Northern Health and Social Care Trust

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

Minutes of the meeting held on Tuesday 24 May 2022 at 2pm, Via Zoom

Present:

Mr Glenn Houston, Non-Executive Director (Chair)
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 Paddy Graffin, Director of Integrated Care
Mrs Caroline Diamond, Assistant Director, Women, Children's and Families
Dr Petra Corr, Director of Mental Health and Learning Disability
Maura Dargan, Director of Women, Children's and Families
Mr Seamus O'Reilly, Medical Director
Mrs Audrey Harris, Director of Medicine and Emergency Medicine

In Attendance:

Mrs Jill McBride, Minute Taker
Mr Aaron Carey, Boardroom Apprentice
Mr David McCann, Assistant Director, RQIA (Observer Role)
Mr Hugh Nelson, Head of Service, Health and Well-being
Mrs Cathy Gillen, Business Manager, Acute Services (Obo Kevin McMahon)

1.	**Apologies** Mr Neil Martin, Director of Strategic Development and Business Services Mrs Wendy Magowan, Director of Operations Mr Kevin McMahon, Director of Surgery and Clinical Services	
2.	**Conflicts of Interest** Nil declaration.	
3.	**Minutes of Previous Meeting: 19 January 2022** Minutes of the previous meeting were taken as an accurate record.	

4.	**Matters Arising (Action Log)** The action log was reviewed and updates were noted.	
5.	**Presentation – Update on NHS Charities Together Funding** Hugh Nelson (HN) provided an update on the NHS Charities Together Fund. The introductory elements of Community Resilience for Mental Well-being were discussed along with the individual elements of: - Social Prescribing - The Portal - Upskilling of Community Leaders and establishing Peer Networks The vision for Connect North was shared, along with the timeline for this work. Gerard McGivern (GMcG) queried the future revenue elements and HN advised that it is anticipated that the Trust will be able to continue with elements of this work in the future. HN advised that Service Users have had difficulties using the portal; however, there are plans to resolve the problems. Further work will be carried out around the promotion of the portal which is already being widely promoted. GMcG queried if there is an element built into the portal for feedback and HN advised that there is not, however he will take this suggestion back for further exploration. It was noted that this will fit well with the ethos. HN advised that approval for the Stage 3 application was granted on 29th March 2022 and progress has already been made in terms of recruitment. Committee thanked HN for the comprehensive update and noted that it would be very useful if a further update could be provided at a time to be agreed.	**Ms Armstrong**

6.	**Divisional Presentation – WCF** Caroline Diamond (CD) provided an update on WCF's use of charitable funds. The 2021-22 goals were shared and it was noted that there were 45 individual expenditure proposals representing services across the Division including maternity, neonatal, paediatrics and social services. Out of the 45 proposals, CD advised that 35 were delivered and 10 proposal forms had been submitted for the others. Whilst the schemes have not yet been fully implemented, most are progressing well. CD outlined how the schemes have been applied and it was noted that they have been used to provide: • practical support for families to provide essential items such as bedding, flooring and heating oil • Activities for young people • Christmas outing and presents purchased • Learning resources and sensory equipment for children • Memory-making resources for bereaved families • Breast pump equipment for loan scheme • Support for midwives to promote emotional wellbeing and resilience CD also acknowledged the positive feedback following the Midwives Sparkle Event - An Emotional Well-being Workshop. GH queried who led this event, it was noted to be NHS England, and a Perinatal Midwife from the Trust attended this. CD also acknowledged that she has discussed the benefits with colleagues regionally. Glenn Houston (GH) and GMcG thanked CD for presenting to the Committee and noted that it was encouraging to see 35 schemes over the line and a further 10 in progress, despite the earlier challenges. It was noted to be a sensible use of resource and a good application of money.	
7.	**Trustees Report and Accounts 2021/22 – Final Draft** Nuala McAuley (NMcA) advised that the accounts for year end 31 March 2022 have been shared with the auditors and as yet no feedback has been received.	

