

South Tees Hospitals 
NHS Foundation Trust

MINUTES OF THE ADDITIONAL RESOURCES COMMITTEE
Held on Tuesday, December 6, 2011
Meeting Room 1, Murray Building, JCUH

Present

Dr G Ewart	Non-executive Director
Mr I Fuller	Head of Corporate Finance
Ms D Jenkins	Trust Chairman (Chair)
Mr D Kirby	Non-executive Director
Mr H Lang	Non-executive Director
Mrs D Lowrie	Charitable Fund Manager
Mrs C Parnell	Company Secretary/Executive Assistant to CEO
Mrs G Perry	Charitable Fund Manager
Mrs P Singleton	Non-executive Director
Ms H Wallace	Non-executive Director

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Pleydell and Mrs B Thompson

2. MINUTES OF THE LAST MEETING HELD ON JUNE 30, 2011

The minutes of the last meeting held on June 30 were agreed as a true record.

3. MATTERS ARISING

Charities training

C. Parnell explained that after initial discussions with solicitors who are specialists in charity law it had been decided not to go ahead with a general training session due to the high cost. However the trust is a member of the Association of Healthcare Charities, which runs low cost training that could be accessed by trustees in the coming year.

Strategic plans

C. Parnell told the meeting that the charities team had begun to meet with divisional managers to discuss amalgamating funds in their divisions and also encouraging them to pull together annual plans for their funds.

Suspected fraud

I Fuller agreed to circulate the report into a suspected incidence of fraud.

Fund holders workshop

C. Parnell explained that work needed to be completed on providing up-to-date guidance for fund holders prior to a workshop, which the team hoped to run in February 2012.

Swartz rounds

H. Wallance told the meeting that the first event would be held on January 20 with the theme of "So does this make me a bad doctor?" Endeavour have agreed to fund the lunch for the first meeting and would support future monthly meetings, but D. Jenkins said she was still hoping to attract other supporters to help foster partnerships with the local community.

4. CHARITABLE FUNDS

4.1 Review of Charitable Fund balances as of September 30, 2011

I Fuller presented the report and asked for members views on the new format and its future development as a source of information for the committee. He added that in future the aim was to produce reports on a quarterly basis.

He highlighted that the income for the period was around £1.1m and the expenditure £1.2m, with planned future expenditure of £342,000 leaving an uncommitted balance of £7.6m. There had also been an unrealised gain of around £184,000, which in his view was a good position bearing in mind the current financial climate.

H. Wallace suggested that in future the report could include the highest value items under income and expenditure, and D. Jenkins said it would be useful to have categories of expenditure in line with Charity Commission guidance. H. Wallace added that it would also be helpful to have comparisons on income and expenditure from previous quarters, and I Fuller said there were plans to introduce this to future reports.

D. Jenkins queried why around £3m was in a current account when at a previous meeting it had been agreed to invest around £1m of this balance. I Fuller agreed to look into this but told the committee that the account was currently receiving better interest than the trust can get through investments.

D. Kirby said ideally the funds in the account should only have enough to cover expenditure but without forward plans it was difficult to predict how much should be retained in the account.

G. Ewart queried the amount held in equities and I. Fuller agreed to look into this and get further investment advice.

D. Jenkins asked if the trust's investment advisor had given any information about their approach to the current Eurozone situation and I Fuller agreed to circulate the bulletins received.

There was a discussion about the overdrawn accounts, which had been raised at a recent Audit Committee meeting. The meeting heard that the

Friends of the Friarage and MacMillan both insist on re-imbursing the funds for expenditure rather than providing the funds in advance, although arrangements are in place to guarantee the funding prior to items being ordered.

G. Perry updated the committee on two recent legacies that had been notified to the trust. One was for over £200,000 for paediatric services and the other was expected to be over £500,000 for cancer services.

Actions:

- 1. Future reports on Charitable Fund balances to include information as discussed.**

4.2 Proposal to set up a new charitable fund

I. Fuller presented a paper seeking approval for the creation of a new charitable fund to receive the proceeds from a staff payroll giving scheme.

D. Jenkins expressed concern about setting up another fund and also restricting the funds from payroll giving to just buying equipment. D. Kirby suggested that staff should have a role in choosing what the payroll funds should support.

There was an in-depth debate about how a payroll giving scheme would be received by staff, particularly in the current economic climate.

Action:

- 1. The committee decided that a new fund should not be set up and instead by raising the profile of the trust's charitable funds staff could be encouraged to support existing funds.**

4.3 Charity registration

D. Lowrie tabled a paper explaining how the South Tees Hospitals Charity was established 15 years ago with five subsidiary charities, however it is becoming increasingly difficult to separate funds over the five subsidiary charities as the objective of many of the funds overlap.

The committee was asked to consider applying to the Charities Commission to reduce the subsidiary charities to two with a geographical focus that would assist with more meaningful report of the charity finances.

D. Jenkins said that in the future the geographic focus may be equally constraining. However the committee was supportive of moving away from the five subsidiary charities and D. Jenkins suggested that guidance be sought from the Charities Commission on whether or not the trust could have just one umbrella charity with broad objectives that would cover the current subsidiary charities.

