



Trust Board meeting as Corporate Trustee of Worcestershire Acute Hospitals Charity

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

Virtual meeting

- | | | | |
|---------------|--|----------------------|----------------|
| 17/21C | Apologies for absence: | | |
| 18/21C | Declarations of interest – to note that the declarations of interest are on the Trust website | | |
| 19/21C | Minutes of the Trust Board meeting as the Corporate Trustee held on 9 September 2021 | <i>For approval</i> | Enc CF1 |
| 20/21C | Charitable Funds Report
Charitable Funds Committee Chair | <i>For assurance</i> | Enc CF2 |
| 21/21C | 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 9 SEPTEMBER 2021
 VIRTUALLY**

Present:		
Chair:	Sir David Nicholson	
Board members: (voting)	Waqar Azmi Paul Brennan Matthew Hopkins Clare Hubbard Graham James Robert Mackie Dame Julie Moore Dr Simon Murphy	Non-Executive Director Chief Operating Officer Chief Executive Deputy Chief Nursing Officer Interim Chief Medical Officer Interim Chief Finance Officer Non-Executive Director Non-Executive Director
Board members: (non-voting)	Richard Haynes Colin Horwath Vikki Lewis Jo Newton Rebecca O'Connor Tina Ricketts	Director of Communications and Engagement Associate Non-Executive Director Chief Digital Officer Director of Strategy and Planning Company Secretary Director of People and Culture
Public	Via YouTube	
Apologies	Anita Day, Paula Gardner and Richard Oosterom	

- 12/21C **APOLOGIES FOR ABSENCE**
As noted above
- 13/21C **MINUTES OF THE TRUST BOARD MEETING AS THE CORPORATE TRUSTEE HELD ON 10 JUNE 2021**
- RESOLVED that the minutes of the corporate trustee held on the 10 June 2021 be approved as a correct record and signed by the Chair.**
- 14/21C **DECLARATIONS OF INTEREST**
Dr Murphy declared he has been appointed as Chief Executive of Music Therapy from 1 September 2021.
- The full list of declarations of interest is on the Trust's website.
- 15/21C **CHARITABLE FUNDS REPORT**
Mr Horwath presented the report summarising the business of the Charitable Funds Committee at its meeting held on 13 July 2021, which was taken as read.
- The following key points were drawn to the Board's attention:
- Staff wellbeing projects were underway to support staff post Covid
 - Staff awards were highly successful and well received
- 11/21C **ANY OTHER BUSINESS**
None noted.

DATE OF NEXT MEETING

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

Signed _____

Date _____

Sir David Nicholson, Chair

Meeting	Trust Board
Date of meeting	14 th October 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:	
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Accountable Director	Colin Horwath Charitable Funds Committee Chair		
Presented by	Colin Horwath Charitable Funds Committee Chair	Author /s	Martin Wood, Deputy Company Secretary

Alignment to the Trust's strategic objectives (x)							
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

Recommendations	The Board as Corporate Trustee is requested to: - <ul style="list-style-type: none"> • note the content of this report for assurance.
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Executive summary	<p>This report summarises the business of the Charitable Funds Committee at its meeting held on 14 September 2021.</p> <p>The items discussed at the meeting are detailed below,</p> <ul style="list-style-type: none"> • Matters to be escalated to the Trust Board as Corporate Trustee • Charity and Fundraising Report • National Health Service Charities Together Funding: • Draft Final Accounts and Annual Report • Risk Register • Balance Sheet • Statement of Financial Activities (SOFA) • CCLA Investments • Fund Balances • General Purpose Fund Balances a • Potential Legacies
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Risk												
Which key red risks does this report address?	N/A		What BAF risk does this report address?	N/A								
Assurance Level (x)	0	1	2	3	4	5	6	7	N/A	X		
Financial Risk	N/A											
Action												
Is there an action plan in place to deliver the desired improvement outcomes?	Y		N						N/A	X		
Are the actions identified starting to or are delivering the desired outcomes?	Y		N									
If no has the action plan been revised/ enhanced	Y		N									
Timescales to achieve next level of assurance												

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Introduction/Background
<p>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.</p> <p>The Committee met on 14 September 2021.</p>
Issues and options
<p>Items discussed at that meeting:-</p> <ul style="list-style-type: none"> • Matters to be escalated to the Trust Board as Corporate Trustee: We specifically wish to draw the attention of the Trust Board as Corporate Trustee to the draft Final Accounts and Annual Report. We have reviewed the Draft Final Accounts and Annual Report 2020/2021 prior to the Annual Audit. The Audit Opinion and audited Final Accounts and Annual Report will be submitted to the Committee in November before submission to the Charity Commission by the 31 January 2022 deadline. We have made some minor amendments to the draft Annual Report. With regard to the draft Final Accounts, we have asked for further work to enable us to fully understand the relationship of investment income to assets. Our current external auditors are not looking to provide audit services to the Charity when the current contract expires and we are examining implications of this to provide alternative arrangements. • Charity and Fundraising Report: We received an update on the activities relating to the Charity and Fundraising. We approved an in house grant application for a Hospital Engagement Project to support the wellbeing project. There is also a the NHSCT Sage 3 bid for the development of a financial wellbeing resource hub accessible by all staff and we have asked that we ensure that we obtain the maximum benefit from these funds. • National Health Service Charities Together: We received an update on the activities related to NHS Charities Together. The funding is available in three stages, each with its own focus. Stage 1 – Urgent Funding – the majority of funding is now spent or committed. Stage 2 – Community Funding - is being managed by the ICS Directors of Strategy and Planning and we have requested an update for our next meeting. Stage 3 – Recovery Funding - A number of projects have been agreed for submission to NHSCT and we are currently working through the detail with project leads. We hope to receive a funding decision by end of November 2021. • Review of Risk Register: We received an update on the Risk Register as at 31 August 2021. The Risk Register mirrored that currently used by Board Committees and provided greater clarity on the risks and mitigating action plans. We noted the improved presentation and asked that further work be undertaken to align presentation to the work being undertaken on the Trust's Board Assurance framework and Risk Register. • Balance Sheet: We noted the Balance Sheet as at 31 August 2021.

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<ul style="list-style-type: none"> • Statement of Financial Activities (SOFA): We noted the update on the Statement of Financial Activities (SOFA) as at 31 August 2021. Compared to the first five months of 2020/21 there has been a significant drop in income due to there being no legacies or grants received from NHSCT and a decrease in donations through Just Giving. • CCLA Investments: We noted the CCLA investments and that the next Investment report for the quarter ending 30 September is due in October 2021 and will be considered at our next meeting. • Fund Balances: We noted the position of our Fund Balances as at 31 August 2021. We noted the arrangements being made to reduce the number of unrestricted funds within each Division, particularly those funds with smaller amounts, to provide larger funds for more meaningful projects. We have approved expenditure for the BAME Chair subject to clarification that this is not being paid by the Trust. • General Purpose Fund Balances: We noted the position of our Fund Balances as at 31 August 2021. • Potential Legacies: We noted the position on potential legacies.
Conclusion
Recommendations
The Board as Corporate Trustee is requested to: - <ul style="list-style-type: none"> • note the content of this report for assurance.
Appendices - None