

**Minutes of the Charitable Funds Committee
Monday 13th March 2017, 2.00pm– 4.30pm
Room 4, Cobalt Conference Centre**

Present:

Alison Marshall	Chair
Michael Blackburn	Head of Finance
Brenda Longstaff	Head of Charity, Volunteering, Arts & International

In attendance:

Allan Hepple	Non- Exec Director
Lynn McCormack	Volunteer and Charity Development Officer
Katie Dawson	Charity Support Officer
Heather Carr	Public Governor
Peter Blair	Public Governor
Ian McKee	Public Governor
Geoff Mann	Public Governor
Eunice Weatherhead	Public Governor
Gill Close	Public Governor
Anne Ward	Volunteer

The Chair confirmed that the meeting was quorate.

CF164/03/17 Apologies for absence and declarations of interest**Apologies - None**

Declaration of interest: Alison Marshall – Chair – declaration of interest – North Northumberland Hospice Care

CF165/03/17 Approve minutes of meeting held on 12/12/2016

It was:

Resolved that:

- **The minutes of the meeting held on 12/12/2016 are approved as an accurate record**

CF166/03/17 Matters arising including action sheet

It was noted that all action points had been progressed.

CF167/03/17 Confirmations of Chairman's Actions

There were no Chairman's actions reported.

CF168/03/17 – Finance Report – Michael Blackburn, Head of Finance

Charitable expenditure has slightly exceeded income and the increase in funds is principally due to the profits from the shops and increased investment valuations.

Excluding HVS and Development Group Funds, there are a total of 141 delegated funds. The total value of these delegated funds is £1,774K of this amount £1,093K (61% of £1,774K) is concentrated in just 23 funds with a balance of more than £15K. This concentration of the Charity's reserves in a relatively small number of funds is in line with a historical level of 60-65%.

It was noted that the Central Admin Fund is overdrawn. It was agreed to withdraw £50, 000 from the COIF investment to bring the fund back into balance.

It was also noted that the policies of the Charity will require review by the Charitable Funds Committee during the coming year.

Less spending on equipment and more spending on environment is required to bring expenditure in line with medium to long term strategic targets.

Discussions continue with managers of research funds to encourage expenditure in the area of research.

The Charity has £2million in cash deposits available for investment. Approval has been received for the charity to invest this money into the Trust in the form of a loan at commercial interest rates. This will generate approximately £50K for the charity in annual interest and assist the Trust with its capital investment program. The Director of Finance has asked for this investment to be deferred into the new financial year.

Meetings of the Charity Development Groups for Wansbeck and NSECH are to be deferred until later in the year to allow time for funds to accrue.

Resolved that:

- Michel Blackburn to invite lead fund holders to the next meeting of the CFC to discuss what their intention/plans are for their funds. If plans are not in place the committee will agree an action plan for appropriate use of the funds. Some funds may be directed to patient-centred research.
- Michael Blackburn to arrange the transfer of £50,000 from COIF Investment to the Central Admin Fund
- Policies to be submitted during the coming year for approval by the committee
- Investment Loan to the Trust to be deferred into the 2017-18 financial year

CF169/03/17 – Staff Lottery Grant Allocation Group - Brenda Longstaff, Head of Charity, Volunteering, Arts & International

The Staff Lottery Grant Allocation Group will be responsible for dispensing funds generated by the staff lottery. This will be undertaken by way of the well-established governance arrangements set up for Charity Development Groups. The staff lottery Grant Allocation Group may be attended by any member of staff who has submitted a bid for consideration. The group will be chaired by a Non-Executive Director who will represent the interests of the corporate trustees or in their absence another Non-Executive Director, or the Head of Charity, Volunteering, Arts and International may be delegated authority to deputise on their behalf. The Chairman of the Staff Lottery Grant Allocation Grant shall be nominated by the Charitable Funds Committee. Meetings shall be called when the Chairman of the group deems it appropriate and when sufficient funds are available to the group for allocation. The Charity Support Officer or their nominee shall act as secretary to the Staff Lottery Grant Allocation Group.

