

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE
HELD ON TUESDAY 03 JULY 2012 AT 10AM IN THE
BOARDROOM, CUMBERLAND INFIRMARY, CARLISLE**

PRESENT: Mr M Evens, Non Executive Director (Acting Chair for this meeting)
Mr M Little, Trust Chairman
Mr E Gardiner, Deputy Director of Finance

IN ATTENDANCE: Mrs J Lynch, Office Manager (Minute taker)

CF23/12 WELCOME & APOLOGIES

In the absence of Mr Bonner, It was agreed that Mr Evens would chair the meeting. The meeting was not quorate but if any decisions were required procedures had been put in place to enable decisions to be made.

Apologies were noted from Mr P Day, Mr M Bonner, Mr A Mulvey, Mrs C Platten, Dr F Dallas and Dr J Nicoll. Ms Simpson was due to attend the meeting late but was unable to attend.

CF24/12 MINUTES OF THE LAST MEETING

With the following amendment the minutes of the last meeting were agreed to be a true and accurate record.

CF20/12, page 3, 3rd paragraph; the sentence '*Members agreed that it would be prudent to move the funds from HSBC; to keep £1,000,000 as available cash and to invest the rest of the funds in cash based investments over a range of investments that fitted in with the Trusts Charitable Funds Policy*'. to be amended as follows '*Members agreed that it would be prudent to move the funds from HSBC; to keep £1,000,000 as available cash and to invest the rest of the funds in cash based investments, in particular, fixed term deposits over a range of investments that fitted in with the Trusts Charitable Funds Policy.*'

CF25/12 MATTERS ARISING AND ACTION PLAN

There were no matters arising.

Actions are noted on the Action List

CF26/12 **CHARITABLE FUNDS ACCOUNTS**

Mr Gardiner updated members on the audit of the Charitable Funds accounts. He reported that the accounts were nearly completed and would be sent out to members before the next meeting. External Audit are yet to confirm when the audit of the accounts will take place.

The verbal update was **NOTED**.

Action: Charitable Funds accounts
1. Charitable Funds accounts to be sent to members when completed before the October Meeting.
2. Members to be informed when the audit of the Charitable Funds will accounts take place.

CF27/12 **CHARITABLE FUNDS ACCOUNTS**

Mr Gardiner reported to members that there had been no legacies since the last report and that he wished to discuss appendix a in greater detail with members. The key points were noted:

- A number of the funds had spending plans; the majority of spending plans submitted had been from clinical fund holders.
- Discussion took place regarding the large amount of funds in the Renal fund and that it was in a restricted account, as it would be more appropriate to be unrestricted. It was agreed that a discussion relating to the Renal fund should be held at the next Charitable Funds meeting and for all the paperwork relating to the legacy instructions be part of that agenda item. Mr Boxall as fundholder to be invited to the next meeting.
- 14 funds had over £50k in them and Mr Gardiner was focusing on those funds in respect of receiving spending plans.
- Mr Evens questioned Fund BRE020 which had no spending plans as the equivalent fund at WCH had spending plans. Mr Gardiner reported that funds were being used to purchase equipment to enhance the service provision. Mr Gardiner further reported that he would be meeting with the fund holder for BRE020 to discuss their spending plans.
- Fund UCE002; Mr Evens questioned the lack of spending plans in relation to this fund. Mr Gardiner informed members that the fundholder for this fund had changed, although not reflected in the report. and work was on going in relation to the spending plans for this fund.
- Members noted that a number of funds in the report had titles that did not relate to any specific area/department. Mr Gardiner reported that he had met with Mrs Platton and had gone through all the funds where she was named as fundholder and had been given relevant information for each fund, but he did not have the information with him. Mr Evens thought it would be prudent to move funds, where appropriate, at Whitehaven to help in two ways; firstly to help enhance those wards/areas that were not part of the redevelopment

/refurbishment and secondly to help enhance the wards/areas that were part of the redevelopment/refurbishment.

- Members discussed the issue of dormant funds, whereby money had not been deposited and/or removed for a number of years. Mr Gardiner agreed to produce a paper looking at the funds on both sites for the next meeting.
- Discussion was held regarding the small number of funds that it was felt not appropriate to our Trust to hold as the services had been moved out with the Trust. It was noted that the Cumbria Partnership did not hold any Charitable Fund accounts. Mr Gardiner agreed to look into these accounts in further detail with the possibility of moving these funds into one fund but no formal decision was agreed on what to do with these funds.
- Mr Little expressed his concern of how new units within the Trust could be supported with access to Charitable Funds and named the PCI Unit as an example, as it had been in the local newspaper regarding fundraising. Members noted that there was a Cardiology fund with no spending plans and there was also the general Charitable Fund account. Mr Gardiner agreed to speak to Dr Roger Moore and inform him of these funds.
- Mr Evens queried that it would be interesting to discuss with Northumbria Healthcare Foundation NHS Trust how they ran their Charitable Fund Accounts and reported to members information that he had received from the Charities Commission website.
- Mr Little asked for clarification of the Breast Screening fund as Newcastle NHS Trust was currently running the service for our Trust. Mr Gardiner reported that although Newcastle were running the service with Consultant input, our staff and premises were being used and we charged Newcastle for that use. In relation to the Breast Screening fund at Whitehaven Mr Evens requested more information as to the spending plans for that fund. Mr Gardiner agreed to inform members of the details of the spending plan.