Action:

- 1. D. Lowrie to seek guidance on moving from five subsidiary charities to just one umbrella charity.**

4.4 Transfer of community service funds from North Yorkshire and York PCT

D. Lowrie updated the committee on the recent transfer that despite a trust request to have the funds in cash, has resulted in the receipt of the funds in 90% shares and 10% cash resulting in a loss of £4.380.

Action:

1. **The committee noted the transfer and loss.**

5. STRATEGIC ISSUES

5.1 Approach to the development of patrons and other supporters

D. Jenkins presented a discussion paper setting out a proposed approach to the development and engagement of patrons and other supports as a key strand in the development of a fundraising strategy.

She added that further work was needed around the suggested benefits of supporting the trust's charitable funds, and she suggested holding an annual celebration event where fund raisers could meet clinicians and managers to look back on what had been achieved during the year and forward to plans that fund raisers may want to support.

D. Kirby supported the intention of the paper in taking a more proactive approach to recognising the effort people put in to supporting the charitable funds but he suggested that an individual approach should be taken with each donor and supporter to meet their needs and expectations.

Action:

1. **The committee supported the approach set out in the paper and agreed that it should be tailored to suit individual donors.**

5.2 Staffing update

C. Parnell told the meeting that due to service changes within the Chief Executive's department she had been unable to advertise for a fundraising manager, however she hoped to be in a position to do that early in 2012.

She added that since the committee had agreed to provide administrative support to the charities team on a two day a week basis that had been implemented as part of the service changes within the department. However it had quickly become apparent that with the amount of work the charities team was dealing with administrative support two days a week was inadequate, so C Parnell asked the committee to support a full time cashier/administrator post.

D. Jenkins commented that at the last meeting the committee had also supported the pump priming of a volunteer co-ordinator post to take a strategic approach to managing volunteers. However she reported that in the meantime the trust had agreed with Teesside Hospital that their volunteer co-ordinator would work for the trust two days a week.

D. Jenkins expressed her concern that this arrangement would not achieve the strategic approach agreed by the committee, but she suggested that the committee should support the two day a week arrangement for one year while a more strategic approach to volunteering is developed.

D. Lowrie commented that the software recently bought for the charities team to manage funds also has capacity to record and support the management of volunteers.

Action:

- 1. The committee supported the creation of a full time cashier/administrator post within the charities team.**
- 2. The committee agreed to support the two day a week volunteer arrangement with Teesside Hospice for one year, while a more strategic approach to volunteering is developed.**
- 3. D. Lowrie to explore the cost of adding volunteer software to the charities team current database.**

5.2 Holistic Centre review update

C. Parnell told the meeting that following the review carried out earlier in the year work had begun on implementing the review's recommendations. Staff and volunteers have been briefed on the outcome of the review and early in January work will start on developing a new model that will in the first phase see therapists working in JCUH supporting all cancer patients, and then ultimately providing support to any patient in the hospital.

Action:

- 1. The committee agreed that a presentation on the review and the implementation of its recommendations should come to the next meeting.**

6. PARTNERSHIPS

6.1 WRVS Update

D. Jenkins explained the problems that had been encountered in getting an approved job description for this pilot post funded by the WRVS, and how recently an opportunity had arisen for someone with board experience, a national profile and part funding from the Department of Health to take up the role and tie it in with the work the trust wants to do around transforming community services. However there are some internal issues to address, which if they cannot be resolved, will result in the loss of the individual and the post going out to advert early in January 2011.

6.2 Thank You Awards

D. Jenkins told the meeting that a decision to honour supporters at this year's Thank You awards had been greatly welcomed by the recipients, and she asked for suggestions for fund raisers or supporters who could be honoured at the next event.

There was a general discussion about the recent high profile supporters of charitable funds

Action:

1. **Abbey's Love to be recognised at the Thank You Awards and the charities team to identify other candidates.**

7. RESEARCH

7.1 Eclipse update

D. Jenkins told the meeting that she had met with Alistair Burt and Sam Eldabe to pursue the idea of research fellowships. As a result of that they are to meet with the Wellcome Foundation to discuss the creation of a programme that would support one year research projects, and other funding streams have also been identified that could support this idea.

The meeting heard that Sam Eldabe is keen to set up a research nursery to support people new to research with small projects and he believes there is funding available to support this.

Action:

1. **The update was noted.**

8. ANY OTHER BUSINESS

I Fuller tabled the draft 2010-11 annual governance report for the trust's charitable fund and related charities as prepared by the Audit Commission. He explained that the report would go to the Audit Committee in January, but he highlighted that the report was again qualified even though the trust's charitable funds operate in the same way as other NHS charitable funds that are not qualified.

There was a discussion about how the trust's new auditors may view the position, and C. Parnell drew the committee's attention to appendix 3 updated action plan which referred to recommendations from previous years but did not include any recommendations for 2010 -11.

Committee members who were not due to attend the Audit Committee in January 2012, where the report will be discussed, were asked to raise any issues with I. Fuller or the charities team.

Action:

1. **The report was noted.**

9. DATE, TIME AND LOCATION OF NEXT MEETING

The next meeting scheduled for February 14, 2012 was cancelled. The next ARC meeting will therefore, take place on Wednesday, 11 April 2012 at 12.30 pm and held in Room 25, Academic Centre, The James Cook University Hospital, Marton Road, Middlesbrough.

