

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

Minutes of the meeting held on Monday 3 October 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
Mrs Caroline Diamond, Assistant Director, Maternity Services
Dr Petra Corr, Director of Mental Health and Learning Disability
Mrs Ciara McKillop, Assistant Director, Children's Services
Mrs Ashley Steele, Performance and Business Manager, Elective and Acute Hospital (*Obo Mr Kevin McMahon & Mrs Audrey Harris*)
Mrs Nuala McAuley, Assistant Director, Financial Accounting
Ms Caroline Armstrong, Head Accountant, Financial Accounting

In Attendance: Mrs Jill McBride, Minute Taker

1.	Apologies Mr Neil Martin, Director of Strategic Development and Business Services Mr Kevin McMahon, Director of Surgery and Clinical Services Mrs Audrey Harris, Director of Medicine and Emergency Medicine Dr Dave Watkins, Medical Director	
2.	Conflicts of Interest Nil declaration.	
3.	Minutes of Previous Meeting: 24 May 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.	Trustees Report and Accounts 2021/22 Final	



	The final draft of the Annual Accounts signed off by the Chief Executive were tabled and noted by the Committee today as part of the statement of accounts.	
6.	Income and Expenditure Update Caroline Armstrong (CA) advised that the total income received from the 5 month period to 31 August amounts to £369k. This was noted to have been 59% of the income received in 2021/22 and CA advised that significant donations are still being received from individuals and through fund raising. These are detailed in the report provided for today's meeting. CA advised that the total expenditure for the period to 31 August amounts to £323k which is 51% of the expenditure incurred in 2021/22. CA also advised that CFT Managers were invited in June 2022 to submit proposals for the 2022/23 Expenditure Plan and it was noted that there are currently 58 proposals within the Expenditure Plan, 16 of these are projects that commenced prior to 1 April 2022. CA advised that the total value of the projects within the Expenditure Plan amounts to £2.233m with a large number of this expenditure already committed, i.e., approved Business Cases in place. Gerard McGivern (GMcG) acknowledged that this is very encouraging for 2022/23 to have so received so many Business Cases and he portrayed his thanks to all. Glenn Houston (GH) queried why Medical and Governance haven't any identified projects against them and CA advised that she would pick up outside of this meeting and link with Dr Watkins. CA advised that she is currently working towards obtaining more detail/reporting functionality from the new Harlequin system. It was noted that FASD is continuing to review monitoring and reporting of proposals, commitments and expenditure and it is hoped that the new Harlequin system will reduce manual interventions going forward. <u>NHS Charities Together</u> CA made the Committee aware of an enquiry into the Captain Tom Foundation. CA advised that this will not affect the donations that have been made, it is more around the administration of the Foundation. CA advised	Caroline Armstrong



	that she will continue to keep the Committee updated, as necessary. <u>Stage 2 and 3</u> CA advised that Hugh Nelson (HN) continues to coordinate the projects in respect of Stage 2 and 3 and is very proactive in moving forward with the projects and will be invited to the Committee to provide a verbal update in January 2023. With respect to the Development Grant GH queried pathways for funds and he also queried the ease of identifying where particular funds sit. CA advised that she has temporarily mapped the 'old' funds to the new funds and will engage with all Fund Managers to obtain their approval before progressing with the High Court application. It was noted that it remains FASD's intention to submit an application to support costs that will be incurred as part of the High Court process to merge CTF's from the Development Grant. <u>DoH £3m Donation</u> CA provided an update and advised that the group continue to meet on a regular basis. It was noted that 6 projects have been approved and 5 are currently under consideration with business cases currently being collated. CA advised that proposals being put forward are in line with regional counterparts. <u>Trojan</u> An update was provided on the replacement of Trojan and it was noted that the Go Live date is expected for November 2022. Positive progress was noted by today's Committee. GH and Gerard McGiven (GMcG) provided thanks and appreciation to all and advised that they look forward to hearing an update at the next meeting. <u>CTF Mapping / Reduction of CTFs</u> CA advised that 5 new CTFs have been created and came into operation on 1 September 2022. A draft ToR has been written and circulated to the Project Group for consideration. FASD are currently liaising with Fund Managers of the new CTFs to schedule a date for the first meeting in November / December.	Caroline Armstrong
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	It was noted that FASD have now commenced a review of expenditure in respect of all CTFs to assist with initiating the High Court application process. <u>Cyber Security</u> CA provided an update on the One Advanced Cyber Security Incident that took place on 4 August. CA advised the Committee that the CTF system was not affected but that there was some disruption to the CTF transaction processing due to the reliance on data from the Trust's systems to process CTF transactions. During this time contingency arrangements were put in place, however, CA advised that none were required iro CTF.	
7.	Investment Strategy Update Nuala McAuley (NMCA) provided an Investment Strategy update, talking the Committee through the paper provided for today's meeting. It was noted the reason that BHSCT and SEHSCT use CIF instead of NICIFC and GH advised that now that this noteworthy information is available there is no benefit in the Northern Health and Social Care Trust having funds in CIF. GMcG also confirmed that he is content that there is no requirement to move such funds as there will be no benefit in utilising the CIF investment scheme at this time. Owen Harkin (OH) advised that he is also content to keep the existing funds where they are albeit recognised that it will be worthwhile to keep a close watch on bank base rates. GH thanked NMCA for this updated.	
8.	Publicity Update CA provided a publicity update to the Committee and it was noted that feedback to donors on how the Trust has utilised their kind donations via social media is carried out each quarter and a publicity register is maintained. It was also noted that work is currently underway to ensure that the external website is kept up to date and it was also noted that the team will continue to work through updating the applicable areas such as how donations are used, NHS Together Funding and updates on investments. CA advised that FASD are currently engaging with Directorates to develop videos to be added to the	



	website and social media and that FASD have engaged with the Communications team, in this regard, to assist. The examples are noted within the report provided for today's Committee. The Committee acknowledged the receipt of complimentary tickets from NHS Charities Together and attendance by the winning staff member at the BBC Platinum Party at the Palace Concert.	
9.	Any Other Business (AOB) GH acknowledged that the Committee normally extend an invitation to one Division to present an update on their Expenditure Plan at each meeting, however, there were no presentations at today's meeting. GH welcomed comments from each Division if they had any pressing issues to raise and GH also commented that the Committee would very much welcome a verbal update from each area at the next meeting in January. Thanks were provided to CA for the detailed papers provided in advance of today's meeting.	Caroline Armstrong
10.	Date of Next Meeting 18 January 2023, 9am via Zoom	