



UNAPPROVED MINUTES

CHARITABLE FUNDS COMMITTEE

Details: **6 February 2012 0900 hours**
Meeting Room1, Trust Headquarters, Horizon Place

Attendees:

Jon Towler	<i>JT</i>	Chairman (<i>Chair</i>)
Brian Brewster	<i>BB</i>	Director of Finance & Performance
Simon Harris	<i>SH</i>	General Manager (Derbyshire)
Karen Kanee	<i>KK</i>	Acting Trust Secretary
John McGrath	<i>JM</i>	UNISON Derbyshire Divisional Lead (on behalf of Mark Ward, UNISON Nottinghamshire Divisional Lead)
Phil Morris	<i>PM</i>	Communications Manager
Gill Newton	<i>GN</i>	Non Executive Director
Eric Ridley	<i>ER</i>	Charitable Funds Administrator
Mike Rutherford	<i>MR</i>	Financial Controller
Pauline Tagg	<i>PT</i>	Non Executive Director

In Attendance: Carole Allenby *CA* Personal Assistant

Apologies: Mark Ward *MW* UNISON Nottinghamshire Divisional Lead
Roger Watson *RW* Assistant Director of Clinical Services

All attendees to this meeting must be aware that access may be given to all minutes and associated documents under the Freedom of Information Act 2000.

The following policies/procedures were approved at this meeting:	Version	ID Code
There were no policies/procedures approved.		

<i>Minutes</i>		<i>Action</i>
ADMINISTRATION		
CFC/12/014	APOLOGIES	
	Apologies were received as above.	
CFC/12/015	DECLARATIONS OF INTEREST	
	Jon Towler invited all members of the Committee to declare any interests in relation to the items to be considered at the meeting. No interests were declared.	

CFC/12/016	MINUTES OF THE LAST MEETING	
	The minutes of the meeting held on 12 December 2011 were agreed as an accurate record.	
CFC/12/017	MATTERS ARISING/ACTION LOG	
	The Action Log was reviewed. The Charitable Funds Committee noted the updates to the Action Log and agreed that it will be appended to these minutes for assurance purposes.	
STRATEGY AND POLICY		
CFC/12/018	STRATEGIC DIRECTION OF CHARITABLE FUNDS	
	<p>Following on from the last meeting Simon Harris and Karen Kanee had met with the Assistant Director of Organisational Learning and submitted papers to the meeting for discussion.</p> <p>Gill Newton said that ownership by fund managers with designated amounts of funds to be used annually is a good idea but questioned whether this encouraged a silo rather than corporate approach. Simon Harris replied that there are several different aspects. There is a general fund and there are station funds. Station funds need to be used within a particular station but the general fund is co-ordinated centrally so there is no reason why a senior manager could hold this centrally and this Committee ensure that a corporate approach is being encouraged.</p> <p>Pauline Tagg asked if in terms of spending the fund for the benefit of patients and carers as a whole, this will be coming through the proposed Innovation Fund. Simon Harris said it should be coming through both funds but that station funds should be moving away from the purchase of televisions and sofas and should primarily be used for staff and patient benefits and outcomes. Pauline Tagg said that this should be clearer in the document but Simon Harris said that the thread throughout the document is patient care.</p> <p>Brian Brewster supported the fund manager role as it does not exist at present and it does provide co-ordination. This principle is fine with the general fund but it is not clear how this works with the station funds. Simon Harris gave an example where Chesterfield Station may receive donations but Heath Station does not. There needs to be more collaboration and Simon Harris said that this will be the role of the fund manager.</p> <p>Jon Towler clarified the difference between the station and general fund. It was agreed that the Innovation Fund is just for ideas across the organisation. Jon Towler asked the Committee if it should allocate a specific amount of the balance in the general fund each year to the Innovation Fund. It was agreed that an amount, say for ideas up to £30,000, for the Innovation Fund will be ring fenced out of the general fund.</p> <p>There was a discussion around awards and the annual EMAS Staff Ball. It was felt that the annual Staff Ball should continue but that a charge of £5 per head should be made to ensure maximum attendance. A group is being established to look at the possibility of an annual award ceremony. This group will be chaired by Simon Harris supported by a Human Resources Manager. The type of event being considered is one where the whole event is given to awards. It was agreed that the group needs to look at social events, awards, and the Annual General Meeting and find out</p>	<i>MR</i>

