

ABM University Health Board	
25 th January 2018 Health Board Agenda item: 4iib.	
Subject	Charitable Funds Committee: Summary of key decisions, issues considered and matters requiring board level consideration
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Approved and presented by	Martyn Waygood, Chair of the Charitable Funds Committee/Independent Member

A. PURPOSE

The purpose of this report is to provide the board with a summary of the matters discussed by the Charitable Funds Committee at its meeting on 4th December 2017. The full minutes of the committee meeting are available on request from the Director of Corporate Governance.

B. KEY DECISIONS AND ISSUES CONSIDERED BY THE COMMITTEE:

1. Request to Appoint a Diabetes Specialist Nurse for 12 Months from Charitable Funds

A report was received seeking to appoint a job-share fixed-term diabetes specialist nurse on a 'retire and return' basis from charitable funds. The committee declined the bid as it felt that posts should be funded by charitable funds on an exceptional basis and this request did not meet the criteria.

2. Request for a New Neuro-Muscular Charitable Fund

A report outlining a request to open a new neuro-muscular charitable fund was received and approved.

3. Morriston Research Unit Bid

A bid for funding for an administrator in the Morriston Research Unit was received and declined, with the suggestion that consideration be given by the research unit to using monies received via research grants to support the post.

4. Hi-Lo Beds

A bid for funding was received for 60 hi-lo beds to be allocated equally across four delivery units. It was noted in addition to the cost to purchase the beds, an annual licence fee of £12 per bed would apply and it was unclear who would bear this responsibility. The committee also sought assurance that the beds would be allocated according to service need and agreed to defer the bid until clarification was provided on a number of points. A deadline for the information was set to enable a decision to be made in coincide with the launch of the charter of the older person.

5. Finance Report for Charitable Funds

A report was received outlining the charitable funds financial position for the period ending 31st October 2017. The committee heard that during the period 1st April 2017 to 31st October 2017, the total income was £726,925 against an expenditure of

£1.1m. Taking into account realised losses and gains along with unrealised losses, the total movement for the year was £288,349, bringing the fund value to £6.8m. The centrally held reserve balance stood at £1.47m and the cash position had reduced to £700k as expenditure had exceeded income since April 2017.

It was agreed that a portion of the general purpose fund be used to commission an external agency to establish a marketing strategy for the charity, part of which would include a review of the administrative costs to further support the charity and fund managers. The committee chair was to draft a specification to be developed into a procurement brief to seek tenders.

6. Delegated Funds Income and Expenditure

A report outlining the delegated funds income and expenditure was received. The value of donations received for the period 1st April 2017 to 31st October 2017 amounted to £402,238 in addition to £197,443 legacies. Donations were received into 161 of the funds, representing 40%. Expenditure incurred for the period amounted to £1,111,395 from 194 funds. It was agreed that a review of expenditure was to be undertaken before the end of the financial year to determine alignment with service priorities.

7. Investment Management Report

The investment management report was received and noted.

8. Financial Position of the Charitable Funds Committee Fund

A report was received outlining the financial position of the charitable funds committee fund. The balance of the general fund at the end of October 2017 was £672k but there were a number of commitments for which invoices had not yet been received and therefore the monies not yet released. It was agreed that a deadline be set, after which the request would be cancelled if nothing was received. 2017/18 had commitments amounting to £318k which was to reduce over the next two years.

9. Staff Funded From Charitable Funds/Process to Support Staff Costs From Charitable Funds

A report was received outlining the staff posts funded through charitable funds and the process to support such roles. It was noted that a number of posts funded through charitable funds supported clinical trials, therefore research and development grants may be a more appropriate source of funding, and discussions were to be arranged to take this forward.

The committee requested a report as to the health board's responsibility towards staff employed through monies from external charities and it was agreed a report would be received at the next meeting outlining details of all posts and the health board's financial commitments. In addition, the committee felt that the board needed to be sighted, through the Workforce and Organisational Development Committee, on all posts funded through charitable funds, research grants and third party monies so it had assurance as to the employment status and HR guidance for such roles.

10. Top 20 Funds Without Movement from Each Delivery Unit

A report was received detailing the top 20 funds without movement from each delivery unit. A further update was to be given to the next meeting identifying the top 20 overall funds without movement for the committee to focus on first.

11. Equipment Purchased from Charitable Funds

A report was received detailing items of equipment bought from charitable funds. The committee agreed that the informatics department and the medical equipment management service should be informed of the equipment purchased through charitable funds to log on their own registers. In addition, the charitable funds financial control procedure was to be updated to state that future equipment purchases needed confirmation that either the informatics department or the medical equipment management service was aware and it was in-line with service priorities.

12. Charitable Funds Committee Work Plan Update

A report providing an update in relation to the committee's work plan was received and noted.

13. Update from First Charitable Funds Bids Panel Meeting

A report providing an update from the first meeting of the charitable funds bids panel was received and noted.

14. Charitable Funds Cash Position and Future Cash Projections

A report outlining the charitable funds cash position and future cash projections was received and noted.

15. Closed Fund Approvals

A report detailing 10 funds approved for closure between 1st August 2017 and 31st October 2017 was received and approved.

16. Parties Authorised to Issue Instructions to Investec

A verbal update in relation to parties authorised to issue instructions to Investec was received and noted.

C. MATTERS REQUIRING BOARD LEVEL CONSIDERATION / APPROVAL

The chair of the Charitable Funds Committee wishes to draw the following matters to the attention of the board:

For noting:

- The decision to use charitable funds to commission an external agency to develop a marketing strategy to support the charity (point five);
- The concerns raised in relation to staff employed by external charities (point nine);
- The amendments to the charitable funds financial control procedure in relation to equipment purchased through charitable funds.

D. RECOMMENDATION

The board is asked to note the issues set out in this report.