

**CHARITABLE FUNDS COMMITTEE– DATE 27<sup>th</sup> September 2023**

**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>There are 2 risk assessments: estates capacity to support capital charity schemes; and the charitable funds cash holdings in the government bank account being in excess of the Financial Services Compensation Scheme (FSCS) limit of £85k. Both risk assessments are assessed to be low risk currently, but are kept under review.</p> <p>A review of the risk register was undertaken against Governance and management; Operational; Finance &amp; External Factor risks.</p> <p>There is a capital limit which is imposed by NHS England, which cannot be changed. It was agreed that a risk assessment around the financial limitation will be added to the register.</p>	
Review of Fundraising Strategy and Annual Priorities	High	The fundraising strategy and annual priorities paper was reviewed and approved.	
Fundraising Manager's report	High	<p>Highlights against Raising Health strategic objectives noted were:</p> <p>(Visibility) – Raising Health signage is now in place, which has generated donations. The</p>	

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		<p>roadshows have strengthened the link with the services, improved clarity, and staff lottery awareness. It has also resulted in a lot more charity enquiries for support and advice.</p> <p>(Income) – Indoor and outdoor gyms in mental health services has been moved to the capital plan of 24/25. FYPC/LD - Autism Groups appeal may not progress as a flagship appeal. The application for the Greener Communities Fund will be ready to circulate shortly.</p> <p>(Grants) – schemes were progressing.</p> <p>(Partnerships) – work continues to develop relationships with external partners, including working with corporate partners.</p>	
Finance report – Q1	High	<p>The overall fund balance for Q1 closed at £2.59m. This is an increase of £347k since the start of the financial year.</p> <p>The charity has received a material legacy to support St Lukes Hospital.</p> <p>Total income is £455k, comprising of real income of £459k offset by an unrealised investment loss of £4k.</p> <p>The cash balance is £722k.</p> <p>The yearly running costs for the charity are £130k.</p> <p>The income summary shows that our planned income is £700k.</p>	
Charitable Funds Investment Manager Re-Procurement	High	<p>The committee discussed the two procurement options: open tender and mini competition via framework.</p> <p>The open tender procurement process was approved.</p>	
Charitable Funds Draft Terms of Reference	High	The draft Terms of Reference for the audit on the charity was reviewed and approved.	
Letter of Engagement for the annual accounts 2022/23		The Letter of Engagement for the annual accounts 22/23 was reviewed and approved.	

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Update on previous bids	High	The team timeouts in a box bid will be sent to the Committee for final approval.	
New bids	High	No new bids.	
New funds created	High	No new funds had been created.	
Work plan	High	The work plan was reviewed and agreed for 23/24.	
Review of risk register	High	No new risks were identified.	
AOB	High	None received.	

<b>Chair</b>	<b>Crishni Waring, Trust Chair</b>
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**Attendees:** Crishni Waring (chair), Faisal Hussain, Sharon Murphy, David Williams, Carolyn Pascoe, Weronika Archacka, Kamy Basra, Lorraine Newstead, Jackie Moore