



**Minutes of a meeting of the Southern Health and Social Care Trust
Endowments and Gifts Committee held on Tuesday, 4th June 2019
at 12 noon, in the Meeting Room, Trust Headquarters**

PRESENT

Mrs S Rooney, Non-Executive Director (Chair)
Mr M McDonald, Non-Executive Director
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 A McVey, Assistant Director of Acute Services (*for Mrs Gishkori*)
Mrs S McCormick, Committee Secretary (Minutes)

APOLOGIES

Apologies were recorded from Mrs H McCartan, Non-Executive Director and Mrs E Gishkori, Director of Acute Services.

1. **CHAIR'S WELCOME**

Mrs Rooney welcomed everyone to the meeting and in particular Mrs McVey, deputising for Mrs Gishkori. 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**

None.

4i) **DRAFT ANNUAL REPORT AND CHARITABLE TRUST FUNDS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

Ms O'Neill presented the draft Annual Report and Accounts for the Charitable Trust Funds (CTFs), year ended 31 March 2019 and advised that at the conclusion of the external audit process, the main elements of the accounts remain unchanged from those presented to the Committee at the last meeting held on 9th May 2019. Income and expenditure for the period amounted to £461k and £356k respectively. The total value of funds as at 31 March 2019 amounted to £3,690k.

At this point, Ms O'Neill advised members that the Northern Ireland Audit Office (NIAO) had not as yet, reviewed the draft Annual Report and CTFs Accounts, however it was her understanding that the NIAO would be attending the Audit Committee meeting later in the day and would share their views then. Mrs Rooney raised concern that due process was not being adhered to and the E&G Committee could not endorse the Annual Report and CTFs Accounts in the absence of NIAO opinion. Following a brief discussion, it was agreed that E&G Committee members would reconvene following the Audit Committee meeting if any significant changes were raised by the NIAO, otherwise, E&G Committee would be content to endorse the Annual Report and CTFs Accounts.

4ii) **DRAFT REPORT TO THOSE CHARGED WITH GOVERNANCE**

Members considered an extract from the draft Report to Those Charged with Governance year ended 31 March 2019. Ms O'Neill was pleased to report that no significant findings had been identified through the external audit process in terms of the Trust's administration of CTFs. Ms O'Neill advised that she would anticipate the Comptroller and Auditor General (C&AG) certify the 2018/19 CTFs financial statements with an unqualified audit opinion without modification.

5. **MINUTES OF MEETING HELD ON 9TH MAY 2019**

The minutes of the meeting held on 9th May 2019 were taken as read and agreed as an accurate record and duly signed by the Chair.

6. **MATTERS ARISING**

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

- **Usage of Funds (Randolph Johnson)**

Ms O'Neill stated that the Finance team had looked into the matter and ascertained that historically the Randolph Johnson Fund has been used for enhanced services associated with Looked After Children, therefore Mr Morgan's proposal regarding the use of this fund to prepare and furnish 2 Hollow Drive, St Luke's Hospital site for contact between Looked After Children (LAC) and Children/Young People and their parents was reasonable. Members welcomed the clarification.

Brian Fit Tool, Lisanally

Ms O'Neill advised that clarity on recurring costs associated with the tool would be provided to the meeting in October 2019.

Action – Ms O'Neill

7. **ENDOWMENTS & GIFTS COMMITTEE ANNUAL REPORT 2018/19**

Mrs Rooney presented the E&G Annual Report which relates to the year 2018/19. She reminded members that its purpose was to report on the work of the Committee for the financial year under review. Mrs Rooney recorded thanks to the Board Assurance Manager for producing the informative report. Members endorsed the report and agreed its onward submission to Trust Board for formal approval at the next meeting on 12th June 2019.

8. **ANY OTHER BUSINESS**

On behalf of members, Mrs Rooney thanked Ms O'Neill and the wider Finance team for their expertise and sterling work in preparing the draft CTFs Accounts and complying with the challenging timeframe. Mrs Rooney also thanked members for their commitment to the E&G Committee throughout another financial year.

The meeting concluded at 12.25 p.m.

The next meeting will be held on Monday, 7th October 2019 in the Boardroom, Trust Headquarters at 9.30 a.m.

SIGNED: _____

DATED: _____