Resolved that:

- The chairman of the Staff Lottery Grant Allocation Group shall be chair of the Charitable Funds Committee

CF170/03/17 – Strategic report – Brenda Longstaff, Head of Charity, Volunteering, Arts & International

Strategic development

Staff Lottery – The staff lottery was officially launched on 1st March 2017. Within the first three days more than 700 tickets had been purchased. The first draw for the lottery is expected to take place on 2nd May 2017. Profits raised from the lottery will be administered through the same mechanisms as the Charity Development Groups. It has been agreed that 20% of the funds raised will be allocated to the Bright Charity to administer. 15% of which will be used to support community healthcare initiative and 5% will be used to support staff health and wellbeing. A Staff Lottery Grant Allocation Group has been formed to manage funding raised from the staff lottery. The lottery is open to all employees of Northumbria Healthcare NHS Foundation who are in receipt of a salary which means that volunteers are not eligible to purchase tickets.

Legia Care Update – The Chief Executive of Legia Care presented at Senior Nurses Away Day in January 2017 to provide a Master class to staff about legal issues that commonly affect patients at the end of life. The Master class was very well received and the Trust is hoping to organise additional master classes for other service areas and staff groups. Legia Care has started a pilot drop in service within the Oncology Day Unit at North Tyneside General Hospital. This service can also be accessed by ‘non cancer’ patients who are affected by life threatening/life limiting illness. The pilot is to run for three months and will be evaluated to understand how many patients were able to access the service and gather feedback from

patients about its effectiveness. The charity continue to provide high quality services to our patients and their families providing free legal help on issues such as childcare and relationship matters, debt, housing and mortgage issues, employment, lasting powers of attorney and probate/wills. The committee was asked to support the charity with funding of £20,000 for 2017-18.

Help force – The Trust has been invited to join a new network to promote the growth of volunteering across our communities. NHS Innovations is working with Sir Thomas Hallett-Hughes, Chairman of Chelsea and Westminster NHS Foundation Trust to promote the sharing of good practice in relation to volunteering and encourage more organisations to link up to support the local community. At present Northumbria is one of 12 Trusts across the UK that has been selected to be part of this ground breaking initiative. A number of meetings are being held across the UK to collect evidence of best practice. The initiative is expected to have a high profile launch in June 2017.

Development of Arts policy – The Charity manages a highly successful healing arts programme that has won a number of awards. The programme has been developed over many years and has reached a point whereby it is necessary to gather guidance and advice in the form of a policy for all staff to adhere to. In recent months there have been a number of issues raised to the charity team that may be addressed through the implementation of policy. The Trust has been fortunate in obtaining many items of art on loan from both professional and amateur artists. Due to the size of the Trust's estate it is very difficult to adequately manage current art stock and on a number of occasions the charity team has been informed that art no longer required by a ward or department has been disposed of. This can cause significant reputational damage for the charity if/when compensation has to be paid to the artist. The charity team is also frequently challenged by members of staff who do not wish to accept advice and guidance regarding the use of charitable funds for refurbishments

Fundraising Regulator – The Fundraising Regulator is the independent regulator of charitable fundraising. The regulatory body was established in June 2016 following the Etherington Review of fundraising self-regulation (2015) to strengthen the system of charity regulation and restore public trust in fundraising. The Regulator has powers to investigate complaints and take action against those who do not adhere to the Fundraising Code of Practice. The Information Commissioner's Office is now focusing its attention on ensuring compliance within the charity and fundraising sector. The Regulator is due to publish a document on consent which contains a toolkit to ensure that charities have mechanisms in place to store evidence about how they contact donors. Charities must ensure that their systems meet the new requirements by May 2018. A Fundraising Preference Service is to be launched during the summer of 2017. This will enable members of the public to opt-out of contact with charities.

Visitor from London Royal Free Charity – The charity received a visit from Chris Burghes, CEO of the London Royal Free Charity on 6th February 2017. Chris is working on a project looking at young person's volunteering in NHS hospitals. He was particularly interested in how Northumbria engages with young volunteers.

