

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

Minutes of the meeting held on Wednesday, 11 October 2023 at 2pm, via MS Teams

Present: Mr Glenn Houston, Non-Executive Director (Chair)
Mr Gerard McGivern, Non-Executive Director
Mr Owen Harkin, Deputy Chief Executive/Director of Finance and Estates

In Attendance: Mrs Diane Spence, Director of Community Care
Mrs Audrey Harris, Director of Medicine and Emergency Medicine
Dr Petra Corr, Director of Mental Health and Learning Disability
Mr Neil Martin, Director Strategic Planning, Performance and ICT
Mr Kevin McMahon, Director of Surgery and Clinical Services
Mrs Nuala McAuley, Assistant Director, Financial Accounting
Mrs Caroline Armstrong, Head Accountant
Mr Hugh Nelson (presenting)
Mrs Sarah Williamson (presenting)
Mr Colin Pascoe (presenting)
Mr James Nelson (presenting)
Miss Colette Carey, Minute Taker

1.	Apologies Mrs Gillian Traub, Director of Operations Dr Dave Watkins, Medical Director	
2.	Conflicts of Interest There were no conflicts of interest declared.	
3.	Minutes of Previous Meeting: 23 May 2023 Minutes of the previous meeting of 23 May 2023 were agreed as an accurate record and approved by the Committee.	
4.	Matters Arising (Action Log) The action log was reviewed and updates were noted.	
5.	Presentation – Update on NHS CT Projects	



	Mr Hugh Nelson (HN) gave an update on the two stages of NHS funding: • Stage 2: Strategic Integrated Community and Social Care Pathway Grants - to support health and care partnerships and the development stages. • Stage 3: Recovery and Post Pandemic Grants - Building Emotional Resilience for Staff HN described some of the Peer Support events, this is an extension of the Take 5 Steps to Wellbeing message: Connect, Be Active, Take Notice, Keep Learning and Give by helping people within the community and encouraging positive mental health and wellbeing. HN advised that over the last number of months the Trust has been working collaboratively with a range of community, voluntary and statutory organisations to introduce the concept of Peer Support. Mr Glenn Houston (GH) enquired about the funding resource for this scheme, HN confirmed they are currently undertaking an independent evaluation and hope to be able to maintain a 'slimmed down' version of the scheme, when NHS CT funding ends. GH thanked HN and his team for the work to date and welcomed a further update in October 2024.	
6.	Presentation – My Journey Project GH welcomed Mrs Sarah Williamson (SW), Mr James Nelson (JN) and Mr Colin Pascoe (CP). CP advised there were 29 projects considered in phase one which ran from March 2021 - September 2022. Eight projects were completed in phase one. 11 projects were in development and one project on hold at the end of phase one. A total of 12 projects were moved into phase two. CP highlighted four projects and discussed how these have improved patient wellness, reduced waiting times and achieved cost savings: • Clinical Pharmacy Video – How to safely administer an enoxaparin injection • Child Health Development and Emotional Wellbeing Services – Youth Mental Health • MSK Podiatry – Basic Stretching Techniques • Maternity Services – post birth discharge advice GH thanked the team for their impressive presentation. Mr Gerard McGivern (GMcG) noted concerns around public access to the online videos especially for those in	



	rural areas. CP advised some of the content is available within the hospital to enable patients to take a copy home. He also advised that the Trust is currently working with the rural network and they are reviewing other options to deliver the information. GH suggested that, at some point, a similar presentation could be made to the Board. Mr Neil Martin (NM) took the opportunity to thank JN, SW, CP and the team.	C Carey
7.	Income and Expenditure Update Mrs Caroline Armstrong (CA) provided an overview of the income and expenditure as at the 31 August 2023. The total income received for the 5 month period to 31 August 2023 amounts to £258k (£369k YTD Aug22) which is 32% of the income received in 2022/23 (£814k). However, excluding the dividend of £119k (£86k YTD Aug22) and funding of £52k from NHS Charities Together (£118k YTD Aug22) the YTD income of £87k is £78k less than YTD in 2022/23 (£165k YTD Aug22). CA advised the 5 new, Directorate based, CTFs have now been operational for 1 year with donations remaining strong since the mid year change. All donations are now only accepted into one of these CTFs and CA agreed to provide a further update on donations in October 2024. The total expenditure for the period to 31 August 2023 amounts to £596k (including £23k NICIFC management charges) which is 85% more than the expenditure incurred for the same period in 2022/23 (£323k YTD Aug22). Mrs Nuala McAuley (NMCA) discussed the NHS Charities Together (NHS CT) Development Grant to support the legal costs that the Trust will incur when the Trust applies to the High Court to merge the old CTFs into the 5 new CTFs. CA updated on the DoH £3m Donation, noting that the Project Group continue to meet regularly and last met on 21 July 2023. The group aims to achieve an annual target of 33% commitment to support 100% commitment within 3 years (by 31 March 2024). This is on track to be achieved.	C Armstrong



