



**Trust Board meeting as Corporate Trustee of Worcestershire Acute Hospitals Charity**

**Meeting to be held immediately following the Trust Board meeting, 14 January 2021**

**Virtual meeting**

- 1 Apologies for absence:** Bill Tunnicliffe
- 2 Declarations of interest** – to note that the declarations of interest are on the Trust website
- 3 Minutes of the Trust Board meeting as the Corporate Trustee held on 12 November 2020** *For approval* **Enc CF1  
Page 1**
- 4 Charitable Funds Report** *For assurance* **Enc CF2  
Page 3**  
Charitable Funds Committee Chairman
- 5 Any other business**

**Exclusion of the press and public**

The Board is asked to resolve that - pursuant to the **Public Bodies (Admission to Meetings) Act 1960** 'representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest' (Section 1(2) Public Bodies (Admission to Meetings) Act 1960).

**MINUTES OF THE MEETING OF THE CHARITABLE TRUSTEES HELD ON  
THURSDAY 12 NOVEMBER 2020 AT 12:45 hours  
VIRTUALLY**

**Present:**

**Chairman:** Sir David Nicholson

<b>Board members: (voting)</b>	Paul Brennan	Deputy Chief Executive/Chief Operating Officer
	Anita Day	Non-Executive Director
	Mike Hallissey	Chief Medical Officer
	Matthew Hopkins	Chief Executive
	Dame Julie Moore	Non-Executive Director
	Vicky Morris	Chief Nursing Officer
	Robert Toole	Chief Finance Officer
	Bill Tunnicliffe	Non-Executive Director
	Stephen Williams	Non-Executive Director
	Mark Yates	Non-Executive Director

<b>Board members: (non-voting)</b>	Richard Haynes	Director of Communications and Engagement
	Colin Horwath	Associate Non-Executive Director
	Vikki Lewis	Chief Digital Officer
	Jo Newton	Director of Strategy and Planning
	Kimara Sharpe	Company Secretary

<b>Apologies</b>	Tina Ricketts	Director of People and Culture
	Richard Oosterom	Associate Non-Executive Director

02/20(cf) **MINUTES OF THE TRUST BOARD MEETING AS THE CORPORATE TRUSTEE HELD ON 10 SEPTEMBER 2020**

**RESOLVED** that the Board approved the minutes of the corporate trustee held on the 10 September 2020

03/20 (cf) **Declarations of interest**  
There were no additional declarations of interest.

04/20 (cf) **REPORT FROM THE CHARITABLE FUNDS COMMITTEE**  
Mr Yates reported that the Charitable Funds committee is concerned about the lack of spend in some funds. The new Charitable Fund handbook makes it clear the implications of not spending the money.

Mr Yates confirmed that the Charity will receive approximately £100k from the NHS Charities together. This will be for staff welfare.

Mr Horwath (on behalf of Mr Oosterom) asked for details of the reserves policy. He also asked about the plans for the spend of the money. Mr Yates explained that fund managers were expected to submit plans for expenditure and these were difficult to obtain. Mr Williams added that the reserves have been extended from six months to

one year. This was, he explained, common practice.

Mr Haynes stated that the Well Being group were being consulted about the spend of the money from NHS Charities together. He added that having an excessive amount of money may put off some external agencies from funding.

Dame Julie asked for the Charities Commission guidance to be reviewed in relation to the reserves policy. This was agreed.

**ACTION: Review Charities Commission guidance on reserves (Mr Toole)**

**Resolved that the Trustees noted the report**

**DATE OF NEXT MEETING**

The next meeting of the Charitable Trustees is to be determined.

The meeting closed at 12:59 hours .

Signed \_\_\_\_\_ Date \_\_\_\_\_

Sir David Nicholson, Chairman

Meeting	Trust Board
Date of meeting	14 January 2021
Paper number	CF2

Trust Board members are reminded to consider this report in their separate capacity as Corporate Trustees of the Charity and not as a Trust Board member.

