

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

Minutes of the meeting held on Wednesday 19 January 2022 at 10am,
Via Zoom

Present: Mr Glenn Houston, Non-Executive Director (Chair)
Mr Owen Harkin, Director of Finance
Ms Caroline Armstrong, Head Accountant
Mrs Nuala McAuley, Assistant Director, Financial Accounting
Mr Paddy Graffin, Director of Integrated Care
Mrs Caroline Diamond, Assistant Director, Women, Children's
and Families
Mrs Jacqui Armstrong, Business and Governance Manager,
Mental Health and Learning Disability
Dr Petra Corr, Director of Mental Health and Learning Disability
Mr Neil Martin, Director of Strategic Development and Business
Services
Mr Patrick Maguire, Business Manager Community Care

In Attendance: Mrs Jill McBride, Minute Taker
Mr Aaron Carey, Boardroom Apprentice

1.	<p>Apologies</p> <p>Mr Gerard McGivern, Non-Executive Director (<i>Meeting clash with Adoption Panel</i>) Mrs Wendy Magowan, Director of Operations Mr Roy Hamill, Director of Community Care Mrs Audrey Harris, Director of Medicine and Emergency Medicine Mr Kevin McMahan, Director of Surgery and Clinical Services Mr Seamus O'Reilly, Medical Director</p>	
2.	<p>Conflicts of Interest</p> <p>Nil declaration.</p>	
3.	<p>Minutes of Previous Meeting: 7 October 2021</p> <p>Minutes of the previous meeting were taken as an accurate record.</p>	



4.	Matters Arising (Action Log) The action log was reviewed and updates were noted.	
5.	Divisional Presentation – Mental Health, Learning Disability and Community Well-Being Dr Corr outlined progress with the 65 proposals (£120k) included within the Mental Health, Learning Disability and Community Wellbeing Division Expenditure Plan. As of 6 January 2022, 13 proposals have reached conclusion and are in place across the Division and it was noted that a further 11 schemes have their CTRE forms/Business Cases drafted and are working their way through the system. The following are examples of proposals that will come to conclusion in year: <ul style="list-style-type: none">- 5 point harness swing at Rathmoyle Adult Centre;- Resources for Dementia home support including sensory boards/light panels; and- Magic Table to support therapeutic activity/social activity for residents in Brookgreen SLS. It is envisaged that 7 of the planned schemes will not be completed in year. Dr Corr advised that some of the larger schemes are relatively complex and will take more time to be delivered. Mr Houston queried if the timings have been challenging for the staff due to COVID. Mrs Armstrong advised that there are certainly challenges for staff and Fund Managers in finding the resources to compile Business Cases, etc., however, the Financial Accounting Services team do work closely with colleagues to assist, as much as possible, in preparing business cases. Mrs McAuley advised with respect to the large number of funds and subsequent inflexibility in accessing them. Paper 10 tabled for today's meeting regarding the re-mapping of CTF's will outline how this can be eased going forward. It is also anticipated that this will result in a more flexible approach, with reduced administrative work and a more effective use of resources. Mr Houston thanked Dr Corr and her team for the very informative presentation.	



6.	<p>Divisional Presentation – Surgical and Clinical Services</p> <p>Mr McMahan was not in attendance at today's meeting, however, the presentation had been included in Committee papers and Mr Houston was content to note.</p> <p>Thanks were also given to Mr McMahan and his team.</p>	
7.	<p>Income and Expenditure Update</p> <p>Caroline Armstrong advised that the total income received to 30 November 2021 amounted to £431k, 11.6% of the total income received for 2020/21. It was noted that this includes £94k received from NHS Charities Together, but excludes the £3m DoH donation.</p> <p>It was noted that the Trust has received a significant number of donations since August 2021, as detailed in the report provided for today's meeting.</p> <p>It was also noted that there were no COVID-19 related donations received in 2021/22 to date.</p> <p>Caroline Armstrong advised that the NHS Charities Together Stage 2 application has been successful and £209,400 has been allocated, with monies paid out in 4 instalments between October 2021 and March 2023. This project is actively being progressed by Mr Hugh Nelson.</p> <p>The application for Stage 3 has now been submitted and it is anticipated that the outcome will be notified to the Trust in February 2022.</p> <p>Mr Houston requested that an invitation is extended to Mr Nelson for the next meeting on 24 May 2022 to provide and update on Stage 2. Caroline Armstrong will take this forward.</p> <p><u>Car Leasing VAT Rebate</u> It was noted that due to a VAT change in 2020, along with the outcome of a subsequent legal challenge in respect of the regional Car Leasing Scheme, the Trust will be receiving a VAT rebate of £191k (net) in respect of employee deductions between 2013 and 2020.</p>	<p>C Armstrong</p>