	NMcA talked through the Income and Expenditure figures and drew attention to a 7% decrease on expenditure from last year. GH thanked NMcA for the update and advised that it will be helpful to receive confirmation from the auditors that the Trust has a clean bill of accounts. GMcG echoed this and thanked NMcA for the very informative presentation. He queried if the Governance Costs of £44,000 for Software is a 'one off' cost and was advised of a one off cost for implementation but that the annual maintenance costs were c£10,000. Owen Harkin (OH) advised that the £3m donation received from the DoH is well on schedule and should flow more on next years accounts. He paid thanks to CA and team for getting the Trust to this position.	
8.	**Income and Expenditure Update** CA advised that the income received for the period 1 April 2021 to 31 March 2022 was £626k; including £99k in respect of NHS Charities Together and excluding the DoH donation of £3m. Expenditure was noted as amounting to £636k, including £22k NICIFC management charges. An update was provided on the status of the Stage 2 NHS Charities Together project. The recruitment of 2 new link workers has been completed and they are scheduled to take up post in May 2022. It was also noted that a Service Model for an integrated and holistic Connect North Service has been signed off, 1,000 licences have been distributed and have been procured for a portal on community support. The Committee were also advised that the Mental Health Connectors and Take 5 Ambassador roles are being piloted. An update was provided on the status of the Stage 3 NHS Charities Together project. It was noted that the Programme Delivery Officer has been recruited and is scheduled to take up post in June 2022. GMcG queried if the Programme Delivery Officer is a permanent or fixed-term contract and CA advised that this is a fixed-term contract, as the Trust is unable to make a permanent commitment for any posts funded by CTF.	

	The Committee provided retrospective approval for the opening of a new Charitable Trust Fund in respect of the £30k Development Grant. It was noted that this is a 'one off' grant and is expected to the utilised as part of the process of registering with the Charities Commission for Northern Ireland. GH queried if the application is being applied appropriately within the permitted boundaries and CA advised one of the criteria for the Development Fund was to assist, specifically, with CCNI registration. An update was provided on the Car Leasing Rebate following the January 2022 meeting and it was noted that the regional Directors of Finance group have reconsidered the earlier decision and a new agreement has been made to make a repayment to staff, as opposed to the rebate being treated as 'windfall' income to CTF. This will be co-ordinated by SEHSCT, with assistance from the Payroll Shared Services Centre. The Committee noted a typo in the Car Leasing VAT Rebate paragraph which CA advised she would amend. The progress in relation to the Expenditure Plan was noted. GH acknowledged that this was a comprehensive overview and noted that the table providing an update on total expenditure incurred is particularly helpful. The Committee were made aware that 'Go Live' for the new Harlequin system is now expected for July 2022. It is currently in the data migration phase. However, as a contingency, the licence with Trojan has been extended until December 2022 to ensure access to data for year end activity, if this becomes necessary.	**Ms Armstrong**
9.	**£3m DOH Donation Update** The Committee were advised that significant progress has been made to date in identifying projects and tangible spend will be seen later this year. All projects are detailed in the report provided for today's meeting. Six proposals have been approved to date, totalling £1.824m, with a further 5 being explored. It was noted that the Project Group aimed to achieve an annual target of 33% to represent the value of proposals that should be identified each year, this has now been	