### Report of the Charitable Funds Committee

For approval:		For discussion:		For assurance:	x	To note:	
---------------	--	-----------------	--	----------------	---	----------	--

<b>Accountable Director</b>	Mark Yates Charitable Funds Committee Chairman		
<b>Presented by</b>	Mark Yates Charitable Funds Committee Chairman	<b>Author /s</b>	Martin Wood Deputy Company Secretary

### Alignment to the Trust's strategic objectives

Best services for local people	x	Best experience of care and outcomes for our patients	x	Best use of resources	x	Best people	x
--------------------------------	---	---	---	-----------------------	---	-------------	---

### Report previously reviewed by

Committee/Group	Date	Outcome

<b>Recommendations</b>	The Trust Board is requested to <ul style="list-style-type: none"> <li>Note the report.</li> </ul>
------------------------	--

<b>Executive summary</b>	This report summarises the business of the Charitable Funds Committee at its meeting held on 10 November 2020.
--------------------------	--

### Risk

<b>Key Risks</b>	The Committee reviews the risk register at each meeting.			
<b>Assurance</b>				
<b>Assurance level</b>	<b>Significant</b>	<b>Moderate</b>	<b>Limited</b>	<b>None</b>
<b>Financial Risk</b>				

### Introduction/Background

The Charitable Funds Committee has been established by the Trust Board in its capacity as Corporate Trustee to administer on its behalf the Trust's charity.

The Committee met on 10 November 2020.

### Issues and options

Items discussed at that meeting:-

- National Health Service Charities Together:** We have been updated on the activities relating to NHS Charities Together. The funding is available in three stages, each with its own focus. For stage 1 case studies need to be prepared with no new funds being released until there is confidence that the impact will be recorded and reported back ready for NHSCCT feedback report. There are ongoing discussions

Meeting	Trust Board
Date of meeting	14 January 2021
Paper number	CF2

**Trust Board members are reminded to consider this report in their separate capacity as Corporate Trustees of the Charity and not as a Trust Board member.**

within the STP for stage 2 funding WVT is the lead Trust for STP but we are assisting. A stage 3 funding application is to be prioritised over next 2 months to meet the required deadline. The second wave COVID-19 grants are now available for our Trust as the Region is now above Tier level 3. An application for funding is to be made shortly with a focus on staff wellbeing.

- Christmas 2020 Campaign:** We have noted that a number of fundraising activities are being planned for the Christmas period. All planned activities will be delivered in ways which take into account the operational constraints of managing hospital services during the COVID-19 pandemic. The aims included raising cash to support ongoing general funds; generating gifts for distribution to inpatients on Christmas Day; providing an avenue for community groups, who previously donated and delivered gifts in person to the hospital, to continue their support within current pandemic restrictions; providing recognition and thanks to staff during Christmas week; and providing a platform to raise awareness of the Charity both within the hospitals and the local communities.

There are challenges being faced to provide Christmas decorations appropriate to the occasion whilst at the same time maintaining infection control compliance. A local organisation has been approached to provide donations in kind to decorate patient areas.

- Balance Sheet:** The Balance Sheet as at 31 October 2020 shows that the total funds for the Charity are £2.702m. We have increased our investment with CCLA noting that it can be withdrawn speedily if needed.
- Statement of Financial Activities:** The net income is £418k. Investment gains for 2020/201 total £344k.
- CCLA Investment Reports:** We noted the CCLA investment report and that they will now be attending our next meeting in January 2021. We are preparing questions which we wish to raise with their representatives.
- Fund Balances:** We noted that as at 31 October 2020 the total potential fund balances were £3.77m. We have again commented that this is a considerable sum of money and opportunity to promote spending the monies will be when the revised handbook is published. This is planned to be within the next couple of weeks. We are looking at areas which the Charity could provide support and funding for what we have described as long term career guidance to staff as COVID-19 had changed the ways of working which they had originally joined to perform.
- General Purpose Fund Balances:** We noted that the General Fund balances at 31 October 2020 with available funds totalling £151k.
- Potential Legacies:** We noted the position with potential legacies.

Meeting	Trust Board
Date of meeting	14 January 2021
Paper number	CF2

**Trust Board members are reminded to consider this report in their separate capacity as Corporate Trustees of the Charity and not as a Trust Board member.**

<ul style="list-style-type: none"> <li>• <b>Risk Register:</b> Work to review and align the Charitable Funds Risk Register with the wider Finance Directorate and Trust risk management process has stalled due to COVID operational pressures and it is expected that these will be reviewed by the end of the financial year. There are no major issues regarding the risk register and the risks are updated and managed on a monthly basis as required by the Charitable Funds Manager.</li> </ul>
<b>Recommendations</b>
The Trust Board in its capacity as Corporate Trustee is requested to <ul style="list-style-type: none"> <li>• Note the report.</li> </ul>
Appendices - none