

Trust Board 27 September 2022

Charitable Funds Committee Annual Review 2021/22

Purpose

To provide an annual review of the effectiveness of the Charitable Funds Committee for 2021/22

Analysis of the issue

The Charitable Funds Committee (CFC) is a Trustee led Committee of the Trust Board which meets quarterly. Its membership has two Executive Director Trustees, a Non-Executive Director Trustee and the Trust Chair.

The Committee seeks to provide assurance around the delivery of the charity's, Raising Health, objectives. Its principal purpose is the provision of assurance to the Trust Board of effective governance arrangements, in line with Charity Commission requirements.

Proposal

Annual review of effectiveness in June 2023

Decision required

To confirm a level of assurance over the effectiveness of the Charitable Funds Committee.

Governance table

For Board and Board Committees:	Charitable Funds Committee members by e-mail	
Paper sponsored by:	Cathy Ellis, Trust and charity chair	
Paper authored by:	Sharon Murphy, Director of Finance & Performance	
Date submitted:	September 2022	
State which Board Committee or other forum within the Trust's governance structure, if any, have previously considered the report/this issue and the date of the relevant meeting(s):	Audit and Assurance Committee 10 June 2022	
If considered elsewhere, state the level of assurance gained by the Board Committee or other forum i.e. assured/ partially assured / not assured:	n/a	
State whether this is a 'one off' report or, if not, when an update report will be provided for the purposes of corporate Agenda planning	Annual (regular agenda item)	
STEP up to GREAT strategic alignment*:	High Standards	
	Transformation	
	Environments	
	Patient Involvement	
	Well Governed	Yes
	Single Patient Record	
	Equality, Leadership, Culture	
	Access to Services	
	Trust Wide Quality Improvement	
Organisational Risk Register considerations:	List risk number and title of risk	
Is the decision required consistent with LPT's risk appetite:	Yes	
False and misleading information (FOMI) considerations:	None	
Positive confirmation that the content does not risk the safety of patients or the public	Confirmed	
Equality considerations:	None	

Appendix 1

CFC Committee Review 2021/22

1. Fulfilling the Terms of Reference

1.1 COVID-19

Charitable Funds Committee has continued to meet, as per the workplan,

1.2 Terms of Reference and Work Plan

The duties of the ToR were covered through the work plan and agendas during the year.

The TOR was revised in July 2021 as part of the 2020/21 annual review. The work plan has been reviewed and all areas within the ToR are covered.

1.3 Membership

Membership attendance has been satisfactory and each meeting was quorate.

The Committee is comprised of two Executive Director Trustees, a Non-Executive Director Trustee and the Trust Chair. The Committee quorum is one Non-Executive Director and one Senior Manager (as nominated by the Director of Finance).

A total of 4 committee meetings were held during the year with the following attendance;

Committee Member	No of Meetings attended
Cathy Ellis (chair)	4/4
Ruth Marchington	3/4
Sharon Murphy	4/4
David Williams	4/4

1.4 External Assurance

An Independent Examination of the 2020/21 annual accounts and annual report was undertaken and no matters raised.

1.5 Internal Audit

The internal audit annual review of the management of the charitable funds gave a significant assurance opinion.

2. Committee Effectiveness

2.1 Overall, the meetings have been considered as well-run. Papers are issued five working days ahead of the meeting and are of good quality. The minutes of the meetings reflect thorough and informed debate for items with a rigour for matters not proceeding as expected and support for positive progress as assured. After every

meeting the Committee provides Highlight Reports for assurance levels received for agenda topics to the Trust Board.

2.2 Committee Priorities 2020/21

In the 2020/21 annual review, the following priorities were determined for CFC during 2021/22:

The committee will continue to focus on the delivery of the Charity's four objectives, which have been reviewed and will remain the same as the 2020/21 objectives. The specific deliverables will be updated for 2021/22.

The committee will continue to focus on financial sustainability. While the level of income for 2020/21 was exceptional, we can expect it to return to normal levels this year and so must ensure the underlying position is understood and managed appropriately.

We will continue to work with external partners including Carlton Hayes Charity, NHSCT, system partners, private sector networking groups and grant givers to progress the work of the charity.

Progress against specific deliverables is reported to each committee meeting and is a key area of the committee's work.

2.3 Key in-year changes

There have been no significant changes impacting on CFC during 2021/22.

2.4 Achievements, successes

- The committee has overseen delivery against the charity's 2021/22 objectives:
 - Visibility - Increase the charity brand awareness and profile to all relevant audiences. This includes new signage across major trust sites.
 - Income - Increase the level of donations to the charity using the appropriate fundraising mix. A new legacy strategy has been implemented.
 - Grants - Invest in initiatives that support the vision of the charity. The charity continues to receive bids from LPT services to improve the patient experience and staff wellbeing.
 - Partnerships - Develop partnerships which increase the reach and impact of the charity. There has been an increase in the activity and support from local corporate partners and with the VCS.

The committee's governance structure has been maintained, relevant policies & procedures have been reviewed and approved, and the committee has continued to meet throughout the year.

Financial sustainability has continued to be managed, with robust financial reporting and 3 year forecasting provided to each committee meeting.

Work has continued to work with partners to progress the work of the charity.

2.6 Challenges

CFC was able to function well despite the on-going pressures created by the pandemic response.

3. Future Plans

Following a review of the existing objectives, it was agreed that it was appropriate to retain them for 2022/23 but with different, specific deliverables. It was agreed that the method of delivery would be able to change and potentially be more effective now that staff were able to get out to sites to support fundraising initiatives.

The committee will continue to focus on the long-term financial sustainability of the charity, including the appropriate level of administrative and financial support overheads for the charity. The committee will also build on the work already undertaken with external partners to increase the income, reach and impact of the charity.

We are expecting £30k of funding from NHSCT which will be used to develop the charity.