	achieved. The regional position was also noted by the Committee. OH advised that the Trust is in a good position and he is content with progress to date. NMcA advised that there has been engagement with Trade Union colleagues and some of the proposals for supporting staff members have stemmed from these discussions.	
10.	**Re-mapping of CTFs Update** CA advised of the forms of communication that will be issued to staff with respect to the re-mapping of CTF's. It was noted that there has been useful consultations since the last Committee meeting; 6 sessions were held. Feedback from the consultation sessions suggested that more time should be committed to develop guidance and internal communications around the changes. The development of guidance and further communications was approved by the Advisory Committee. The Committee agreed that a Fund Manager for each new Charitable Trust Fund should be allocated by the Director of the applicable Directorate, as far as possible. Discussion took place with respect to the establishment of a new Project Group and this was approved by Committee. It is anticipated that this group will meet quarterly and will be attended by each Fund Manager. The Implementation Plan was noted and expected to be on target with respect to all proposed timeframes. GH thanked CA and her team for the huge amount of work in getting to this stage. He noted that it will be important to ensure that prospective donors to Charitable Trust Funds are not discouraged by the changes and that the communications will be crucial in getting it right. He requested that this be kept under review. GH queried if the approval levels will remain as they are and CA advised that the team will most likely look to revise the thresholds to reduce bureaucracy and incorporate a review across the region, as some Trusts have higher thresholds.	

11.	**Investment Strategy Update** NMcA advised that the balance of all Charitable Trust Funds held as at 31 March 2022 is £9.586m of which 52% is held as investments in stocks and shares within the Northern Ireland Central Investment Fund for Charities. It was noted that the return achieved on shares, to date, has been significantly higher than that received on bank deposits. NMcA advised that over the last 5 years the NICIFC has consistently out-performed alternative investments. With respect to the long-term share price for the 5 year period to 31 March, the figures were noted to show that the fund had achieved an increase of 294.12p, up 23% since 30 September 2017. The regional comparison with respect to return on investments was noted and the detail is available in table 3 of the report. The regional average rate of return was significantly higher (2.42%) than investments held at the bank (0.03%). The regional proportion of investments was also noted. The Committee was assured that there were no liquidity disadvantages in using the NICIFC and were informed the 48% held on bank deposit includes the £3m DoH donation. Approval was provided by the Committee that the Bonds should be included within the scope of the exercise to merge funds through the High Court process. Approval was also given to transfer the £3.1m from Bank Interest Bearing Account to NICIFC when the investment matures in July 2022. The Committee were also asked to provide approval to transfer £1m from Bank Interest Bearing Account to NICIFC when investment matures in September 2022, this was granted along with the approval of the investment strategy to maximise investments within NICIFC. GH and NMcA both noted the enormity of these investent decisions and the associated risks but advised that they had no major concerns about a proposed shift in the balance of funds held on account and within the Investment Fund. GH advised that NICIFC is a	**Ms Armstrong** **Ms Armstrong**

	reputable fund and the banking alternative will most likely continue to yield more modestly. OH also advised that he was content with the proposal. GH queried whether there was any insight as to why the Belfast Trust's investment strategy was different to other Trusts in using CTF and CA advised that she will follow up to determine why for the next meeting. Albeit approvals were given, GH advised that should it be discovered first if the CIF (used by BHSCT) has a better return of investment than NICIFC and to report back to Committee accordingly. GMcG queried whether formal notification would need to be brought back to the next Committee meeting in October and the decision was made that it would. CA and NMcA will take this forward. The NICIFC Investment Fund Update provided by ASC on 8 April 2022 was noted by today's Committee, along with the assurances provided by ASC with respect to their Environmental, Social and Governance Policy.	**Ms Armstrong** **Ms Armstrong / Mrs McAuley**
12.	**Publicity Update** The infographic uploaded to the Trust's social media sites on 7 May 2022 was noted. CA also made the Committee aware of the proposed social media post in relation the NHSCT Stage 2 funding. GH advised that he would be keen to see more photographs being used to raise the Charitable Trust Fund profile. This was taken on board by CA who advised that she had engaged with the Communications Department pre-COVID to progress this, but due to the associated restrictions this had to be postpopned. CA advised she will pick this up again. GH, GMcG and OH paid thanks to the Team for the quality of the papers provided ahead of today's Committee.	**Ms Armstrong**
13.	**Any Other Business (AOB)** No items were raised under AOB.	

14.	**Date of Next Meeting** 3 October 2022, 2pm via Zoom	