

## Board of Directors Meeting in Public - Cover Sheet

|  |  |  |   |  |
|--|--|--|---|--|
| <b>Subject:</b>  | Charitable Funds Committee Annual Report   | <b>Date:</b> 20 <sup>th</sup> April 2021 |   |  |
| <b>Prepared By:</b>  | Shirley Higginbotham, Director of Corporate Affairs  |  |   |  |
| <b>Approved By:</b>  | Shirley Higginbotham, Director of Corporate Affairs  |  |   |  |
| <b>Presented By:</b>   | Shirley Higginbotham, Director of Corporate Affairs  |  |   |  |
| <b>Purpose</b>   |  |  |   |  |
| To provide assurances the Charitable Funds Committee is performing its responsibilities as set out within its Terms of Reference.  |  |  | <b>Approval</b>                           |  |
|  |  |  | <b>Assurance</b>                          | ✓  |
|  |  |  | <b>Update</b>                             |  |
|  |  |  | <b>Consider</b>                           |  |
| <b>Strategic Objectives</b>  |  |  |   |  |
| <b>To provide outstanding care to our patients</b>   | <b>To support each other to do a great job</b>   | <b>To inspire excellence</b>             | <b>To get the most from our resources</b> | <b>To play a leading role in transforming health and care services</b> |
| ✓  | ✓  | ✓  | ✓   | ✓  |
| <b>Overall Level of Assurance</b>  |  |  |   |  |
|  | <b>Significant</b>   | <b>Sufficient</b>                        | <b>Limited</b>                            | <b>None</b>  |
|  | ✓  |  |   |  |
| <b>Risks/Issues</b>  |  |  |   |  |
| <b>Financial</b>   |  |  |   |  |
| <b>Patient Impact</b>  |  |  |   |  |
| <b>Staff Impact</b>  |  |  |   |  |
| <b>Services</b>  |  |  |   |  |
| <b>Reputational</b>  | The Annual Report is an element of overall Trust governance arrangements. Failure to apply agreed governance arrangements could result in significant reputational consequences. |  |   |  |
| <b>Committees/groups where this item has been presented before</b>   |  |  |   |  |
| N/A  |  |  |   |  |
| <b>Executive Summary</b>   |  |  |   |  |
| This report provides a summary of Charitable Funds activities and assurance that the Charitable Funds Committee has carried out its obligations in accordance with its terms of reference and work programme for the 2020 calendar year. It provides assurances and synopsis on activity undertaken throughout the year. |  |  |   |  |

## Annual Report from the Charitable Funds Committee 2020

### 1. Summary

This report provides an overview of charitable fund activities undertaken throughout the Trust and a summary of the work undertaken within the charitable fund Committee activities from January to December 2020, for assurance the Committee has carried out its obligations in accordance with its Terms of Reference and work programme for 2020.

The time period is aligned to the annual governance timetable to enable consideration by the Audit & Assurance Committee and the Board of Directors, and to support the Annual Governance Statement.

### 2. Background

The Charitable Funds Committee meets quarterly and reports to the Board of Directors as Corporate Trustee. Its Terms of Reference establish the following purposes:

- (i) foster an open, anticipatory, adaptive and proactive risk-aware culture in which people are actively engaged
- (ii) ensure risk is kept under prudent control on behalf of the Board and in accordance with the Board's risk appetite - maintaining an effective control system and minimising over-exposure to harm
- (iii) horizon scanning, challenging and keeping material risk under review at all times
- (iv) improving organisational resilience

The Committee's membership is set out below:

- Non Executive Director/Senior Independent Director (Chair)
- Non Executive Director (Vice Chair)
- Non Executive Director
- Chief Financial Officer
- Director of Corporate Affairs
- Head of Strategic Planning
- Head of Financial Services
- Community Involvement Manager
- Head of Communications
- Assistant Chief Operating Officer

In routine attendance:

- Governor Observers

Other Directors and Managers have attended meetings in accordance with the Charitable Fund Committee requirements.