Kate Lampard Report – Trust Response – In the wake of the Jimmy Savile scandal the government commissioned the Lampard Report. NHS England was tasked with the responsibility to ensure that all NHS Trusts are compliant with the report's recommendations. NHS England issued a request to all NHS Trusts in January 2017 to provide assurance that their volunteers had been advised of the requirement to regularly update their DBS status. A letter was issued to the trust's volunteers in February 2017. This will be followed up to ensure that the Trust's compliance on this issue is recorded.

Large Funding requests to the Trust Charity- Over the recent months a number of large bids (in excess of £20K) have been submitted to site Charity Development Groups to obtain funding in support of a variety of initiatives. As cost improvements are being undertaken across the trust, departments are looking for alternative methods of funding and approaching the charity. Current practice dictates that all bids in excess of £20K must be accompanied by a business case and be approved by the business unit. Bids that are too large to be considered by the CDGs are referred to the Charitable Funds Committee. It was noted that Trustwide Operational Board would provide guidance regarding large bids so that the Charitable Funds Committee can be assured that requests are broadly in keeping with the trusts development plan.

Advertising on Trust Television Screens – The trust is currently exploring the possibility of generating income from suppliers who wish to advertise on trust television screens. Many large national charities may seek this opportunity to reach a large audience and concerns were discussed at the meeting that this practice would undermine the Bright Charity or present a conflict of interest.

Resolved that:

- The committee did not support the practice to allow external charities to advertise within the trust as it is regarded as a conflict of interest.

Management of cash donations to the charity – Concerns have been raised regarding the manner in which wards are managing cash donations. There is a process in place to receipt donations through site cashiers. The receipt provides a formal record for audit purposes and also enables the charity, whenever possible to claim Gift Aid. Many wards require cash floats in order to purchase small items such as birthday cards for patients. However large sums of cash should not be held on the ward. A letter to fund-holders will be sent out to ensure that they are following correct financial processes for cash donations.

Marie Curie Charity - A complaint was received by the charity from a relative of an elderly gentleman who had been approached by fundraisers from Marie Curie at Wansbeck General Hospital. The charity was subsequently asked to remove the gentleman's details from the Marie Curie database. Despite repeated requests to the charity to resolve this issue no formal response had been received. The Head of Service recommended reporting the incident to the Fundraising Regulator.

Charity Projects

Ward 5 North Tyneside General Hospital –Funding has been granted by the North Tyneside Charity Development Group to develop the ward day room with the aim of making it more welcoming and user-friendly for their patients.

MHSOP Garden – Following the opening of the New Mental Health Services for Older People wards at North Tyneside General Hospital, funding was granted through the North Tyneside Charity Development Group to develop the outdoor garden space. Garden designer Sean Murray is finalising designs.

Oasis Room– The Oasis room at Wansbeck hospital provides a peaceful space for the relatives of patients nearing the end of life to take time out from the ward environment. The patio garden is currently being re-developed to provide a tranquil space for families to use.

Newcastle Eagles – Dental health awareness is the subject of this year’s collaborative project with the Newcastle Eagles and the Hoops4Health programme. The basketball players have visited more than 150 schools taking this important health message to children at primary school.

Healing Arts

University of St John photographs on display in the mortuary at the Northumbria Hospital – Students from the BA Hons Photography course at York St John University have produced special artwork for the mortuary area of the Northumbria Hospital.

Northumberland Carer’s exhibition –The Northumbria Hospital - Plans are underway to hold a new exhibition by a group of carers based in South East Northumberland at the Northumbria Hospital.

Organ memorial artwork for the Northumbria Hospital – The Trust Organ Donation Committee has approached the charity to assist with the commissioning of an artwork to thank the families of those who donated their organs so that others may live.

New Astley Art Group exhibition for Blyth Hospital – Plans are in place for a new exhibition by Astley art group at Blyth Community hospital.

Tynemouth Photography Group exhibition at North Tyneside Hospital – A new exhibition by the Tynemouth photography Group will be going on display later this month at North Tyneside hospital in the corridor that leads towards the Diabetic Resource Centre and new MHSOP wards.

