

CHARITABLE FUNDS COMMITTEE– DATE 15th MARCH 2022

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 1 risk assessment were reviewed; It was agreed that risk 4618 (timely spend of funds) would be closed, as there were no open actions, and no further actions required. The risk assessment 4669 (estates resources available to support projects) would be retained until specific estates dependent projects had been completed.	4618 4669
Review of Fundraising Strategy and Annual Priorities	High	<p>A review was undertaken of delivery against the 2021/22 objectives:</p> <ul style="list-style-type: none"> • 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 and impact of the Charity <p>It was agreed that there had been progress in all areas. There is still significant work to be done on all four objectives, so it was agreed that they would be retained for 2022/23, and that new approaches would be implemented</p>	4618 4669

Report	Assurance level*	Committee escalation	Risk Reference
		now that we were operating in a post covid environment.	
Fundraising Manager's report	High	<p>The fundraising manager provided an update on activities to 7th March. Highlights against Raising Health strategic objectives noted were:</p> <p>(Visibility) Signage – The Raising Health Signage is now in place. There are still a few locations outstanding where landlord's permission is being sought. The graphics for the QR code (pointing to the Raising Health Website) will be added to the signs.</p> <p>(Income) - The Free Will Writing Month offer had good uptake (79 new clients), however this had not translated into an increase in donations. The committee agreed we would not undertake this approach to fund raising in future.</p> <p>NHSCT will be releasing funding of £30,000 for the development of the member charities. The committee will consider how best to use this funding.</p> <p>It was noted that there were several appeals not achieving their income target so the Chair requested marketing & media planning work take place to focus on significant fundraising from all sources in 2022/23.</p> <p>(Grants) - Golden Ticket Scheme – This project awards every LPT team Tesco vouchers to spend on Health and wellbeing products or activities.</p> <p>The Coalville Hospital Garden redesign is complete and work is expected to start in the Summer of 2022.</p>	4618 4669
Annual review of performance of Investment Advisors	High	<p>A representative from the external investment advisors, Cazenove Capital, presented their annual committee update. It was noted that there had been a decrease in portfolio performance over the last 3 months which offset the previous 12 months gains. It was agreed that the investment is long term in nature and since inception the portfolio had grown by 15.6%.</p> <p>In light of recent events in Ukraine, the committee asked for, and received, assurance that there were no investments in the portfolio in Russia or Belarus.</p>	4618

Report	Assurance level*	Committee escalation	Risk Reference
Finance report – Q3	High	<p>Total income was £393k at quarter 3, comprising realised income of £203k and an unrealised investment gain of £190k.</p> <p>Expenditure was £378k to quarter 3. Future expenditure commitments total £304k.</p> <p>The cash balance was £525k at the end of December. Cash was expected to remain in a good position in the rolling 3 year cash flow forecast.</p> <p>Total funds available was £2.6m at the end of quarter 3, an increase of £15k since the start of the financial year.</p>	4618 4619
Review of CFC Internal Audit Report/associated actions	High	<p>An update on the recommendations in the significant assurance report was received by the committee.</p> <p>The committee was assured with progress.</p>	4618
Updates on Previous Bids	High	<p>Carlton Hayes – feedback from a meeting with Trustees on 3 March 2022 – it was noted that the Carlton Hayes trustees were pleased with progress, but had asked for the bid forms to be simplified. They had not approved a move to the £55k allocation being received at the start of the year, so we would continue to run 2 bidding rounds a year.</p>	4618
New bids received	Amber	<p>Approved bids:</p> <ul style="list-style-type: none"> • 2022/23 running costs: <ul style="list-style-type: none"> Raising Health Marketing Budget (£4k) Annual audit fees (£7k) Charity Finance Staffing (£41k) Charity Fundraising Assistant (£19k) Charity Fundraising Manager (£55k) Harlequin Software costs (£4k) Lottery Prizes (£34k) Lottery Staffing Cost (£14k) Lottery Superdraws (£3k) <p>A benchmarking exercise showed historic LPT costs at 24.8% of income against an average benchmark of 25.8%. 2022/23 staffing costs had increased on previous years. The committee expressed concern around the level and increase in running costs and further review work is being undertaken.</p> <ul style="list-style-type: none"> • Research Proposals: <ul style="list-style-type: none"> Developing and evaluating a mental imagery-based assessment tool for clinicians and a novel imagery-based intervention for young people who self-harm (£10k) <p>Examining Challenges Encountered in the</p>	4618

Report	Assurance level*	Committee escalation	Risk Reference
		<p>Transition from Child and Adolescent to Adult Mental Health Services for Young People with Complex Needs: Experiences and Views of Young People, Professionals Supporting Them, and Parents and Carers (£10k)</p> <ul style="list-style-type: none"> • Carlton Hayes Gardening Applications (funded from NHSCT underspends) (£6k) • Carlton Hayes CAMHS bid (£5k) 	
New funds created	High	Heather Ward fund created following a regular commitment to donate.	4618
Raising Health's insert into LPT's Annual Report 2021/2022	High	Extract received for review and approval.	4618
Work plan	High	The work plan was reviewed and agreed for 2022/23.	4618
Review of risk register	High	No new risks were added.	4618
AOB	High	None received.	4618

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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