

AIREDALE NHS FOUNDATION TRUST CHARITABLE FUNDS REPORT TO BOARD OF DIRECTORS – 25 SEPTEMBER 2019

Issue for consideration:

To update the Board of Directors, in their capacity as Trustee, on recent donations to the Trust Fund and approved expenditure of Trust funds.

Action required by Trust Board

To receive and note the report.

1. Charitable Fund - Income

During the months of June, July and August 2019, the Airedale NHS Foundation Trust Charitable Funds received donations/legacies of £18,852.86 including

- £500.00 from NHS Properties re the Yorkshire Three Peaks Challenge completed 08/06/19 for the Castleberg Hospital Fund
- £2,296.00 donations from Walk the Walk for the HODU Fund
- £800.00 from the Fleece, Cullingworth for the Paediatric Fund
- £1,497.81 raised via JustGiving so far for Sophie's skydive for the General Fund

2. Charitable Funds - Expenditure

During the months of June, July and August 2019, the Airedale NHS Foundation Trust Charitable Funds spent £37,586.87 including the following items of note:

- £5,365.00 re Phase 2 of the MMD Project from the Smith Legacy (Diabetes)
- £8,733.03 re Admin Fees Q1 apportioned over all funds
- £5,000.00 for Airedale NHS Theatre films and website from the Surgical Specialties Fund
- £178.80 for 6 x Claire's non collapsible Nests from the Sunbeam Fund
- £100.00 for the annual subscription for the Butterfly Scheme System B ward based evaluation from the Dementia Care Fund

3. Project Approvals

The following projects were approved in the Charitable Funds Sub Committee meeting dated 13th June 2019

- £28,000.00 for a fundraiser from the General Fund
- £47,000.00 for a band 3 care co-ordinator, part funded by the Haematology Fund and the HODU Fund

Victoria Pickles
Director of Corporate Affairs and Group Company Secretary

**AIREDALE NHS FOUNDATION TRUST CHARITABLE FUNDS SUB COMMITTEE
MINUTES OF THE MEETING HELD ON THURSDAY 12 SEPTEMBER 2019
AT 10AM IN ROOM 3, AIREDALE GENERAL HOSPITAL, SKIPTON ROAD, STEETON**

PRESENT: Andrew Dumbleton, Non-Executive Director (Chair)
Jeremy Cross, Non-Executive Director
Rob Aitchison, Chief Operating Officer
Alan Hart Thomas, Deputy Medical Director

IN ATTENDANCE: Jodie Hearnshaw, Fundraising Manager
Christine Highley, Governor
Victoria Pickles, Associate Director of Corporate Affairs (Note taker)
Mark Walsh, Assistant Director Financial Services

19/19 APOLOGIES AND WELCOME

Apologies for absence were received from David Crampsey, Deputy Medical Director;
Annie McCluskey, Head of Nursing, Integrated Care

20/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

21/19 MINUTES OF THE PREVIOUS MEETING HELD ON 13 JUNE 2019

The minutes of the meeting were approved as a correct record.

22/19 ACTIONS ARISING

14/19 Funding Request – Band 3 Care Co-ordinator [ref 14/9(iii)]

It was noted that the request had been approved in principle at the previous meeting subject to greater clarity about the role and its future. The Chief Operating Officer provided an update and confirmed that the role is to support the running and administration of the cancer team with an aim to make the post sustainable in the long term without charitable funding.

14/19 Funding Request – Profile beds [ref 14/19(iv)]

It was confirmed that the beds are within the scope of the rolling programme of bed replacement and therefore the funding is no longer required.

05/19 Funding Request – Renal [ref 05/19(ii)]

The Assistant Director of Finance explained that there was further work to do to compile the list of equipment and that this would be presented to the next meeting.

ACTION: MW

15/19 Finance report – Turnover of funds [ref 15/19(i)]

It was noted that, following the discussion at the last meeting of the Committee, the Assistant Director of Finance had worked with teams to provide a detailed list of the funds and any conditions attached to legacy funds. Further support would also be provided on identifying suitable spending plans for the funds.

23/19 FUNDING REQUESTS

i. Pocket size clinical reference books

A request was received for the production of pocket size clinical reference books for use by all nursing staff across the Trust. The Committee asked that the general fund be checked for available funds and that any options for sponsorship or external funding also be explored.

