

**Minutes of a Virtual meeting of the Southern Health and Social Care  
Trust Endowments and Gifts Committee held on  
Monday, 20<sup>th</sup> March 2023 at 9.30 a.m.**

**PRESENT**

Ms G Donaghy, Non-Executive Director (Chair)  
Mrs H McCartan, Non-Executive Director  
Mr M McDonald, Non-Executive Director

**IN ATTENDANCE**

Mrs C Reid, Director of Surgery and Clinical Services  
Mrs V Toal, Director of Human Resources and Organisational Development  
Mrs A Rutherford, Assistant Director of Financial Services  
Mrs F Jones, Corporate Financial Accountant  
Mrs S Judt, Board Assurance Manager  
Mrs S McCormick, Committee Secretary (Minutes)

**APOLOGIES**

Ms C Teggart, Director of Finance, Procurement and Estates  
Mrs T Reid, Director of Medicine and Unscheduled Care

**1) CHAIR'S WELCOME**

Ms Donaghy welcomed everyone to the meeting and advised that Mrs Rutherford would be deputising for the Director of Finance, Procurement and Estates for the duration of the meeting.

Members were reminded regarding virtual meeting etiquette.

**2) DECLARATION OF INTERESTS**

Ms Donaghy asked members 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**

None.

#### 4) **MINUTES OF MEETING HELD ON 30<sup>TH</sup> JANUARY 2023**

The minutes of the meeting held on 30<sup>th</sup> January 2023 were taken as read and agreed as an accurate record of the meeting.

#### 5) **MATTERS ARISING**

Members noted the progress updates from the relevant Directors.

##### - **Update on Staff Support Fund**

Mrs Toal said that in relation to tracking expenditure from the fund against the plan, work on embedding a tracking and monitoring system continues with good lines of communication between her office and finance colleagues. Mrs Toal also advised that since the Committee last met there had been spend in relation to staffing costs associated with long Covid and she would continue to work with Mrs Jones on matters including the Occupational Health Support Clinic.

Mrs Toal advised that going forward she proposed the frequency of providing an update on actual spend would change from a quarterly basis to six monthly and outlined the rationale for this. Members were in agreement with the proposed approach.

Ms Donaghy advised she had attended a Schwartz round session since the Committee last met and welcomed the opportunity to connect with staff on their emotional wellbeing and welcomed this ongoing work.

*Ms Donaghy requested that Item 6 would be taken at this point in the meeting.*

#### 6) **FINANCE REPORT FOR THE PERIOD 1.4.22 – 28.2.23**

Mrs Jones presented the report and advised that for the 11 months ended 28 February 2023, donations and legacies of £193k were received and £244k was expended from Trust Funds. Members considered the finer detail and noted that expenditure was up from the previous reporting period.

Currently there are 216 funds, compared to 229 at 31 March 2022.

- 22 of these have a balance less than £400
- 65 have a balance in excess of £10k

Utilisation of the many historical funds continues to be encouraged with an information session delivered to a number of Directorate Senior teams to renew focus on spending small historic funds and those aligned to staff benefits/comforts.

In terms of the NI Central Investment Fund for Charities (NICIFC) fund performance, Mrs Jones advised the dividend received in June 2022 was £69,484 (20p), an increase compared to the prior year with £52,545 received in June 2021 (21p). Members were pleased to note the dividend received in December 2022 of £86,324 (24) was also increased from the prior year, £60,052 (24p) however Mrs Jones pointed out it was important to note this was due to the increased investment of £1.5m becoming eligible to attractive dividend income in June 2022.

Members considered the NICIFC share price increase from the 31 March 2021 value of 1476.35p to 1575.54p as at 31 March 2022. However, there has been a reduction in share price to 1459.51p at 28 February 2023, as a result of ongoing uncertainty and potential market volatility.

Mrs Jones pointed out 16 requests for expenditure were deemed unsuitable for use of CTFs for the period 1 April 2022 to 28 February 2023. Members considered the finer detail and acknowledged the challenges in this area, along with the importance of staff being fully trained in the criteria for spending CTFs.

At this point, Mrs McCartan asked if the expenditure for staff training, enabling Pharmacists to become Prescribers would not fall under the umbrella of core National Health Service (NHS) funding. An in-depth discussion ensued at the outset of which, Mrs Jones alluded to the challenges of balancing the need to scrutinise requests for expenditure to ensure they are in line with established criteria, against the need to spend CTFs. Mrs Rutherford stated it may be there was additionality in terms of the volume of prescribers in relation to this particular request. Mr McDonald suggested the need to develop a standard set of principles to assist in determining whether a request meets the criteria for Education spend from CTFs. Members welcomed this and Mrs Toal pointed out a number of areas for further consideration including, the need for a clear audit trail of evidence setting out the impact and benefits on patient care as a result of funding more volumes than the Trust would have been funding through public funds. Mrs Jones assured members a consistent approach is taken in relation to all such requests which are considered against a standard set of principles and

a request made to provide a short summary on the benefit the training will bring back to the workplace.

Mrs McCartan asked if the recipients of such high cost training are compelled to stay with the Organisation for any length of time to ensure the benefits are realised in terms of patient care. Mrs Toal advised there was no such requirement in this case (Pharmacists to Prescribers), however it has been used on other occasions when there has been a high cost associated with training.

