

**Minutes of a meeting of the Charitable Trust Funds Committee  
held on Monday, 27<sup>th</sup> January 2025 at 9.30 a.m.  
in the Boardroom, First Floor, Trust Headquarters**

**PRESENT**

Ms M. Corkey, Non-Executive Director (Chair)  
Ms G. Browne, Non-Executive Director  
Ms C. Teggart, Executive Director of Finance, Procurement and Estates

**IN ATTENDANCE**

Mrs V. Toal, Director of Human Resources and Organisational Development  
Ms A. Rutherford, Assistant Director of Financial Services  
Mrs F. Jones, Corporate Financial Accountant  
Ms T. Reid, Director of Medicine & Unscheduled Care  
Ms C. Reid, Director of Surgery & Clinical Services  
Mr C. McGinn, Communications  
Ms L. Esler Charitable Trust Funds manager  
Mr A. Hughes, Non-Executive Director (virtual)  
Mr C. Stewart, Non- Executive Director (virtual)  
Mrs S. Judt, Board Assurance Manager  
Mr B. Creighton Committee Secretary (Minutes)

**APOLOGIES**

Mr R. Lynas, Non-Executive Director

**1) CHAIR'S WELCOME**

Ms Corkey welcomed everyone to the meeting. She particularly welcomed Ms Geraldine Browne, new Non Executive Director and Mr Cillian McGinn from the Communications Team. Ms Corkey advised that Mr Chris Stewart and Mr Alastair Hughes, new Non Executive Directors were joining via teams as part of their Induction. A round of introductions was made for the benefit of the new members.

**2) DECLARATION OF INTERESTS**

Ms Corkey 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 21<sup>st</sup> October 2024**

The minutes of the meeting held on 21<sup>st</sup> October 2024, 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 included within their papers.

**5i) CHARITABLE TRUST FUNDS PROMOTION**

Mrs Rutherford advised that the Trust was preparing for registration to the Charities Commission NI. She reminded members that at the last committee meeting, the structure in terms of the 6 funds was approved and she drew members' attention to 3 changes that require Committee approval as follows:-

- Renaming of the General Purposes Fund to the Shine Fund
- Introduction of a new logo for CTF in SHSCT
- Introduction of JustGiving page as a means to receive donations from the public.

Mrs Rutherford raised the need to promote the new structure to the donor and wider public. This is a joint project between the Finance and communications teams. A programme of work for 2025 on the promotion of CTF Funds and amendment of existing literature was included in members' papers. Mrs Rutherford handed over to Mr Cillian McGinn, Communications Team, who will attend Committee meetings going forward. Mr McGinn stated that the aim is to share 6 positive stories from CTF funding over the course of 12 months. These stories will be profiled on the Trust website and social media platforms for the public to view. He noted that the Southern Trust area has a very strong local newspaper network, and its social media platforms have a strong engaging audience. The public will be able to see all the information on how the Trust uses the donations and how they can contribute.

Mr McGinn advised that the information on the website needs updated. There will also be a 'Just giving' page.

Members reviewed the leaflets and posters. Mr McGinn explained that the QR code on the bottom of the posters will take the public directly to the updated website where all information is.

Ms M. Corkey welcomed the communications plan and the progress made. She commented that there is a lot of activity planned for January, February and March 2025. Ms G. Browne stated that she was very impressed with the promotional literature. Mrs V. Toal stated that she particularly liked the logo and suggested if there could be a QR code on all the posters?

***Action: Mr C. McGinn undertook to include the QR code on the posters.***

Mr A. Hughes commended the leaflet and referenced the fact that donors are encouraged to complete the gift aid option and commented that people may feel pressurized by this. He also asked if the long email address be shortened.

***Action: Mrs Rutherford agreed to consider***

Mr C Stewart also commended the promotional literature which he stated is easy to understand and showcasing what the donations are used for is a good idea.

Ms C Teggart thanked Mrs Rutherford and Mr McGinn for the work on promotion of CTF. She asked how this will sit with the CCNI registration. Mrs A. Rutherford stated that the Trust is adopting a new structure as agreed with our legal representatives. The wording on the posters has been future proofed with the Directorate of Legal Services in terms of the governance of registration for CCNI status.

Ms M. Corkey asked how this work aligns with the other Trusts to which Mr C. McGinn stated that the SHSCT was ahead of the other Trusts in terms of CTF promotion.

**Members approved i) the renaming of the general-purpose fund to 'Shine'; ii) the branding logo and ii) the Just giving page for the Trust website**

## **6) FINANCE REPORT FOR THE PERIOD 1.4.2024 – 30.11.2024**

Ms L. Esler advised this report for the period 1.4.2024 – 30.11.2024 includes the statement of financial activities, the fund summary and

samples of donations. Ms L. Esler advised donations have increased however this is mainly due to grant income from NHS Charities Together (£144k). Expenditure has also been higher mostly around the Department of Health funding spend rather than the general spend of the donations from the public.

Ms L. Esler spoke to the balance sheet. She noted that investments have increased and the net balance on the funds has increased for the year due to the income exceeding the expenditure.

The rationalisation of funds was discussed. There are currently 202 funds compared to 207 at March 2024.

- 20 of these have a balance less than £400
- 60 have a balance in excess of £10k

There are no funds with a balance below £50 at 30 November 2024.

