

**Minutes of a meeting of the Southern Health and Social Care Trust
Endowments and Gifts Committee held on Monday, 28th January 2019
at 9.30 am, in the Boardroom, Trust Headquarters**

PRESENT

Mrs S Rooney, Non-Executive Director (Chair)
Mrs H McCartan, Non-Executive Director
Mr M McDonald, Non-Executive Director
Mrs E Gishkori, Director of Acute Services
Mrs V Toal, Director of Human Resources and Organisational Development

IN ATTENDANCE

Ms H O'Neill, Director of Finance, Procurement and Estates
Mrs A Rutherford, Assistant Director of Finance
Mrs C Doyle, Corporate Financial Accountant
Mrs J Weir, Digital Communications Officer
Mrs S McCormick, Committee Secretary (Minutes)

APOLOGIES

None.

1. **CHAIR'S WELCOME**

Mrs Rooney welcomed everyone to the meeting. At this point members were reminded of their responsibilities in keeping with Board etiquette and Mrs Rooney asked that mobile phones are turned to silent and laptops are to be used for accessing E&G papers only during the meeting.

2. **DECLARATION OF INTERESTS**

Members were asked to declare any potential conflicts of interests in relation to items on the agenda. None were received and the business of the meeting proceeded.

3. **CHAIR'S BUSINESS**

- **Presentation of Gifts and Cheques**

Mrs Rooney advised she had attended no major cheque presentations since the last meeting. She stated it was encouraging to see the new process being adhered to.

4. **MINUTES OF MEETING HELD ON 11th OCTOBER 2018**

The minutes of the meeting held on 11th October 2018 were taken as read and agreed as an accurate record and duly signed by the Chair.

At this juncture, Mrs Toal raised her attendance at the Committee and her membership up until this meeting, as designated Director with responsibility for Estates, however pointed out this element of responsibility is now held by Ms O'Neill, Director for Finance, Procurement and Estates. A brief discussion ensued. Members were in agreement, the continued input of Mrs Toal at Committee meetings would be valuable in terms of CTF expenditure and matters regarding staff.

5. **MATTERS ARISING**

Members noted the progress updates from the relevant Directors to issues raised at the previous meeting.

- **Nathan Carter Donation**

Members were advised that the Trust Communications Team continue to follow up on the position regarding a donation to Trust CTFs by Nathan Carter after his recent visit to Blossom Children and Young People's Centre and Craigavon Maternity Unit. Members raised concern that Craigavon Area Hospital had been named as the nominated charity for a Concert held in June 2018 and as yet there was no detail regarding any donation received. Ms O'Neill pointed out that from a governance perspective it was important to ensure public awareness regarding any funds donated following the event. Mrs Rooney stated that she would liaise with the Communications lead on the matter with the view to writing a formal letter to the Concert promotor.

Action – Mrs Rooney

- **Research & Development for 2017/18**

At this point Mrs Rooney advised that Dr Sharpe had delivered a presentation to Trust Board members the previous week and advised he had met with Directorate Fund Managers to discuss the progression of possible spending opportunities aligned to historical fund balances with specific elements to research. Members welcomed this and noted the importance of ensuring that all expenditure was taken forward as outlined in the Procedures for the Management of Charitable Trust Funds.

5i) **E&G PROMOTION AND REVISED VIDEO CLIP**

Log of Donations

Mrs Weir presented the log of donations received for the period 1st April 2018 to 31st March 2019. Members welcomed the detail.

Revised Video Clip

Members considered the E&G promotion video clip and agreed same for release, subject to a few minor amendments. Mrs Rooney asked that the video would be shared with Trust Board members.

Mrs Toal suggested it would be beneficial to include a range of photographs showcasing how charitable donations have been used to enhance the physical environment and facilities across the Trust in future promotional clips. Members welcomed this and Mrs Weir agreed to take the suggestion forward.

Staff Training

Mrs Doyle advised that the Medical Director had requested a written summary paper promoting awareness of the new procedures and associated documentation, for discussion at the Associate Medical Director (AMD) meeting in February 2019. Ms O'Neill stated she would write to Dr O'Kane requesting the opportunity to provide more substantial face to face training. Members welcomed this.

Action – Ms O'Neill

At this point, Mr McDonald suggested there would be benefit in Dr O'Kane attending a future E&G Committee meeting, pointing out the Medical Director could assist discussion in terms of spending proposals from a clinical perspective. Members welcomed this and Mrs Rooney agreed to take forward.

