

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

**Minutes of the meeting held on Thursday 7 October 2021 at 2pm,
Via Zoom**

Present: Mr Gerard McGivern, Non-Executive Director
Mr Owen Harkin, Director of Finance
Ms Caroline Armstrong, Head Accountant
Mrs Nuala McAuley, Assistant Director, Financial Accounting
Mr Seamus O'Reilly, Medical Director
Mrs Julia Tolan, Head of Pharmacy
Mrs Ashley Steele, Performance and Business Manager,
Elective and Acute Hospital Services

In Attendance: Mrs Jill McBride, Minute Taker

1.	<p>Apologies</p> <p>Mr Glenn Houston, Non-Executive Director (Chair) Mrs Wendy Magowan, Director of Operations Dr Petra Corr, Director of Mental Health and Learning Disability Mr Paddy Graffin, Director of Integrated Care Mr Roy Hamill, Director of Community Care Mrs Audrey Harris, Director of Medicine and Emergency Medicine Mr Neil Martin, Director of Strategic Development and Business Services Mr Kevin McMahan, Director of Surgery and Clinical Services Mrs Caroline Diamond, Assistant Director, Women Children's and Families</p> <p>The decision was made prior to the meeting that the above representatives from Divisions would not attend due to current COVID-19 pressures on Services.</p>	
2.	<p>Conflicts of Interest</p> <p>Nil declaration.</p>	



3.	<p>Minutes of Previous Meeting: 13 May 2021</p> <p>Minutes of the previous meeting were taken as an accurate record.</p>	
4.	<p>Matters Arising (Action Log)</p> <p>The action log was reviewed and updates noted.</p>	
5.	<p>2021/22 Expenditure Plan</p> <p>Caroline Armstrong advised that there are 217 proposals detailed within the 2021/22 Expenditure Plan, totalling £1.5m, 12 of which are projects that continued into 2021/22, having commenced in a previous year.</p> <p>The target was to identify proposals totalling 20% of the total value of CTFs, and the Committee noted that £1.5m represented 24%.</p> <p>A further number of submissions are expected from Surgical & Clinical Services, which Caroline Armstrong will follow up.</p> <p>The Committee were content to provide provisional approval, pending submission of business cases and CTRE forms.</p>	
6.	<p>Divisional Presentation – Community Care</p> <p>Mr Hamill was not in attendance at today's meeting due to the current COVID-19 pressures on the Service.</p> <p>A brief overview was provided to those in attendance and it was noted that the Community Care Division act as Fund Manager for 43 active Charitable Trust Funds (CTFs) with a current total balance of £2.95m. This includes the Robinson Hospital Trust CTF which accounts for over half of the overall funds with a balance of over £1.5m.</p> <p>There was also some discussion on the Robinson Hospital refurbishment. It was noted that the refurbishment will be funded through the Robinson Charitable Trust funding and will involve the reconfiguration of the existing footprint of the Hospital to provide 16 inpatient beds.</p>	



	<p>A Business Case was developed for the refurbishment in partnership with the Robinson Board to bring it up to modern community hospital standards. It was noted that it will undergo extensive updating throughout to improve all areas.</p>	
7.	<p>Divisional Presentation – Medicine and Emergency Medicine</p> <p>Mrs Audrey Harris was not in attendance at today's meeting due to the current COVID-19 pressures on the Service.</p> <p>Mrs Ashley Steele was in attendance and provided a brief update to the group. She advised that during 2021/22, the Division scheduled and delivered training sessions in July, August and September. The six scheduled training sessions were attended by 20 staff. During the training sessions the guest speaker, Caroline Armstrong, Head Accountant, Financial Accounting Services, provided technical and operational advice on how to effectively and appropriately expend Charitable Trust Funds. In the ideas generation breakout sessions examples of successful expenditure were discussed and new ideas were shared and tested. These training sessions were noted to have been very worthwhile and appreciated by the Service.</p>	
8.	<p>Income and Expenditure Update</p> <p>Caroline Armstrong advised the group that the total income received for the 5 month period to 31 August 2021 amounted to £251k, which is 6.8% of the income received in 2020/21 (£3.7m).</p> <p>Caroline Armstrong provided an update on the Stage 2 and 3 NHS Charities Together and advised that Hugh Nelson has made significant progress with the Stage 2 application having been approved within the last number of days. The application amount is £230,341 to be released in instalments over 2 years. It was also noted that the application is entitled "Community resilience for mental wellbeing: A Place Based Approach" and is designed to address needs identified through co-design activities with community and voluntary sector as well as Trust staff.</p> <p>It was noted that Hugh Nelson, Head of Service (Health and Well-Being) continues to coordinate the application for Stage 3 for the NHS Charities Grant Funding. The</p>	



closing date for applications has been extended to 31 December 2021, with approval due by end February 2022.