In drawing discussion on the matter to a conclusion, Ms Donaghy asked that the finance team would give further consideration to drawing up a template that will assist in determining whether requests for training expenditure meet the criteria for spend. The Finance team agreed to consider further and report back to the Committee in due course.

***Action – Ms Teggart/Mrs Jones***

Mrs McCartan welcomed the approach as prudent in terms of ensuring good governance and evidence for auditing purposes in order to display robust decision-making processes.

Members noted Net Fund Balances for the year to date £7.19m, an increase of £354k on prior year figures.

**5) MATTERS ARISING (cont'd)**

**- Summary paper outlining the decision making process re. Mandeville Unit Fund**

At the outset, Ms Donaghy recorded formal congratulations to Mrs C Reid on her recent appointment to Director of Surgery and Clinical Services.

Ms Donaghy reminded members, BSO Internal Audit had recently undertaken an audit of Charitable Funds in accordance with the 2022/23 Annual Internal Audit Plan. The outcome of the exercise provided a Satisfactory level of assurance in relation to the Management of Charitable Funds, however Limited assurance was provided specifically in respect of the Management of the Mandeville Unit Fund.

At this point, Mrs C Reid guided members through a summary paper. Discussion ensued and Ms Donaghy asked, if the issues raised by IA were in relation to the decision making process. In response, Mrs McCartan stated that IA had queried the lack of documented formal rationale and supporting documentation for the use of charitable funds in the provision of a new building and associated ground works as the 50:50 split of expenditure between the Charitable Funds Account and public monies. In addition, the request for use of funds did not clearly identify that the planned expenditure provides enhancement or additionality, as required by the Charitable Trust Fund procedures. Members also noted, the request to use CTFs to supplement public schemes must be supported by a written statement by the relevant fund manager confirming that CTFs is not being used to fund schemes which should be funded by the public funds but is being used to provide additionality.

In response to the IA findings, Mrs Rutherford advised that moving forward guidance has been updated to reflect, any Business Cases seeking CTFs expenditure, must be clearly detailed and these will progress through the Strategic Investment Committee. Furthermore, the CTFs procedures, which were presented at the Endowments and Gifts Committee meeting in January 2023, now state that Capital expenditure must have a supporting approved Business Case developed before any spend can be taken from CTFs. Members noted the Business Case will set out the enhancement and the supporting rationale and welcomed this strengthening of process.

Ms Donaghy and Mr McDonald emphasised the importance of lessons learned being incorporated into the Charitable Trust Fund Procedures, to which Mrs Rutherford provided assurance that this had been undertaken. Mr McDonald stated there should be caution when co funding is required from, General Capital, Covid and CTFs and that there is clear specification on what CTFs are being used for.

In light of the IA recommendation, Mrs C Reid asked if on this occasion, a retrospective written statement from the fund manager was still required. Mrs McCartan stated it was her understanding the Trust would move forward with the new process as outlined by Mrs Rutherford and a retrospective written statement would not be required.

Mrs Rutherford pointed out that in response to the IA recommendation it was important to record if the Committee felt this was an appropriate enhancement of the Mandeville Unit and is satisfied that the monies taken from the Mandeville Fund where appropriate.

**Members endorsed the summary paper outlining the decision making process regarding the enhancement to the Mandeville Unit and were satisfied that the monies taken from the Mandeville Fund were appropriate.**

**7) CHARITABLE TRUST FUNDS FINANCE WORK PLAN 2023/24**

Mrs Rutherford presented a paper outlining the key tasks and associated timelines for CTF work in the financial year 2023/24. Members welcomed the detail included on the programme of work, including, CTF awareness training to the Senior Leadership Team (SLT) now scheduled for 6 April 2023 and further training and awareness sessions on procedures to Fund Managers and other key staff taking place in June 2023.

Members noted the lengthy recruitment process for the appointment of a Band 7 post agreed at the last E&G Committee meeting, unlikely to be complete before September 2023. Mrs Rutherford advised that in the interim period the Finance Team will work with the 4 Directorate wide Fund Managers on their expenditure plans for 2023/24 in a new revised format which she envisaged would be presented to Committee at the meeting in June 2023.

***Action – Directorate-wide Fund Managers***

**8) UPDATE ON STAFF SUPPORT FUND (VERBAL)**

Mrs Toal advised there were no significant updates to report since she last spoke to the Committee on 30<sup>th</sup> January 2023. Work continues to progress on a number of larger Estates related schemes including design and location of the new Occupational Health and Wellbeing Hub. Mrs Toal referred to her indication earlier in the meeting that she intended to bring a written update on the staff support fund twice yearly in future and added she would provide her next update for the meeting in October 2023.

**9) FINANCE CIRCULAR:-**

**HSC(F) 06-2023 – Timetable for ALB Annual Accounts 2022/23**

Mrs Rutherford presented the above named Finance Circular. Members noted the challenging timetable for the submission of the Annual Accounts for 2022/23.

10) **ANY OTHER BUSINESS**

Ms Donaghy recorded thanks to everyone for their contribution and reminded members the next meeting will take place on Thursday, 15<sup>th</sup> June 2023 at 9.00 a.m., at which the Committee will review the draft CTF accounts for the year end 31 March 2023 in advance of the Audit Committee meeting later in the morning.

**The meeting concluded at 10.30 a.m.**

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_