In response to a comment from Mrs McCartan, Ms O'Neill clarified there were options for Dr O'Kane to draw spending from historical funds as well as from Acute Services.. In light of this, Mrs Rutherford agreed to compile a list of historical funds that have Clinicians named as fund managers. Mrs Rooney agreed to share same with Dr O'Kane and ask her to consider areas for possible expenditure.

Action – Mrs Rooney / Mrs Rutherford

Anti-G Treadmills Post Project Evaluation Report

Mrs Gishkori stated she had liaised with a number of senior staff regarding the possible purchase of another Treadmill for paediatrics and the consensus view was there would be no benefit in investing in this area. Mr McDonald referred to his visit to the Physiotherapy Department and commended the two machines already in place at both CAH and DHH sites and the benefit they bring to enhanced patient outcomes. He suggested it would be useful to pursue the possibility of sourcing a child hoist that could be used with the treadmill. Mrs Gishkori stated she would speak with Mrs T Ross, Head of Physiotherapy on the possibility of progressing this.

5ii) **CHARITABLE TRUST FUNDS ACTION PLAN 2018/19 – INVESTMENT OF 1 x BAND 5 TEMPORARY POST FROM E&G FUNDS**

Ms O'Neill advised that the Trust Chair and Chief Executive had requested further clarity regarding the proposed investment. Finance representatives have since met with Directorate of Legal Services (DLS) and are seeking to meet with the Charity Commission for Northern Ireland (CCNI) to further explore the best approach for the treatment of the Trust's historical funds. Ms O'Neill advised that pending the outcome of discussions, the Finance Team will undertake a further piece of work and bring a more informed paper back to a future E&G Committee meeting for consideration. Ms O'Neill reminded members the post was of a temporary nature and would be solely dedicated to compiling the documentation needed to rationalize historical funds.

Action – Ms O'Neill

6. CHARITABLE TRUST FUNDS ACTION PLAN 2018/19

Mrs Rutherford presented the Charitable Trust Funds Action Plan 2018/19 and advised the purpose of the document was to provide an update on how the promotion of the new arrangements regarding charitable donations was progressing. Members welcomed the detail provided. Mrs Rutherford advised of some ongoing difficulties with local Funeral Undertakers and stated the Finance team would be issuing a new letter in due course.

Mrs Rooney asked about the uptake on CTFs training following release of a guide and promotion details on Pagetiger. Mrs Weir agreed to provide further detail for the next meeting.

Action – Mrs Weir

7. FINANCE REPORT FOR THE PERIOD 1.4.18 – 31.12.18

Mrs Doyle presented the above named report. During the nine months ended 31 December 2018 income of £339,289 was received and £120,412 was expended from Trust Funds. For the same period last year, income of £186,003 was received and £114,517 was spent. Mrs Doyle pointed out that income is up by £153k compared to 2017/18 and explained this is due in the main to the receipt of a £76k bequest from the Estate of a deceased patient who had attended Mandeville Unit for treatment over a number of years. Furthermore the Winter dividend payment was received in December 2018 but not until January in prior year and this too had impacted positively on income.

At this point, Mrs Rooney asked if there were any conditions named in relation to the £76k bequest. Mrs Gishkori provided members with some detail, advising that at present the monies are held under the umbrella of Acute Services and there are some terms specified. Ms O'Neill agreed to check the legalities around the bequest along with the terms of the gift. Ms O'Neill stated she would liaise with Mrs Gishkori on the matter and provide the Trust Senior Management Team (SMT) with an update in advance of the next E&G meeting on 25th March 2019.

Action – Ms O'Neill / Mrs Gishkori

Mrs Doyle continued and advised that for the nine month period under review, expenditure was up slightly on 2017/18 by £6k. Members noted and welcomed a larger number of small value purchases for the first

nine months up to 31 December 2018 with 54k spent on staff education and welfare so far this year compared to only £27k this time last year. However a low response from fund managers in terms of the depletion of small funds and any related to staff comforts was highlighted. Mrs Doyle took time to reminded members of the importance of this process in preparation for registration with CCNI. Members were disappointed to note that spending proposals presented to the Committee at three prior meetings had not been progressed in a timely manner and Mrs Rooney agreed to write to the 4 Fund Managers alerting them to the importance of ensuring expenditure is taken forward within 2018/19.