ACTION: Charitable Funds Report

1. The Renal legacy to be discussed as an agenda item at the October meeting, with all the pertinent paperwork relating to the legacy.
2. Mr Boxall to be invited to the next Charitable Funds meeting.
3. Mr Gardiner to present a paper at the next Charitable Funds meeting showing the funds that were dormant, in that they had not had money deposited and/or removed for a number of years.
4. Mr Gardiner to discuss with Dr Roger Moore the use of Charitable Funds and the various funds available.
5. Mr Gardiner to inform members of the details of the spending plans for WCH136 Fund.

CF28/12 ANY OTHER BUSINESS

There was no other business to note. Mr Little gave his apologies for the meeting in October.

CF29/12

DATE AND TIME OF NEXT MEETING

Tuesday 23 October 2012 at 10am in the Boardroom, Cumberland Infirmary, Carlisle

CHARITABLE FUNDS ACTION LIST JULY 2012

DATE OF MEETING: 23/10/2012

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress	Governance coding
JULY 2010					
CF16/10	<p>Assessment of Governance Arrangement Action Plan:</p> <p>B. Mr Mulvey to speak to Mrs Platton in relation to transferring the fund holder name from Chris Platton to another person in relation to many of the funds and</p> <p>c. The Charitable Funds Governance Action Plan to be brought back to the committee before the acquisition process was finalised</p>	<p>Eric Gardiner</p> <p>Alistair Mulvey</p>	<p>May 2012/ Revised date July 2012</p> <p>August 2012. Revised date October 2012</p>	<p>Complete</p> <p>Agenda item October meeting</p>	
January 2012					
CF10/12	<p>Fund Balances</p> <p>a. Mr Mulvey to arrange for information to be sent out to staff in the next couple of weeks regarding using Charitable Funds</p>	Alistair Mulvey	May 2012	Information had been sent out to staff. Complete	
May 2012					
CF19/12	<p>Fund Balances</p> <p>1. Mr Gardiner to report back to Charitable Fund members on the meetings and discussions held with fundholders</p>	Eric Gardiner	July 2012	Complete	

	<p>relating to spending plans</p> <p>2. The spending of funds at the West Cumberland Hospital to be encouraged.</p> <p>3. Mr Gardiner to write to each ward/department engaging them to spend £1k of Charitable Funds money, and for them to send their ideas for use of this money to Mr Gardiner. Mr Gardiner to report back to the committee.</p> <p>4. Mr Gardiner to look into the funds that may require merging or transferring due to the extinction of the original fund use or the ward/ department/service that the funds were to be used for.</p> <p>5. Mr Gardiner to bring a list to the next meeting showing what the £1k donations had been spent on</p>	<p>Eric Gardiner</p> <p>Eric Gardiner</p> <p>Eric Gardiner</p> <p>Eric Gardiner</p>	<p>July 2012</p> <p>July 2012</p> <p>July 2012</p> <p>October 2012</p>	<p>Complete</p> <p>Complete– New action in action list</p>	
CF20/12	<p>Investment Approach:</p> <p>1. Mr Mulvey/ Mr Gardiner to move the Charitable Funds from HSBC, and for the funds to be invested in a range of cash based investments, with £1m to be kept as cash.</p> <p>2. Mr Bonner to report the decision of the Charitable Funds Committee to move the funds to Trust Board as overall trustee's of Charitable Funds</p>	<p>Eric Gardiner/ Alistair Mulvey</p> <p>Michael Bonner</p>	<p>July 2012</p> <p>July 2012</p>	<p>Ongoing – Mr Gardiner to facilitate the move of funds during week 3 July 2012</p> <p>Verbal Update to be given</p>	
JULY 2012					
CF26/12	<p>Charitable Funds accounts</p> <p>1. Charitable Funds accounts to be sent to members before the October Meeting.</p> <p>2. Members to be informed when the audit of the Charitable Funds accounts took place</p>	<p>Eric Gardiner</p> <p>Eric Gardiner</p>	<p>October 2012</p> <p>October 2012</p>		
CF27/12	<p>Charitable Funds Report</p> <p>1. The Renal legacy to be discussed as an agenda item at the October meeting, with all the pertinent paperwork relating to the legacy.</p> <p>2. Mr Boxall to be invited to the next Charitable Funds meeting.</p>	<p>Jean Lynch</p> <p>Eric Gardiner</p>	<p>October 2012</p> <p>October 2012</p>		

3. Mr Gardiner to present a paper at the next Charitable Funds meeting showing the funds that were dormant, in that they had not had money deposited and/or removed for a number of years.
4. Mr Gardiner to discuss with Dr Roger Moore the use of Charitable Funds and the various funds available.
5. Mr Gardiner to inform members of the details of the spending plans for WCH136 Fund.

Eric Gardiner

October 2012

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October 2012

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October 2012