have been funded by the charity.	4618

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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