### 3. Meetings

The Committee meets quarterly and 3 meetings were held during the period covered by this report. The meeting scheduled for April 2020 was cancelled due to the pandemic restrictions.

Attendance of core members (or a nominated deputy) at meetings during the period covered by this report is detailed below:

|                                   |     |
|-----------------------------------|-----|
| Non-Executive Director/SID        | 3/3 |
| Non-Executive Director x 2        | 3/3 |
| Director of Corporate Affairs     | 3/3 |
| Chief Finance Officer             | 1/3 |
| Deputy Chief Finance Officer      | 2/3 |
| Head of Strategic Planning        | 1/2 |
| Head of Financial Services        | 2/3 |
| Community Involvement Manager     | 3/3 |
| Head of Communications            | 2/3 |
| Assistant Chief Operating Officer | 1/1 |
| DGM – Medicine                    | 1/1 |

Attendance of officers in routine attendance

|                   |     |
|-------------------|-----|
| Governor observer | 3/3 |
| Governor observer | 1/1 |

The committee is supported by a Charitable Funds Operational group which meets in between the meetings of the formal charitable funds committee, to address actions raised in the committee and report progress at the next meeting of the committee.

The work of the committee is extensively supported by our volunteers, who raise funds through the Café and fund raising stands. Our volunteers also support the Community Involvement Team in engaging with our patients, carers, public and staff.

### 4. Work Programme

The Committee has received regular reports throughout the year in accordance with its approved Terms of Reference

### 5. Project Updates

The committee approves through delegation from the Corporate Trustee the funding of specific charitable projects throughout the year, the following are the key projects supported by the charity in the period

#### Gamma Scanner

The appeal was closed early in 2020 as the £485,000 target had been achieved. The corporate trustee approved the procurement of a Gamma Scanner

### **Newark One Stop Breast Service**

The total funds raised for this project have not yet been fully utilised due to a change with regard to the location, staffing issues and delays caused by the pandemic.

### **Dragons Den**

This annual event funded and supported by the volunteers has been extremely successful at Kings Mill Hospital; the committee has received regular reports once the projects have been implemented to demonstrate the benefits to staff and patients. It has been agreed this initiative will now be rolled out at Newark Hospital.

### **Ward 12 Dementia Care Appeal**

This project enhanced the End of Life Care room on the ward and refurbished the relative's room. New furnishings and art work were purchased for the ward entrance.

### **KMH Ward Entrances**

Eight ward entrances at KMH have been upgraded with new furnishings and artwork

### **Newark Audio Visual Conferencing System**

The committee identified funds in a dormant Newark Hospital fund to utilise for the upgrade of audio visual conferencing for the Newark Hospital meeting room.

### **Newark Hospital – Sconce Ward Dementia Project**

The committee received a detailed project evaluation which identified the benefits of this project and highlighted the positive feed back from patients, visitors and staff, of particular note were the improved dining facilities which enable more patients to be out of bed. It was noted the PLACE audit had significantly improved as a result of the project. Further developments were a Dementia Café and Dementia Friends training for volunteers.

### **NHS Charities Together**

The Community Involvement team had been very successful in bidding for monies from the NHS charities together fund. There were strict criteria regarding how the funds were to be spent, all projects identified were considered against these criteria before funding was approved.

### **Matters referred to the Corporate Trustee**

The Charitable Funds Committee reports after each meeting to the Board of Directors, as Corporate Trustee of the Charity. The Corporate Trustee met specifically to approve the following items:

Procurement of the Gamma Scanner  
Non-Consolidation of Charitable Funds into the Trusts annual account based on materiality  
Annual review of the Governance process for the charity  
The Annual Report and Accounts 2019/2020

The trustee also received an investment policy briefing regarding the investment process for charitable funds.

## **Conclusion**

The Committee self-assessments of effectiveness, the robust work programme of funding of projects and appeals provides assurance that the Committee continues to be effective in discharging its responsibilities with regard to the oversight of Charitable Fund management arrangements within the Trust.