Tyne met College exhibition, North Tyneside hospital – Plans are underway for a new exhibition at North Tyneside Hospital by students studying fine art foundation degree at Queen Alexandra Sixth Form College,(party of Tyne Met)

New exhibition for Hexham Hospital – An Art Exhibition at Hexham, featuring the work of Susan Hawker has been taken down and returned to the artist. A new exhibition

showcasing the work of Linda Marriott will be going up in its place outside the HVS shop. in early March. It was noted that the charity have an agreement with the estates department that small exhibitions are installed free of charge in return for artwork provided by the charity. This arrangement has worked well across the majority of sites for many years. However, there are some difficulties with this arrangement at Hexham Hospital with the charity being billed considerable amounts for each job. As the costs are proving to be increasing prohibitive, the arts team are considering limiting the arts programme at Hexham until the matter can be resolved.

Artwork for MHSOP – The Charity is continuing to work with staff from Mental Health Services for Older People (MHSOP) to provide accessible dementia friendly artwork for new wards.

Art workshops for Palliative Care at North Tyneside Hospital - A 12 week's pilot programme of art sessions within the palliative care unit at North Tyneside Hospital is underway and currently being evaluated. The project was funded by the North Tyneside Charity Development Group and has been receiving much positive feedback from staff. It is hoped that the project will continue beyond the pilot with funding from the unit

Photographs for new Oncology day unit, Wansbeck General Hospital – The Charity are working with staff from the oncology day unit at Wansbeck hospital to select appropriate images for the new ward. Photographs are to be donated by the husband of a former patient and the couple have raised significant funds for the printing and framing of the images

Music Performances – programme of dementia friendly music performances to be arranged across various sites.

Blyth – Astley Art Group Exhibition, Images for waiting areas, photography exhibition

Hexham – Images for bereavement room, Artwork for HVS café area – installation early March

NSECH – York St John Photography exhibition, Mortuary, Northumberland Carers exhibition, Organ Donor Tree, Artwork for ward quiet room, Cramlington School Exhibition, Northern Butterflies disability Art Group exhibition, Artwork for Chapel, Artwork for Maternity, Ward 16/post natal artwork to appeal to adults, Ambulatory Care, RATU waiting room, Wildlife photography exhibition.

North Tyneside General Hospital, PCU pilot artist sessions, and MHSOP wards: ward 19, Ward 20 and 21, Tynemouth photography group exhibition, Alexandra College/Tyne met exhibition, Artwork for Trust Management corridor, Tyne and Wear Museum project

CAHMS, North Tyneside, New artwork to appeal to young people

Wansbeck, Photographs for new oncology ward, Oasis garden, Artwork for café Central

Haltwhistle, Images for wards

Fundraising

Great North Run – The charity has secured 35 places and a place in the charity marquee for this year's Great North Run which takes place in September. Places are currently being advertised.

Helvellyn Challenge – Michael Porter and staff from ward 23 at North Tyneside Hospital are planning to climb Helvellyn this March to raise funds for Bright. Michael, who works as activities and wellbeing co-ordinator wanted to thank Bright after witnessing the impact of the charity's work on patients.

Momentum Casino Party – Staff fundraising group Momentum have organised a fun casino party at the Grosvenor Casino on Saturday 22nd April to raise funds for both Prostate Cancer UK and Bright.

Calendar Lads 2017 Challenge – Staff fundraising group, the 'Calendar Lads' are planning a 70 mile ultra- hike from Melrose in Scotland to Holy Island over two days, 22-23 June to raise funds for Bright Northumbria and the North Northumberland hospice in Alnwick.

Match for Margaret – Neil Dickinson has arranged for the Match for Margaret football match to take place at Ashington Football Club on Sunday 30th April.

International Development

Commonwealth Fellowships – The trust has recently submitted four applications to the Commonwealth Scholarship Commission for International Health Professionals to undertake observorships at Northumbria.