The Stage 3 Application covers support for long-term health and recovery of staff, patients, community, and volunteers impacted by Covid 19. Funding of £264,000 is available under the stage 3 process.

£107k of expenditure has been incurred by 31 August 2021, with £102k having been incurred against the 12 projects that continued from 2020/21 with the remaining £74k having been incurred against new projects commencing in 2021/22.

It was noted that the Financial Accounting Services Department will engage with Fund Managers to encourage and monitor spend throughout the 2021/22 financial year. Caroline Armstrong advised that they will also continue to issue quarterly reports to Business Managers and Directors for action.

The reduction in Charitable Trust Funds was noted to have reduced from 225 to 207 and FASD will continue to monitor the number of funds, in particular, focusing on the 37 suspended funds.

Caroline Armstrong also provided an update on the internal mapping exercise planned outlining the key objectives being to 1) reduce the number of CTFs; and 2) identify those CTFs that should be merged (via a High Court process).

Gerard McGivern queried if there are still small funds leftover, what will the Trust do with them and Caroline Armstrong advised that they cannot be merged and the Trust would have to go to the High Court. She advised that she will be working very closely with Fund Managers providing advised as to what these monies could be spent on. Caroline Armstrong also advised that she is continuing to liaise with other Trusts regionally to ensure a unified approach. It was noted that an updated paper will be tabled at the next Committee in January 2022.

An update was given on the replacement of the Trojan system to Harlequin and it is anticipated that it will go live on 1 December 2021.



	<p>Mr McGivern thanked Caroline Armstrong for the in-depth high standard of review provided.</p>	
9.	<p>£3m DoH Donation Update</p> <p>Following CTFAC's request to establish a Project Group to oversee the expenditure of this donation, the group met for the first time on 26 August 2021 with the second meeting taking place on 6 October 2021. It was noted that the group considered a number of proposals as the basis for an expenditure plan for 21/22.</p> <p>The paper provided for today's meeting illustrates that 7 potential proposals totalling £788k (26%) have already been identified which provides an assurance regarding actions being taken to progress expenditure of this large donation.</p> <p>Caroline Armstrong advised that the project group is now scheduled to meet every 6 weeks and Gerard McGivern acknowledged that the group have certainly made very good progress to date.</p>	
10.	<p>Investment Update</p> <p>Nuala McAuley advised that the balance of all Charitable Trusts Funds as at 31 August 2021 is £9.348m of which £4.765m is held as investments in stocks and shares within the Northern Ireland Central Investment Fund for Charities (NICIFC).</p> <p>The paper tabled for today's meeting provides an update on the investment fund.</p> <p>The Department for Communities Investment Policy Statement was updated in May 2021 and this was noted by today's group.</p> <p>Despite the continued market volatility, the NICIFC share price increased at 31 August 2021 to 1606.98p (9%) from 1476.35p at March 2021 and this was also noted by today's group.</p> <p>The group also noted the interim dividend received in June 2021 was £68,327 (21p/share).</p> <p>The group also confirmed that they are content to continue with the investments as presented.</p>	



11.	<p>Publicity Update</p> <p>Caroline Armstrong advised that the Trust continues to receive generous donations both large and small into the various CTFs, and the Financial Accounting Service Department (FASD) ensure that feedback to donors on how the Trust has utilised their kind donations via social media is carried out each quarter, with the assistance of the Trust's Communications team.</p> <p>The last infographic uploaded to the Trust's social media sites was on 22 September 2021 and this is outlined in the paper provided for today's meeting. This was noted by today's group.</p> <p>Approval was also given for the narrative proposed for the new (external) CTF website, this being the first in the region. Gerard McGivern advised that this is an excellent idea and one that the public will be very interested in.</p>	
12.	<p>Any Other Business (AOB)</p> <p>Mr McGivern passed on his thanks and advised that he was very content with everyone reported at today's meeting.</p>	
13.	<p>Date of Next Meeting</p> <p>Wednesday 19 January 2022 at 9AM</p>	