	<p>Mr Owen Harkin advised that legal advice was sought and a briefing paper was presented to the Directors of Finance to consider 3 options, one of which was that the rebate be directed as 'windfall' income to CTF. After much discussion, this option was approved by Directors of Finance on 8 December 2021.</p> <p><u>Expenditure</u> Total expenditure to 30 November 2021 is £304k, which includes a £22k NICIFC management charges but excludes any of £3m DoH project spend.</p> <p>The standard report provides an update on the total expenditure incurred to date and Mr Houston asked if a column for 'approval' could be introduced.</p> <p>There are 229 proposals detailed within the 2021/22 Expenditure Plan, 12 of which were carried over from 2020/21, which had £147k of expenditure incurred against them.</p> <p>It was noted that NHS Charities Together Membership has been renewed and it was advised that the 2022 membership fee was paid from the new Development Grant, as will the 2023 membership fee.</p> <p>Caroline Armstrong advised that there has been a delay due to ICT and governance checks with the replacement of the CTF Accounting System (Trojan). It had been anticipated that the system would go live in December 2021, however, this is now anticipated to take place in April 2022. As a contingency, the licence with Trojan has been extended to March 2022 to ensure that data is accessible for year end. This was noted by the Committee and Mr Houston asked for an update at the next Committee Meeting in May 2022.</p>	<p>C Armstrong</p>
<p>8.</p>	<p>Review of Admin Charges</p> <p>Caroline Armstrong advised that the charge has increased by £9k to £54k from 2020/21 which was primarily due to the implementation of the new Harlequin system. Committee approved the application of the administration charge on the 31 March 2022 closing fund balances, consistent with previous years.</p> <p>Members were advised that a blended approach to both fixed and variable charging will be considered when the number of CTF's reduce.</p>	



	<p>The impact of the processing of the Charities Commission registration is likely to result in an increase in administrative charge, which was also noted by the Committee. However, this should be mitigated by a Development Grant of £30k which will be made available to the Trust from NHS Charities Together. Caroline Armstrong will provide an update on this at the October meeting.</p>	
9.	<p>£3 DoH Donation Update</p> <p>Caroline Armstrong advised that the Project Steering Group is currently meeting every 6 weeks and have met on 3 occasions to date. At present 11 proposals have been set out and these were described in more detail in the report provided for today's meeting.</p> <p>The Trust have been proactive in taking steps towards maximising expenditure of the £3m donation, in comparison to regional colleagues, and are quite advanced in the process to date. The Committee noted the progress made to date and is content with the 33% target achieved in approved proposals.</p> <p>The Terms of Reference for the Project Steering Group, will be amended to remove the wording 'of the board' as the Group is not a formal Sub Committee of the Board, but an operational group established to manage this donation. Group membership comprises Owen Harkin, Suzanne Pullins, Jacqui Reid, Hugh Nelson and Nuala McAuley.</p>	<p>C Armstrong</p>
10.	<p>Re-Mapping of CTFs</p> <p>Caroline Armstrong advised that the process for registering with the Charity Commission has yet to formally commence and is not anticipated to commence for a further 2-3 years. However, the Trust remains committed to progressing actions to reduce the number of CTFs, in readiness for registration.</p> <p>It was noted that there are currently 199 active Charitable Trust Fund Accounts. Financial Accounting services have proposed that these be replaced by 8 new Charitable Trust Funds aligned to each of the Divisions, consistent with the approach being taken across the other Trusts.</p> <p>Caroline Armstrong advised a consultation process with Fund Managers, Business Partners and any other key</p>	

	<p>Trust personnel will commence in February 2022, invitations having already been issued.</p> <p>The Committee approved the opening of the 8 new proposed CTF Accounts.</p> <p>Mr Houston requested a further update on the progress at the next Committee meeting.</p> <p>The decision was made that Caroline Armstrong would draft a note for Mr Harkin to table at SMT to encourage attendance at consultations.</p>	<p>C Armstrong</p> <p>C Armstrong</p>
<p>11.</p>	<p>Investment Update</p> <p>Mrs McAuley advised that as at August 2021, the NICIFC share price had increased to 1606.98p (9%), from 1476.35p at March 2021. However, at 30 November 2021 this had decreased to 1575.76p, which represents a 6.76% increase in year.</p> <p>The dividend received in December 2021 totalled £77,457 (24p/share), up from £68,327 in June 2021 (21p/share).</p> <p>The Committee advised that it is content to continue with investments as set out in the paper provided for today's meeting.</p> <p>Mrs McAuley advised that a paper providing an update the CTF Investment Portfolio will be tabled at the May Committee.</p>	
<p>12.</p>	<p>Publicity Update</p> <p>Caroline Armstrong advised that the Trust continues to receive generous donations, both large and small. The Financial Accounting Service department ensure that feedback to donors on how the Trust has utilised their kind donations is carried out via social media and this is assisted via the Trust Communications Team. It was noted that the last infographic was uploaded to the Trust social media site on 15 December 2021 and 31 December 2021, screenshots of both were provided in the report for today's Committee.</p> <p>Following approval by the Committee in October 2021, FAS engaged with the Communications Team to create a dedicated Charitable Trust Fund section on the Trust's external website and a first draft of this was created in early December 2021. Caroline Armstrong advised that</p>	



	the content has been finalised and is now live. The team will ensure that the website is regularly updated with information and graphics.	
13.	Any Other Business (AOB) The Committee requested the Women, Children's and Families Division to present at the next meeting on 24 May 2022.	M Dargan
14.	Date of Next Meeting Tuesday, 24 May 2022 at 2pm via Zoom.	