

CHARITABLE TRUST FUNDS ADVISORY COMMITTEE

**Minutes of the meeting held on Wednesday 17 January 2024 at 9am,
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 & Estates
- Mrs Nuala McAuley, Assistant Director, Financial Accounting
- Ms Caroline Armstrong, Head Accountant
- Mr Oisin Martin, Assistant Director, Children and Young People
- Mr Kevin McMahon, Director of Surgery and Clinical Services
- Dr Petra Corr, Director of Mental Health and Learning Disability
- Mr Paddy Graffin, Director of Infrastructure

In Attendance:

- Mrs Jill McBride, Minute Taker
- Mrs Jo Edgar, Head of Corporate Communication (*obo Mrs Jacqui Reid*)
- Ms Jen Hood, Business Manager

1.	Apologies Miss Gillian Traub, Director of Operations Mr Neil Martin, Director of Strategic Planning, Performance and ICT Dr Dave Watkins, Medical Director Mrs Audrey Harris, Director of Medicine and Emergency Medicine Mrs Suzanne Pullins, Director of Nursing, Paediatrics, Women's and Corporate Support Services Mrs Jacqui Reid, Director of Human Resources Mrs Diane Spence, Director of Community Care	
2.	Conflicts of Interest No conflicts of interest were noted.	
3.	Minutes of Previous Meeting: 11 October 2023 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.	CTF Communications Mrs Joanne Edgar (JE), Head of Corporate Communications advised that she met with the team recently and discussions took place around raising awareness of Charitable Trust Funds, how public donations are being spent and the importance of being more proactive going forward was noted. JE advised a 'storytelling' approach to show the difference projects are making in the local community for service users. JE advised that they will think about a project journey before and after and include pictures and video clips to show progress which can be used on social media. It was also noted that working with local papers to identify Charitable Trust Fund projects in their area would encourage others to raise funds and potentially donate when they see benefits. JE advised that going forward Corporate Communications will be taking a more coordinated, proactive and planned approach to communications around Charitable Trust Fund projects and activity and the Team will be linking with the Financial Accounting Services department to identify potential case studies which would work well for radio and or television. It was noted that they will also think about press releases, social media, internal communications along with the potential to develop a newsletter. Glenn Houston (GH) and Gerard McGivern (GMcG) thanked JE for the very informative presentation and advised that it would be beneficial for other Trust Board members, especially new Trust Board members to see presentations for areas that have been funded by Charitable Trust Funds.	



6.	Publicity Update CA advised that the Trust continues to receive generous donations both large and small into the various Charitable Trust Funds and the Financial Accounting Services department ensure that feedback to donors on how the Trust has utilised their donations is published via the Trust social media. CA advised that her team liaised with the Trust Corporate Communications team and developed a timetable and this was set out in the paper provided for today's meeting. At today's meeting the Committee noted the proactive steps to enhance public awareness and feedback around Charitable Trust Funds. CA also advised that in terms of publicity projects, there may be a photo opportunity and, if so, the Financial Services department will make contact with CTFAC to advise should they wish to attend. GH advised that an update of all the projects mentioned would be useful to have at the next Committee meeting scheduled for May 2024.	C Armstrong
7.	Divisional Update (MH, LD & CWB) Jen Hood (JH) provided a divisional update on what was planned during 2023/24. It was noted that during 2023/24, 111 projects were either fully or partially realised. JH advised that of the 111 projects, 84 projects were below £1k, 26 were valued between £1k and £5k and 1 project was over £5k. These projects included service user trips to Exploris Aquarium, Vouchers for trips to Jet Centre, Equestrian therapy sessions, Table Tennis table and items for Calm Down boxes for a Safe Wards project across acute Mental Health wards. JH advised the Committee that although not yet procured, the Business Support Team, along with Learning Disability Services are currently engaged in a Contract Adjudication Group with Procurement and Logistics to procure 7 of the originally proposed sensory projectors and the documentation should be issued to potential suppliers in next few weeks.	