Ms L Esler drew members' attention to Appendix 3 on actual expenditure to November 2024 against planned expenditure as presented by Directors at June 2024. Members noted that the Directorate spend has not achieved the planned levels as yet in the current year. Spend in most of the Directorates is currently sitting at 10-20% of planned spend and whilst Directors plan further spend before year end, it is unlikely that the planned levels of spend will be achieved in this current year.

Mrs V. Toal referred to the pie chart on page 7 and voiced her concern in relation to patient education and welfare spend and asked how this can be linked up with communications. She stated that the public's expectations will be that donations will be used for patient comfort and it is about coming up with ideas on how to spend on patient comfort and increasing quality of care.

Staff training was discussed in which Mrs T Reid raised the fact that this not only helps the staff but also benefits the patient as the training is an enhancement to the service.

Mr C Stewart asked if expenditure has to be done internally or can it be external which will still benefit staff and patients? Ms L Esler cited an example whereby under the NHS Charities Together, the project works within the community groups funding and working with them to deliver a service. Ms C Teggart stated that it would be important to consider what falls within the Charities Commission's guidelines.

## **7) CTFs FINANCE WORK PLAN 2024/25 UPDATE**

Ms L. Esler spoke to the workplan. She advised there has been continued support given to the Directorates on how to spend the legacy funds. There has been work with NHS Charities Together to grow involvement and awareness. Ongoing support is provided to the fund managers. Ms Esler stated that as regards reviewing the number and content of superfunds and bringing a paper to the Committee regarding i) Split of Acute Services Fund and ii) Introduction of a General Fund, there has been a delay in operationalising these funds. Anticipated launch will now be 1 March 2025. Ms L. Esler stated there has been one training and awareness session on the CTF procedures to the Fund Managers with the other sessions to be completed within the next month. In relation to the regional project with DLS on the preparation for CCNI, the original date was the end of December, but this has been extended to the 7<sup>th</sup> February 2025.

Ms M. Corkey asked if the workplan was overly ambitious and if the Trust was confident it would meet the timescales as it has already encountered a number of delays. Ms L. Esler advised that the work plan has been ambitious, but a couple of factors has delayed it which were outside our control. She stated that the process in relation to the CCNI registration will take time and the Trust will take the learning from the Belfast Trust experience. She stated that she was confident the timescales set in the document would be met.

## **8) UPDATE ON STAFF SUPPORT FUND**

Mrs Toal explained the background for the benefit of the new members. In March 2021, the Department of Health made a Charitable Donation of £3m to each of the five main HSC Trusts with the main specification being that £1 million was to support nursing and £2 million was for everyone else. Mrs Toal stated that the majority of the £3m has been allocated to various schemes which have all been aligned to the 3 strategic priorities of the People Framework and Health & Wellbeing Action Plan: #wellbeing #belonging #growing

On this basis, just over £2.2m of the £3m fund has been allocated to the development of a new Staff Occupational Health & Wellbeing Centre to enable the relocation of the current Occupational Health team from the St Luke's Hospital site, to a more central location in the Southern HSC Trust geography. The site that has been identified is the lovely Bannvale site in Gilford, with an extension made to Bannvale House on the site. Planning permission has now been obtained,

however, costs coming through are far in excess of the business case. DOH Health Projects have given the Estates team permission to retender the scheme, which we are in the process of doing, to deliver a scheme within budget, without significant alterations to the plans. Members were advised that in anticipation of a successful tender for the scheme and it commencing, it was Mrs Toal's intention to establish with Estates and Finance colleagues a programme oversight arrangement to ensure robust monitoring of spend against business case to ensure the scheme is delivered within the budget available.

Ms M. Corkey welcomed the paper and asked about the Schwartz rounds to which Mrs V. Toal explained the purpose of these and that there are 50-60 staff attending each session, but during peak pressure times, attendance is challenging. A steering group is in place and is looking at different ways to get people involved and attend.

9) **DRAFT PROCEDURES FOR THE MANAGEMENT OF CHARITABLE TRUST FUNDS**

Mrs A. Rutherford gave a verbal update. She explained that these procedures require review every 2 years, however given the change in the governance and restructuring of the CTF, there are a number of changes that are required.

10) **ANNUAL FINANCIAL ADMINISTRATION CHARGE TO CHARITABLE TRUST FUNDS**

Mrs F. Jones advised that each year, Committee members review the financial administration charge to be levied on CTF. This has been based on estimated actual salary and goods & services costs. She referred members to the detail in their papers and advised that the amount which would be payable from Charitable Trust Funds to SHSCT Public Funds is £94,550.

Following discussion, members approved the annual financial administration charge to Charitable Trust Funds.

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

Mrs F. Jones advised that the report provides information on the annual performance, income and capital growth of the CTF investment in the NICIFC (Northern Ireland Central Investment Fund for Charities,

administered by DfC). She stated that the NICIFC fund has maintained consistent income dividend yield.

Mrs Jones advised that the share price has reduced over the year to date and at 31 December 2024 was below the share price at 31 March 2024 of 1564.09p. If this remains below the opening value at 1 April 2024, there will be an unrealised loss on the investment for the financial year 2024-25. She stated that the share price will be monitored over the coming months as the Trust will be starting to draw down cash from the investment to fund the Staff Support Fund Bannvale project during 2025 and through to 2027-2028.

**12) ANY OTHER BUSINESS**

None.

Ms Corkey recorded thanks to everyone for their contribution to the discussion.

**The meeting concluded at 10.45 a.m.**