Action – Mrs Rooney

In regards to the rationalisation of funds, Mrs Doyle advised that currently there are 280 funds in existence, of which 46 have a balance less than £300 and 62 have a balance in excess of £10k. Mrs Doyle emphasised these funds will become an issue for the Trust if not spent, as we progress to CCNI registration. In light of this members considered the Fund Summary Analysis for each Directorate (appendix 6). Mrs Rooney asked Mrs Doyle to scope historical funds with balances less than £300 and she would write to Directorate wide Fund Managers emphasising the importance of utilising these funds.

Action – Mrs Rooney

Mrs Doyle advised as at 31 December 2018, total Trust Fund balances amounted to £3,503,574 of which £183,609 is held in the four Directorate wide funds.

Members noted the Trust has received £68k in gift aid reclaims to date from CTFs donations, covering the period up to 31 December 2017. The gift aid claim for January-December 2018 is currently being prepared by Finance staff and presently equates to £1,043.

Mrs Rooney recorded thanks to the Finance Team for the preparation of an extremely comprehensive report.

8. UPDATE ON EXTERNAL AUDIT RECOMMENDATIONS

Members noted the updated response to the external audit recommendation for 2017/18 in regards to CTFs and the timely review of bank reconciliations. Ms O'Neill reminded members that the 10 working day target referred to within the Trust management response, had been set internally and although improved compliance has been

recorded over the period September to December 2018, challenges remain. In light of this, senior Finance staff are considering amending the 10 working day target to a more achievable target of 15 working days. Mrs McCartan recorded her support for same and noted she would await the year-end position reported through Audit Committee.

9. **FINAL REPORT TO THOSE CHARGED WITH GOVERNANCE CHARITABLE TRUST FUNDS 2017/18**

Ms O'Neill presented the final Report to Those Charged with Governance 2017/18, regarding CTFs. She advised that the report was included for information purposes and an unqualified audit opinion had been issued. The report had been presented to Audit Committee on 11th October 2018 for information in advance of formal noting at the next Trust Board meeting on 25th October 2018.

10. **ANNUAL FINANCIAL ADMINISTRATION CHARGE TO CHARITABLE TRUST FUNDS REVIEW**

Mrs Doyle presented for approval, the Financial Administration Charge to CTFs, reviewed by E&G Committee on an annual basis. She reminded members in 2017/18 the administration charge to CTFs was based on the estimated salary costs of Finance staff administering CTF plus associated goods and services. A similar exercise has been undertaken this year and on that basis Mrs Doyle advised that the amount which would be payable from CTFs to SHSCT Public Funds is £25,805. This represents £2,000 for non-recurring costs and £23,805 for recurring costs in 2018/19. The latter figure of £23,805 translates to 6.7% of 2018/19 estimated incoming resources.

The Committee approved the Annual Financial Administration Charge to Charitable Trust Funds for 2018/19

11. **NI CENTRAL INVESTMENT FUND FOR CHARITIES INVESTMENT REPORT AND ANNUAL REVIEW**

At the outset, Mrs Doyle reminded members that following a previous benchmarking exercise undertaken by the Finance Team, the Committee had opted to continue to hold investments with the NI Central Investment Fund for Charities (NICIFC) and agreed to review CTF investment options on an annual basis.

At this point, Mrs Doyle presented a briefing paper demonstrating both CIF and NICIFC performance as at 31 March 2018 and pointed out that

the impact of EU Exit on investment valuations at year end is a risk and is unknown at this stage. Members considered the detailed paper and noted the long term total percentage return on NICIFC shares at September 2018, as 3.7%, a pleasing performance against the benchmark percentage of 2.0%.

Discussion ensued. Ms O'Neill pointed out only 2 years remain on the CIFs Investment Management services contract and it would not be advisable to move investments to CIF at present. She also pointed out the Trust's shares under NICIFC investment were performing well. Both Mrs McCartan and Mr McDonald concurred with Ms O'Neill's comments and stated it would seem prudent to continue to invest via the NICIFC at present, however long term there would be merit in seeking independent advice on the matter.

Members agreed to review the position again in January 2020 with the possibility of seeking independent advice in advance of the CIFs Investment Management Services new contract award in 2021. The Finance Team agreed to formulate a synopsis of investment information and present to a future committee meeting along with the Department of Communities NI CIF for Charities Investment Factsheet.

Action – Ms O'Neill

12. **ANY OTHER BUSINESS**

None.

The meeting concluded at 11.00 a.m.

***The next meeting will be held on Monday 25th March 2019
in the Boardroom, Trust Headquarters at 9.30 a.m.***

SIGNED: _____

DATED: _____