	JH also provided a brief update on projects that the Division were unable to compete during the financial year. GH thanked JH for the visual presentation noting that it is very useful to see how the Charitable Trust Funds are being spent by the Division. GH also commented that the 111 projects is very impressive and good to see what can be achieved with a small pot of money. GH queried that when ideas are brought to the table are they reviewed in terms of priority; JH confirmed that they are equally distributed throughout the Division. JH also confirmed that a Newsletter will be issued in the coming months and this will outline the detail of some of the projects. GMcG also thanked JH for the very detailed presentation noting that the Newsletter will be beneficial to share throughout the Trust. GMcG also noted the impact that small projects can have for service users.	
8.	Income and Expenditure Update CA provided an update on the Income and Expenditure position as at 30 November 2023 and it was noted that the total income received for the 8 month period to 30 November amounted to £493k and this compared to £498k as at November 2022. CA advised that the total expenditure for the period to 30 November 2023 amounts to £1,018k, it was noted that this is 51% more than the expenditure incurred for the same period 2022/23. With respect to the 2023/24 Expenditure Plan update CA advised that the table within the report for today's meeting includes out any projects that commenced prior to 1 April 2023 which have continued into 2023/24. It was noted that there are 84 projects in total amounting to £4.08m and this represents the full value of the projects, some of which can run over several financial periods. CA confirmed to the Committee that the majority of this expenditure is already committed, leaving just 11% of the expenditure plan to be committed. GH confirmed that it is heartening to see that the expenditure is strong and that spend is moving on. It was noted that the projected cost of the Robinson Hospital exceeds the value of the Charitable Trust Fund	



	and GH queried the total value, noting the balance to be £1.5m. It was noted that this is £2.2m and all came out of Charitable Trust Funds with some funds still being in Robinson Trustee Funds but an agreement has been made to transfer this across. Staged payments will commenced during 2026/27. With respect to the expenditure plan the Financial Accounting Services team will continue to engage with Fund Managers to encourage and monitor spend. It was noted that variance reports will continue to be issued to Business Managers and Directors. CA advised that Hugh Nelson will attend the October 2024 Committee meeting to provide an update on NHS Charities Together. CA advised today's Committee that the project group for the DoH £3 Donation continues to meet regularly and to date 8 projects have been approved representing a commitment of £2.7m. The group anticipate being able to identify projects for the remaining £326k to achieve full commitment by 31 March 2024. CA reported that the Go Live of the replacement of Trojan took place in November 2023 and all processes and functions are running smoothly. With respect to the High Court process, it was noted that DLS have been engaged to progress this as a regional project. GH thanked CA for the informative update in all areas.	
9.	Investment Paper NMcA shared the Investment Paper with the Committee and noted that the Trust currently holds £7.02m in NICIFC. An update was provided and it was noted that the war in Ukraine along with the cost of living crisis has greatly impacted on the investment portfolio of the Fund and the share price fell from 1576.43p at 31 March 2022 to 1384.98p at September 2022 (88% of the peak). The share price then increased to 1462.96p by 31 March 2023 and has further increased to 1506.37p at 31 December 2023 (95% of the peak). NMcA advised that while the share price continues to recover, it continues to remain vulnerable.	



	GH queried how the investment fund is performing in terms of the long term share price movement and OH advised that the graph within the paper illustrates that over a 3-4 year period it is performing better. It was noted that the current account rate is 1.5% and the NHSCT is restricted to the Bank of Ireland deposit account as per banking arrangements. GMcG queried if there are any opportunities for the Trust to review banking arrangements and OH confirmed that it is a regional contract for all HSC Trusts that is in place and is reviewed every few years. GMcG queried the benchmarking outlined in the appendix in that it wasn't a 'like for like' comparison of similar composites/inflation/market. CA agreed to link with the Fund Manager to ask for clarification benchmarking. The Committee noted the information detailed on the Factsheet provided for today's meeting and GH advised of the importance to keeping a close watch on the detail along with those who operate the fund on behalf of the Trust, given that it was set up under the Charities Act and the Department of Communities have oversight of it. GH and GMcG acknowledged the beneficial conversation around the performance of the fund and thanked NMCA for the useful update, noting the December 2023 dividend hasn't yet been received.	C Armstrong
10.	Any Other Business GH thanked all for the preparation prior to today's meeting and advised that it is good to see proposals being taken forward and the good work that is being carried out. GH confirmed that the next meeting will take place in person in the Boardroom, Bretten Hall.	
14.	Date of Next Meeting 13 May 2023 at 9.30am, Boardroom, Trust Headquarters	