

## **Annual Report from the Charitable Funds Committee - January to December 2023**

### **1. Summary**

This report provides an overview of charitable funds activities undertaken throughout the Trust between January and December 2023. For assurance, the committee has carried out its obligations in accordance with its Terms of Reference and work programme.

The Charitable Fund Committee manages the charitable funds under delegated authority. Under a scheme of delegated authority approved by the corporate trustee (Board of Directors), the Chief Financial Officer of the NHS Foundation Trust has responsibility for the management of the charitable fund, and the Head of Financial Services is the principal officer overseeing the day-to-day financial management and accounting for the charitable funds during the year.

The key aim is to serve the NHS patients of Sherwood Forest Hospitals NHS Foundation Trust by ensuring all grants made are in line with the Charity Commission guidance on Public Benefit. This aim is put into practice by:

- Enhancing the care our partner hospital can offer through new equipment and building improvements to deliver better facilities.
- Investment in people and in creating a caring environment for the patients receiving care, their families, and visitors.
- Provide direct support to patients by way of information, networking support, better facilities, and occasional grants.

### **2. Background**

The Charitable Funds Committee meets quarterly and reports to the Board of Directors as the Corporate Trustee. Its Terms of Reference establish that its role is to provide the stewardship and effective management of funds which have been donated and bequeathed to the Sherwood Forest Hospitals Charitable Fund for charitable purposes.

The Committee's membership is set out below:

- Three Non-Executive Directors, one of whom is nominated as Chair and one as Vice Chair. The Chair of the Committee is appointed by the Board of Directors, acting as Corporate Trustee.

In routine attendance:

- Chief Financial Officer
- Director of Corporate affairs
- Director of People
- Director of Nursing
- Head of Financial Services
- Head of Communications
- Community Involvement Manager
- Governor observers

The committee determines operational attendees as required to fulfil its work programme.

### **3. Work Programme**

The Committee reviews reports throughout the year in accordance with its approved Terms of Reference. These include project/fundraising updates and evaluations, risk register, financial summaries, investment updates and undertakes an annual health check/self-assessment.

#### 4. Meetings

The Committee meets quarterly, and four meetings were held during the period covered by this report. All meetings were quorate.

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

Name	Actual	Possible
Andrew Rose-Britton, Non-Executive Director (Chair from September 2023)*	1	1
Steve Banks, Non-Executive Director (Chair until September 2023)*	3	4
Barbara Brady, Non-Executive Director	4	4
Rich Mills Chief Financial Officer	2	4
Jen Leah, Deputy Chief Financial Officer	3	4
Sally Brook Shanahan, Director of Corporate Affairs (from May 2023)	2	2
Shirley Higginbotham, Director of Corporate Affairs (left May 2023)	2	2
Rob Simcox, Director of People (from September 2023)*	0	1
Deborah Kearsley, Deputy Director of People	1	1
Shantell Miles, Director of Nursing	0	2
Rich Brown, Head of Communications	3	4
Michael Powell, Head of Financial Services	4	4
Jo Thornley, Community Involvement Manager (from June 2023)	2	2
Tracey Brassington, Community Involvement Manager (left June 2023)	2	2
Liz Barrett, Governor observer	4	4
Ann Mackie, Governor observer	0	4

***\* A review of roles and responsibilities of Non-Executive Directors was undertaken by the Board of Directors in September 2023, this led to a new Chair and Non-Executive Director Member being identified for each sub-committee. The Director of People was also appointed to the Committee.***

***The appointment of a new Vice Chair was scheduled for approval at the January 2024 committee meeting. The above reflects the changes in roles and responsibilities.***

The committee is supported by a Charitable Funds Operational Group which meets quarterly prior to meetings of the formal Charitable Funds Committee to address actions raised in the committee.

The work of the committee is supported by the Community Involvement Department who provide the first point of contact for donors, fundraisers and staff. Our hospital volunteers also provide support for the charity raising funds through the Café profits and daily fundraising stalls.

