

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

**Meeting to be held immediately following the Trust Board meeting, 9 September 2021**

**Virtual meeting**

- |               |  |                      |                           |
|---------------|--|----------------------|---------------------------|
| <b>12/21C</b> | <b>Apologies for absence:</b>  |                      |                           |
| <b>13/21C</b> | <b>Declarations of interest</b> – to note that the declarations of interest are on the Trust website |                      |                           |
| <b>14/21C</b> | <b>Minutes of the Trust Board meeting as the Corporate Trustee held on 10 June 2021</b>              | <i>For approval</i>  | <b>Enc CF1<br/>Page 2</b> |
| <b>15/21C</b> | <b>Charitable Funds Report</b><br>Charitable Funds Committee Chair                                   | <i>For assurance</i> | <b>Enc CF2<br/>Page 4</b> |
| <b>16/21C</b> | <b>Any Other Business</b>  |                      |                           |

**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 10 JUNE 2021  
 VIRTUALLY**

**Present:**

**Chair:** Sir David Nicholson

<b>Board members: (voting)</b>	Waqar Azmi Anita Day Paula Gardner Mike Hallissey Matthew Hopkins Dr Simon Murphy Robin Snead  Robert Toole	Non-Executive Director Non-Executive Director Chief Nursing Officer Chief Medical Officer Chief Executive Non-Executive Director Deputy Chief Operating Officer (deputising for Mr Paul Brennan) Chief Finance Officer
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<b>Board members: (non-voting)</b>	Richard Haynes Colin Horwath Vikki Lewis Rebecca O'Connor Richard Oosterom Jo Newton Tina Ricketts Sharon Thompson	Director of Communications and Engagement Associate Non-Executive Director Chief Digital Officer Company Secretary Associate Non-Executive Director Director of Strategy and Planning Director of People and Culture Associate Non-Executive Director
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**In attendance** Sophie Burt Head of Fundraising

**Public** Via YouTube

**Apologies** Paul Brennan, Bill Tunnicliffe and Dame Julie Moore

6/21C **APOLOGIES FOR ABSENCE**  
As noted above

7/21C **MINUTES OF THE TRUST BOARD MEETING AS THE CORPORATE TRUSTEE HELD ON 22 APRIL 2021**

**RESOLVED** that the minutes of the corporate trustee held on the 22 April 2021 be approved as a correct record and signed by the Chair.

8/21C **DECLARATIONS OF INTEREST**  
There were no additional declarations of interest, other than those already declared and published on the website.

9/21C **WAH CHARITY BUDGET 21/22**  
Mr Haynes referred the Board to the budget as set out the report. Mr Horwath noted there was a good discussion at Charitable Funds Committee and KPIs were put being in place which was welcomed. There is a good case for making investment in order to support the monies we are able to raise.

Sir David noted the higher investment which builds over time. Ms Burt noted most charities work to circa 15-20% expenditure against income. Previously this was 21% but an additional post has increased this slightly. This includes some investment which is not recurring, however this is the maximum benefit as we are taking a simplistic approach and have not offset staffing time or costs.

Mr Azmi asked how seriously has the Trust taken its Charity, for example some have appointed a CEO. Sir David noted the appointment of Ms Burt in demonstrating our commitment. Mr Haynes advised a standalone Charity has different risks. We are looking to develop the Charity towards a more autonomous and this is part of the future evolution.

Mr Toole noted the 3 to 1 investment to spending ratio, reflecting the ongoing work in how we spend and manage the funds held by the various fundholders with the Trust, meaning the ratio will decrease over the longer term. Mr Haynes concurred noting developing management of departmental funds is being actively progressed with a paper to TME setting out expectations.

This also supports the staff awards and reluctantly a decision had been made to make the event virtual. Thanks were shared with Ms Burt for her excellent work with the event sponsors.

**RESOLVED THAT: The report be noted for assurance.**

10/21C

**CHARITABLE FUNDS REPORT**

Mr Horwath presented the report summarising the business of the Charitable Funds Committee at its meeting held on 11 May 2021, which was taken as read. The following key points were drawn to the Board's attention:

- Importance of departmental funds as discussed above.
- Two significant funds; the robot and helipad appeals were noted as being for specific use.
- Some departmental funds may be consolidated and work is ongoing with fund holders in this regard
- Specific risks were noted and have been reviewed regarding reserves as part of assessment process.