Tanzanian Medical Elective Students – Professor Richard Walker is expecting four medical students from the trust's partner hospital, Kilimanjaro Christian Medical Centre to arrive at the Trust in May 2017 to undertake a 6 week medical elective programme

Team Visit to KCMC – During February 2017 a team from the trust travelled to Tanzania to deliver teaching and training in laparoscopic surgery. Surgeon Liam Horgan continued to develop facilities and service provision for Day Case Surgery.

'Novemba' Documentary film – public screenings – Arrangements have been made for the documentary film about the trust's work at KCMC to be screened on the following dates:

- 10th May 6pm Conference Centre Hexham
- 26th April 6pm Lecture Theatre Wansbeck
- 4th May 6pm Lecture Theatre North Tyneside

Meeting with Minister James Wharton – A meeting has taken place with James Wharton, Under Secretary State for the Department for International Development

Meeting with Lord Bates – The office of the Minister for International Development has been in touch to request a meeting with the Head of International to discuss the trust’s work in Tanzania

Resolved that:

- Information to be added to Terms of Reference for Staff Lottery on where money would be spent
- Funding of £20,000 agreed to support Lega-Care for 2017-18 financial year
- Large bids received by the Charity are to be reported to Trust-wide Operational Board for discussion
- Advertising to promote external charities on Trust TV Screens would present a Conflict of Interest to the Trust and that of the Bright Charity
- Letter to be sent to fund holders/Business Units to make them aware of cash donations to wards/departments and the correct procedure
- Confirmation would be sought from the Estates Department regarding arrangements for free installation of artwork for the trust’s healing arts programme across all sites.

CF171/03/17 – Fundraising Strategy

The strategy provides the basis for the development of a plan for the Bright Charity over the years 2017-2022. It is the result of a formal review of the charity and all of its areas of activity. The Charitable Funds Committee is to seek the approval of the Charity Trustees to agree the development plan, to support the investment in new initiatives to develop income growth. The plan sets out the proposed development activities to be taken by the charity within the next five years. It is understood that the plan will change, according to circumstances, opportunities and challenges that may present themselves in the future. It is recommended that the plan features regularly on the Charity Trustees agenda to monitor progress and make adjustments as necessary.

Key points from the plan are:

- To achieve a gross income of £2 million by 2020 from regular fundraising activity
- To understand market research and perception research to understand the depth of public awareness about the charity and identify how the charity’s market-reach can be improved
- To develop a marketing strategy to promote the Bright Northumbria brand and raise the profile of the charity across all communities within the trust
- To update the fundraising policy to ensure that Bright is the primary fundraising vehicle for the trust and that staff and management are aware to support it as their own charity
- To develop a fundraising database to manage donor relationships
- To increase capacity within the fundraising team to meet new challenges and targets; in particular, to make provision to invest in additional resources to develop legacy marketing and grant applications.
- To develop a long term strategy to increase legacy income year on year

- To research and identify key individuals and key local companies that may have an interest in partnership with the charity.

Resolved that:

- Funding is approved for a Grant Officer
- Funding is approved for a Legacy Fundraiser within the Charity Team
- The Committee approved support for an Administration apprentice at no extra charge to the Charity team

CF172/03/17 – Draft Arts Policy

The Policy describes the process for ensuring that the Trust undertakes its duty of care for artworks displayed across trust sites and provides guidance to trust staff and estates professionals who are involved in schemes to improve the patient environment.

The policy provides an overview of the trusts healing arts programme and provides a guide to members of staff regarding access to and use of the arts within healthcare settings. The policy is there to make sure that members of staff are aware of the Charity's role in managing the healing arts programme and its contribution to improvements to the hospital environment.

Resolved that:

- **The final Art Policy to be submitted to the June Committee for approval**

CF173/03/17 – Tanzania Business Case

The Business Case outlined proposals for continued development of the Trust's existing link with Kilimanjaro Christian Medical Centre. It provided a summary of link activity and achievements for the Trust Board and outlined proposed activity for the 2017-18 financial year. The committee and Governors in attendance commended the volunteers for the great work undertaken in Tanzania. The Tanzania Partnership requires funding in the sum of £20K for the 2017-18 financial year, to enable international project work to continue.

