

**CHARITABLE FUNDS COMMITTEE– DATE 6<sup>th</sup> JULY 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	1 risk and 3 risk assessments were reviewed; minor amendments were requested by the committee.	4618
Raising Health Investment Strategy annual review	High	The charity's investment strategy was reviewed, no material updates had been made and the strategy was approved.	4618
Fundraising Manager's report	High	<p>The fundraising manager provided an update on activities to 18<sup>th</sup> June.</p> <p>The NHS Charities Together (NHSCT) phase 2 bid (community grants) had been approved. LLR would receive £492k, and would give LPT great opportunities to work alongside the 7 community groups to address health inequalities.</p> <p>The committee noted that the Carlton Hayes bids for the first half of 2021/22 had closed and the funding was fully committed against schemes. The Carlton Hayes trustees are pleased with the way the funding is being managed by raising Health.</p> <p>Community fundraising and events were starting up again following the pandemic, and the charity would benefit from a return to these activities.</p> <p>The committee noted that funding received from</p>	4618

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		<p>external donors for specific projects remained at risk if funds were not spent in a timely way.</p> <p>The risk assessment on delays to larger estates projects funded by the charity was discussed. It was agreed a trustee would meet with estates leads to discuss the team's capacity to deliver the charity's schemes &amp; consider options for rapidly resolving any delays.</p>	
Finance report – Q4	High	<p>An update on the charity's financial position was provided.</p> <p>The investment value had increased by £2k in quarter 4, a decrease on the previous quarter's gain of £117k. Over the financial year, the investment value had increased by £336k.</p> <p>Total income was £190k in quarter 4, including some significant donations:</p> <ul style="list-style-type: none"> <li>- £121k from NHS Charities Together</li> <li>- £16k covenant fund for veterans</li> </ul> <p>Expenditure was £103k in the quarter, including patient expenses (£39k), staff welfare expenses (£23k) charity running costs (£25k) and lottery prizes (£13k).</p> <p>Future expenditure commitments total £664k.</p> <p>The cash balance was £694k at the end of March. Cash was expected to remain in a good position in the rolling 3 year cash flow forecast.</p> <p>The total funds available was £2.6m at the end of quarter 4, an increase of £87k on the previous quarter and a £912k increase for the financial year.</p> <p>The finance team agreed to investigate if we are able to open a Government Banking Service bank account for the charity to provide a higher value of protection for cash balances.</p>	4618
Annual Review of the effectiveness of the committee	High	<p>The charity's Annual committee review was reviewed and agreed. No changes to the Terms of Reference were required The report will be presented at the next Audit &amp; Assurance Committee.</p>	4618
Internal Audit letter of engagement	High	<p>The Internal audit letter of engagement for the independent review of the charity's accounts was reviewed and agreed.</p> <p>It was noted that should the charity's annual realised income exceed £1m that a formal audit would need to be undertaken. This was not considered likely; the charity was close to the threshold this year due to the exceptional value</p>	4618

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		of NHSCT income received. The committee also approved internal audit undertaking the regularity review of financial systems.	
Review of SFIs and SORD		The 2021/22 Standing Financial Instructions update was reviewed and agreed, specifically noting the amendments in respect of the charity's expenditure authorisation processes.	4618
Update on previous bids	High	<ul style="list-style-type: none"> <li>• <b>NHSCT Phase 1</b> – expenditure to date was reviewed against the receipt of 3 separate grants totalling £123.5k which the Board approved in August 2020.</li> <li>• <b>NHSCT Phase 3</b> – £121k. Funding has been allocated for Mental Health First Aid training for staff and the staff room wellbeing project.</li> <li>• <b>NHSCT covid second wave</b> – £50k. The committee agreed that the Trust exec trustees and Associate Director of Communications would meet to discuss potential areas of focus for bids as part of the Triple R recovery programme.</li> <li>• <b>Carlton Hayes Charity</b> – Outstanding commitments against approved bids was reviewed.</li> </ul>	4618
New bids received	High	<p>Bids were approved by the committee:</p> <ul style="list-style-type: none"> <li>• Masters in Research – 2 bids (total c£15k)</li> </ul> <p>Bids not approved by the committee:</p> <ul style="list-style-type: none"> <li>• Steel sheds for Beacon unit garden (£4k). Further information was requested around Health &amp; Safety assessments and whether the sheds should be funded from core funds.</li> </ul>	4618
Benefits realization – assessing VFM of long term projects		<p>The annual review of the research funding allocations was received. Updates were provided on £74k of bids approved in previous bidding rounds, covering 4 research projects/courses. All were progressing well. Updates were also provided on 2 staff who received funding for PHD courses which had now been successfully completed. 1 masters award had closed after 1 year as the recipient had left the Trust. Fees were repaid in line with the Trust's study policy.</p> <p>As well as the two new bids submitted to the committee (approved above), ad hoc awards below £500 would continue to be supported. The research fund balance is currently £51k.</p>	

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New funds created	High	None.	4618
Work plan	High	The work plan was reviewed. No changes were required.	4618
Review of risk register	High	No additional risks had been identified.	4618
AOB	High	None.	4618

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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