#### 5. Committee effectiveness review

The committee carried out an effectiveness review which was reported in April 2023. It is based on the National Audit Office (NAO) self-assessment checklist for audit committees and is divided into 5 sections:

- Roles and responsibilities
- Membership and independence
- Skills and experience
- Scope of work
- Communication

The self-assessment tool reviews governance arrangements, checks appropriate systems are in place and identifies areas for improvement. Evidence to support the assessment was reported with no actions required. This has been incorporated into the work plan for future meetings.

## 6. Project Updates

The committee approves through delegation from the Corporate Trustee the funding of various charitable projects throughout the year.

### Legacies

Legacy funding has supported improvement projects to the value of £122K. These include recliner chairs to support overnight stays in maternity (£23K), an ultrasound machine for SDEC (£43K), an Arctic Sun temperature management device for ICCU (£15K), Treatment Chairs for the Welcome Treatment Centre (£28K) and touch screen activity tables for the Stroke Ward (£13K).

### NHS Charities Together

We are one of 230 NHS charities who are members of NHS Charities Together. This membership gives the charity the opportunity to apply for a number of grants but also the opportunity to seek guidance and support from member forums and network with charity colleagues both at national events and at East Midlands Group meetings.

The Community Involvement Team were successful with two grant applications to NHS Charities Together and received:

- £23K for charity development (capacity building and supporting a more robust charity)
- £43K stage 3 Covid recovery (to support wellbeing through arts programmes and breakout space) with the opportunity to bid for a further £78K in March 2024. Funding will be utilised for OPUS Healthcare Musicians (visits to paediatrics and Health Care of the Elderly) and additional indoor and outdoor seating in the King's Treatment Centre and Doctors' Mess.

All projects identified were considered against strict criteria set by NHS CT before funding was approved and will require a detailed evaluation in 2024. The charity has an appointed Grants Officer who is in regular contact with the Community Involvement Manager and arranges regular visits to review progress.

### Dementia Fund

The charity did not have an agreed fundraising appeal in 2023. Supporters who wanted to donate to a specific appeal were given the option to fundraise for the dementia fund. Monies raised at events including volunteer raffles, school carols programme and the Christmas Jumper Day were donated to this fund to purchase activity resources for inpatient areas.

### End of Life Service Enhancement Appeal

Charitable Funds Committee approval was given in July 2020 to fund 16 enhanced (EOL rooms) at King's Mill from an appeal fund and a legacy fund to the value of £128K. Delays were encountered due to the pandemic and backlog of estates works. The project is requiring input from decision makers to ensure taken to conclusion in 2024. Discussions are taking place around project scope and revised proposal will be taken to committee for approval by July 2024.

## 7. Approvals

In accordance with this, the Committee has considered and approved the following:

- SDEC point of care ultrasound £43K
- Ultrasound scanner for Ward 22 £24K
- Recliner chairs for maternity overnight stays £23K
- Treatment chairs for Welcome Treatment Centre £51K

The Committee also reviewed and approved the following business items:

- Non-consolidation of Charitable Funds
- Committee annual report
- Terms of Reference
- Annual work plan
- Investment policy
- External fundraising on hospital estate policy
- Privacy policy

## **8. Matters for escalation / referred to the Corporate Trustee**

The Charitable Funds Committee Chair provides a highlight report to the Board of Directors. This provides items for escalation, areas of positive assurance, work commissioned, and decisions made.

The Corporate Trustee met specifically to approve the following items:

- Non-Consolidation of Charitable Funds into the Trusts annual account based on materiality
- Annual Report and Accounts 2022/23

## **9. Conclusion**

The Committee self-assessments of compliance with Terms of Reference, the review of effectiveness, the robust work programme and escalations to the Board of Directors/Corporate Trustee provide assurance that the Committee continues to be effective in discharging its responsibilities.

There have been several changes to the committee with a review of Non-Executive roles and responsibilities being undertaken by the Board of Directors in September 2023. This led to a new Chair, Andrew Rose-Britton being appointed to the committee. Thank you to his predecessor, Steve Banks for his valuable contribution.

In addition, May 2023 saw the appointment of a new Director of Corporate Affairs, Sally Brook Shanahan, following the retirement of Shirley Higginbotham. Jo Thornley joined us Community Involvement Manager in June 2023 following the retirement of Tracey Brassington. Grateful thanks were extended to Shirley and Tracey by the committee for their dedication and support.