	The new Harlequin accounting system is due to go live in the coming weeks with staff training having been completed. GH thanked CA and NMCA for their detailed updates in particular the update in relation to the NHS Charity Funding. GMcG enquired about public donations and what the Trust does to promote interest in making donations. CA advised that quarterly communications are issued via the Trust's social media pages but that the team are exploring other options to raise awareness.	
8.	Divisional Update (SCS) Mr Kevin McMahon (KMCM) provided an update on the following CTF schemes: Patient engagement pilot Enhanced levels of patient engagement is in progress. The post holder has also provided rigorous assessment and feedback on the proposed PHA PPI Monitoring Returns which were subsequently significantly simplified. The scheme duration has been extended as the staff member is now working part-time, the level of investment remains unchanged the current anticipated end date for the project is 31 January 2024. Lung Cancer Project Nurse The appointment of a Nurse Service Improvement Manager to support the Lung Cancer Clinical Nurse Specialists has helped to improve the process of 'Breaking Bad News' to newly diagnosed patients. Core patient education materials were reviewed and updated or developed as necessary and training was provided to staff at ward level and in the outpatient environment. The project closed in January 2023 and the Nurse Service Improvement Manager has returned to his substantive post. HPB (Hepato-pancreato-biliary) Nurse Appointed in November 2021 and is delivering the project. The HPB nurse supports patients from the point of diagnosis and through their treatment pathway. The role has established strong links with colleagues in Belfast Health and Social Care Trust and in the Trust's Palliative Care Service. These links ensure patients experience smooth transitions to other care providers when required.	



	Cancer Focus Counsellor This scheme provides counselling for patients, relatives and carers with a cancer diagnosis. The current service is provided free of charge for clients. The demand for counsellor support is rising and the charitable funding ensures patients receive timely support to help them cope with the diagnosis or living with cancer. Cancer Pre-habilitation There was some delay in the implementation of this scheme due to the recruitment process. The Band 7 posts have enabled cancer services to develop pre-habilitation for colorectal and lung cancer patients with the plan to include haematology patients in Autumn 2023. KMcM advised these projects have resulted in enhanced patient experience and on-going benefits for staff and patients. GH thanked KMcM for the informative update.	
9.	Administration Charges CA provided background on the cost of administering the CTFs and the methodology for calculating and charging across the CTFs. A review was completed between 27 February and 31 August 2023 to ensure the reasonableness of the charge. CA was able to assure the Committee that the costs are now more evenly split than in previous years between governance and processing payments, which reflects the efficiencies made in recent years. Furthermore, the charge will decrease by £1k for 2023/24.	
10.	Publicity Update CA advised the Committee of the CFT communication strategy, CA to liaise with Corporate Communications Department. GH asked that the Head of Corporate Communications is invited to the next meeting.	C Carey
11.	Any Other Business Review of Investments NMcA provided an update of the current investment position. She advised that the war in Ukraine, rising energy prices, inflation and the cost of living crisis has had a detrimental impact of the Trust's investment portfolio. It	



	was agreed the committee should retain a 'watching brief' on the investment position. NMCA agreed to provide a further update at the next meeting. Future meetings GH reflected on the format of the committee meetings and suggested they continue to meet virtually, however, he did request that the May meeting be held in person.	N McAuley C Carey
12.	Date of Next Meeting: Wednesday, 17 January 2024 at 9.00am	All