Resolved that:

- **The Committee agreed to support £20,000 towards the Tanzania Partnership**

CF174/03/17 – Volunteering Strategic Development Plan 2017/2018

The report outlined the current position with regard to the management of the trust's volunteers, the significant benefits that the service provides for the trust both in material and goodwill terms and the potential governance and risk implications as the volunteering

service continues to expand. The report also detailed volunteer numbers, age demographics and key management requirements following the Lampard Report.

Resolved that:

- The Volunteering Strategic Development Plan 2017/2018 will be presented to the Executive Management Team

CF175/03/17 – Lynn McCormack - Volunteer and Charity Development Officer- Report Strategic Development

The Volunteer report provided an overview of recent developments within the volunteering service. An analysis of volunteers showed that the gender split is 25% men and 75% women. Although the majority of volunteers come from the over 60 age group it was encouraging to note that 11% of volunteers fell into the 18-30 age group.

New member of staff

Susan Johnson has been appointed into the 18 hour post at HVS North Tyneside.

Events

Harry Mercer, Volunteer at North Tyneside General Hospital who has volunteered for the Trust and his local community for more than 50years has been nominated for the Evening Chronicle Pride Awards.

Newcastle Eagles – Wansbeck HVS supported Newcastle Eagles at Sport Central on Friday 3rd February 2017. Eight volunteers were invited onto the court to present the winning school with their medals.

Cramlington HVS supported Newcastle Eagles at Sports Central on Friday 10th March 2017. Six volunteers attended the event.

Recruitment

Art Students - 5 Art Student volunteers have been recruited for the Dementia wards at North Tyneside; they have now started on wards 20 and 21.

Future Developments

Volunteering Accreditation – The Volunteer Service held their first meeting with the investing in Volunteers Assessor in January 2017.alongside Volunteers from the Trust-Wide Steering Group. The Volunteer Service will need to achieve nine key indicators before achieving the standard.

Other areas of interest

St Johns Ambulance Volunteers – The volunteers from St Johns Ambulance will be coming under the umbrella of the HVS from March 2017. At present the volunteers are undergoing DBS checks and induction training.

Pet Therapy – The Volunteer and Charity Development Officer is hoping to introduce Pet Therapy at Blyth Community Hospital. Hopefully this new service will be introduced within the next few months

Royal Free London Visit – The Volunteer Service was visited by Royal free London NHS Foundation Trust at the beginning of February 2017. The Royal Free is keen to learn from Northumbria HVS service and Bright Charity. They wanted to discuss roles surrounding young people/students.

Tele- Conference Head of Charity -Leicester City Hospital – Following on from the visit from Royal Free London, Northumbria was contacted by the Head of Charity for Leicester City Hospital to discuss Northumbria’s experiences in developing the HVS chain.

CF176/03/17 – Update to RMP 28 Volunteering Policy –

The committee were asked to approve the Volunteering Policy before submission to Assurance Committee in May 2017.

Resolved that:

- **Amendments to be made to: Whistle Blowing/Fraud section – to read volunteers to report any areas of concern to their line manager/supervisor**

CF177/03/17 Speech & Language Therapy

The committee considered a request from the Speech & Language Therapy Service to obtain funding for the development of £39,433 a swallow screening tool for care home residents. A grant of £15K towards the project had been agreed by the NTGH Charity Development Group. The committee agreed in principle and suggested that fundholders of research charitable funds should be approached to contribute to this project

Resolved that:

- The Head of Charity, Volunteering, Arts & International approach fundholders of research charitable funds to gain support for the Speech & Language Therapy project

CF178/03/17 Any other Business:

Brenda Longstaff explained that the committee had kindly approved £10,000 last year towards a nursing conference within the Trust. The staff would like to offer the same training for junior nurses and requested a contribution of £10,000 from the charity.

Resolved that:

- The Committee approved £10,000 towards a training conference for Junior Nurses

Meeting closed at 4.30pm

Next meeting of the Charitable Funds Committee is on Monday 26th June 2017 –

2.00pm – 4.30pm Room 4 Cobalt Conference Centre