Subject to this clarification the Committee **APPROVED** the funds.

24/19 CHARITABLE FUNDS TRANSFER

The Associate Director of Corporate Affairs explained that a service had transferred from Bradford District Care NHS Foundation Trust to Airedale and therefore the associated charitable funds for the service totalling £1,014 had also transferred. The Trust's fund holder would be the Head of Therapy Services.

The Committee **APPROVED** the fund transfer.

25/19 FINANCE REPORT

(i) Airedale Charitable Funds Accounts 2018-19

The Assistant Director of Finance presented the draft, high level unaudited accounts for the Charity. It was noted that these had already been consolidated into the Trust's Annual Accounts for 2018/19 at a high level. JC highlighted that there would be an improvement in the balance between cash and investment once the renal and orthopaedic payments have been made.

Discussion took place on the investments. JC explained that there is an annual risk assessment to complete and that currently the investments are relatively low risk reflecting the need to be able to access the investment funds. It was agreed to share the previous risk assessment.

ACTION:VP

The Committee noted the movements on the accounts and the fact that despite these the overall level of funds had not dropped.

The Assistant Director of Finance explained that a final version would be circulated outside of the meeting for comment prior to approval at the November Board.

(ii) Turnover of funds

The turnover of funds report for the 12 month period ending 31 August 2019 was presented. The Trust continues to monitor slow moving funds and consider whether there are any opportunities for fund consolidation.

(iii) Fund balance

The Committee received the closing balances totalling £976,084.58 as at the end of 31 August 2019. It was noted that some building work on HODU will shortly start following approval against the capital limits that this work can be covered by charitable funds.

(iv) Fund signatory list

The Committee noted the fund signatory list.

(v) Investment and cash balance

The Committee noted the investment and cash balance position.

26/19 CASTLEFIELD UPDATES

There were no further updates from Castlefield. It was noted that the Trust was due to receive the fund manager's report and an assessment of the risk profile. The Assistant Director of Finance clarified that Castlefield has permission to buy and sell within the funds they hold within the rules and ethics set by the Charity. The Trust also receives quarterly investment statements. It was agreed to share these with the Chair.

ACTION:MW

27/19 FUNDRAISING MANAGER REPORT

The Committee received the first report from the Fundraising Manager following her appointment in August 2019. The report outlined the activity undertaken over the previous month and planned activity for the next quarter. The Associate Director of Corporate Affairs highlighted that a strategy and plan for the Charity was being developed and would be brought to the Committee for sign off. Future reporting would then be against implementation of the plan.

Discussion took place on the importance of promoting the charity and the need to thank those who have supported the charity. The Fundraising Manager highlighted the work to develop relationships with local businesses particularly ahead of the Trust's 50th Anniversary in 2020 to be able to maximise opportunities for support.

The Committee welcomed the report and the significant amount of work that had been undertaken to date.

28/19 ANY OTHER BUSINESS

There were no other items of business.

DATE OF NEXT MEETING

Thursday 12 December, 10am, Room 3, Education Centre, Airedale NHS Foundation Trust.

The meeting closed at 10:58am.

ACTION LOG as at 12 September 2019

DATE DISCUSSED	AGENDA ITEM AND ACTION	LEAD	DUE DATE	STATUS	DATE ACTIONED & CLOSED
12.09.19 25/19 (i)	Provide a copy of the risk assessment from 2018 to the Chair	VP	September	COMPLETE Copy provided.	12.09.19
12.09.19 26/19	Provide a copy of the last three month statement to the Chair	MW	September		
13 June 19 14/19 (1)	FUNDING REQUESTS Updated funding request for Band 3 Care co-ordinator to be shared with Committee members	R Aitchison	End June 19	COMPLETE Update provided to the Committee	12.09.19
14/19 (2)	To check if profile beds are included in rolling replacement programme and confirm whether any funding is required as a result	R Aitchison	End June 19	COMPLETE Update provided to the Committee	12.09.19
05 March 19 05/19	FUNDING REQUESTS List of renal equipment to be presented to June meeting	MW / RA	June 19 Sept 19 Dec 19	To be considered at meeting in December	12.12.19

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