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	9 <sup>th</sup> September 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.**

<b>Report of the Charitable Funds Committee</b>
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For approval:		For discussion:		For assurance:	X	To note:	
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<b>Accountable Director</b>	Colin Horwath Charitable Funds Committee Chair		
<b>Presented by</b>	Colin Horwath Charitable Funds Committee Chair	<b>Author /s</b>	Martin Wood, Deputy Company Secretary

<b>Alignment to the Trust's strategic objectives (x)</b>							
Best services for local people	X	Best experience of care and outcomes for our patients	X	Best use of resources	X	Best people	X

<b>Report previously reviewed by</b>		
Committee/Group	Date	Outcome

<b>Recommendations</b>	The Board as Corporate Trustee is requested to: - <ul style="list-style-type: none"> <li>• note the content of this report for assurance.</li> </ul>
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<b>Executive summary</b>	<p>This report summarises the business of the Charitable Funds Committee at its meeting held on 13 July 2021.</p> <p>The items discussed at the meeting are detailed below,</p> <ul style="list-style-type: none"> <li>• Internal Audit Report 2020/21 – Charitable Funds Final</li> <li>• Charity and Fundraising Report</li> <li>• National Health Service Charities Together Funding:</li> <li>• Staff Awards Feedback</li> <li>• Risk Register</li> <li>• Balance Sheet</li> <li>• Statement of Financial Activities (SOFA)</li> <li>• CCLA Investments</li> <li>• Fund Balances</li> <li>• General Purpose Fund Balances at 30<sup>th</sup> June 2021</li> <li>• Potential Legacies</li> </ul>
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Risk												
Which key red risks does this report address?	N/A			What BAF risk does this report address?	N/A							
<b>Assurance Level (x)</b>	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 13 July 2021.</p>
Issues and options
<p>Items discussed at that meeting:-</p> <ul style="list-style-type: none"> <li>• <b>Internal Audit Report 2020/21 – Charitable Funds Final</b></li> <li>• We noted that the Level Assurance indicator is rated as full. There are no high level risk rankings within the report. The main areas to be addressed are the relaunch of the handbook, ensure a SOP is presented to Finance, so the fund managers (fund ambassadors) have the funds available and all the correct documentation is in place. A Track and Trace system is in place for all donations, so timely “thank you” messages can be forwarded to donors. We received assurance with timeframes that actions are in place to address these issues. Internal Audit are to report back to the Committee when projects are implemented so that progress can be monitored.</li> <li>• <b>Charity and Fundraising Report:</b> We have been updated on the charity and fundraising activities. Of note are a successful NHS BigT event considering all COVID restrictions had not been lifted, with some virtual and live events taking place. The charity has secured a place in the Worcester 10K charity run this year and have set a team target of £4k to be raised.</li> <li>• <b>National Health Service Charities Together:</b> We have been updated on the activities relating to NHS Charities Together. Stage 1 Urgent Funding has now been spent or committed. We approved two occupational health projects focusing on Long COVID Support and Rehabilitation for staff. In approving these projects we are mindful of the need to ensure that NHSCT funding is used correctly. We have confirmed the idea of adopting smart objectives as a compelling case for supporting projects.</li> <li>• <b>Staff Awards Feedback</b> We have applauded the sterling work undertaken by the team in organising this successful event. Future events maybe held live (which would be the preference) and virtually going forward.</li> <li>• <b>Risk Register</b> We have noted the improvement from the previous month but consider that more detail is required for assurance. The actions need to relate to the risk. We are to spend quality time reviewing the risk register either at the September or November 2021 meeting.</li> </ul> <p>We noted the following information items: -</p> <ul style="list-style-type: none"> <li>• <b>Balance Sheet</b></li> </ul>

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<ul style="list-style-type: none"> <li>• <b>Statement of Financial Activities (SOFA)</b></li> <li>• <b>CCLA Investments</b></li> <li>• <b>Fund Balances</b></li> <li>• <b>General Purpose Fund Balances</b></li> <li>• <b>Potential Legacies</b></li> </ul>
<b>Conclusion</b>
<b>Recommendations</b>
The Board as Corporate Trustee is requested to: - <ul style="list-style-type: none"> <li>• note the content of this report for assurance.</li> </ul>
<b>Appendices - None</b>