	<p>what the consensus view is. Gill Newton said she is uncomfortable about Charitable Funds being used for purely social events and that being combined with awards is a much more business approach. Jon Towler stated that all three Non Executive Directors are against funding a pure social event.</p> <p>The Charitable Funds Committee agreed that the results of the work being done to look at an annual award ceremony will be brought to the next meeting in June.</p> <p>The Committee agreed in principle that there will be fund managers operationally and in support functions and that a process will be created by Mike Rutherford, Eric Ridley and Brian Brewster that will encourage ideas in line with the five criteria. The ideas will be funded from station funds if they are operational.</p> <p>Pauline Tagg asked if the Committee is saying that fund managers should spend the money in the year and challenge them if they do not spend the money. Simon Harris said that it is about providing some structure to spend money rather than have it in the bank. Brian Brewster added that it is about the fund manager and looking at fair distribution and equity.</p> <p>The Charitable Funds Committee agreed that:</p> <ul style="list-style-type: none"> • Fund managers will be identified by the end of February. • Fund managers will write a plan by the June meeting for the financial year 2012/13. <p>There was some discussion on the amount that divisions should spend out of station funds in 2012/13 as a percentage of the total. It was agreed that a third of the monies from station funds will be committed to an annual plan on the basis that this will be reviewed annually. If suggestions are received for over and above this amount then they will default to the general fund.</p> <p>The Charitable Funds Committee agreed that the £30,000 ring fenced out of the general fund will be for the whole organisation and that station funds will allocate £10,000 for central support services.</p> <p>The Charitable Funds Committee agreed that Simon Harris and Mike Rutherford will write up the procedure for Brian Brewster and Jon Towler to verify.</p> <p>Jon Towler thanked everyone for their hard work and extended thanks to Samantha Price-Jones and Karen Kanee.</p>	<p><i>SH</i></p> <p><i>MR/ER/ BB</i></p> <p><i>BB</i></p> <p><i>BB</i></p> <p><i>SH/MR</i></p>
CFC/12/019	ITEMS APPROVED FOR RATIFICATION	
	<p>The Committee ratified the one application that had been approved for payment from Charitable Funds between 1 December 2011 and 30 January 2012.</p>	
PERFORMANCE MONITORING		
CFC/12/020	FUND BALANCES AT 31 JANUARY 2012	
	<p>The Committee noted the balance of the fund up to 31 January 2012 was £371,160.29. It was noted that when the funds are broken down to individual stations the amounts of money are not large.</p> <p>The Committee accepted the Fund Balances as at 31 January 2012.</p>	

CFC/12/021	REPORT FROM CHARITABLE FUNDS ADMINISTRATOR	
	<p>The 'Paramedic Emergency Team' and 'Save a Life' funds have been consolidated into the General Fund as agreed at the last meeting.</p> <p>There was a question as to whether any money had been received from the Virgin site but it was reported that the bank statement has not been received this month so this was not able to be confirmed either way.</p> <p>The Committee accepted the summary of progress to date.</p>	
CFC/12/022	2011/12 INTERNAL AUDIT REPORT: CHARITABLE FUNDS	
	<p>Mike Rutherford reported on the 2011/12 Internal Audit Report which is highly positive. There is a recommendation that the Director of Finance & Performance is a member of the Committee and updated Terms of Reference will be brought to the next meeting to reflect this. Guidance for fund managers is being produced to inform them what their responsibilities are and if any income is received by stations they should ensure it is sent to Finance as quickly as possible. A procedure will be written on security of cash on stations and this will include a reminder to send it to Finance as quickly as possible.</p> <p>Gill Newton asked what happens to cash when it is received on stations. Mike Rutherford replied that this is not known although it is believed to be a low risk. Pauline Tagg asked if a receipt is issued. Eric Ridley said that if the cash is received by Finance a receipt is issued. Brian Brewster asked that a reminder be issued of the process to be followed when accepting cash.</p> <p>Pauline Tagg asked if staff are allowed to accept cash on stations or do they have to inform cash donors that it must be sent direct to Finance for the Charitable Funds. It was agreed that Mike Rutherford will check the policy and clarify whether there is a written instruction in the Standing Financial Instructions and recommunicate to the Committee.</p> <p>Fundraising is also mentioned in the internal audit report. Phil Morris reported that he had sent out a communication to all Assistant Directors requesting suggestions but had not received anything. The staff intranet, Insite, has been updated inviting suggestions and ideas and something could be included in the March payslip bulletin, Pulse, requesting ideas. Gill Newton said that as there is no fund raising strategy as such, and it is difficult to spend the donations that are being received, does the Committee want to promote fund raising. It was agreed that it is difficult to promote fund raising without a specific purpose and that it will be built into the Innovation Fund and if an idea is received which needs funds the Trust will go out and specifically fund raise.</p> <p>Eric Ridley added that a new brochure has been circulated to all undertakers and this has put the Trust in the forefront of donations for relatives to consider when a bereavement takes place. It was noted that this had brought some donations in from Northamptonshire and Lincolnshire.</p> <p>The Charitable Funds Committee received the 2011/12 Internal Audit Report: Charitable Funds.</p>	<p><i>MR</i></p> <p><i>MR</i></p>
OTHER		
CFC/12/023	ANY OTHER BUSINESS	

	There was no other business.	<i>Initials</i>
CFC/12/025	MEETING REFLECTION	
	There were no comments made.	
CFC/12/026	DETAILS OF THE NEXT MEETING	
	The next meeting will be held on 11 June 2012, at 0900 hours, in Meeting Room 1, Trust Headquarters, Horizon Place, Nottingham Business Park, Nottingham. NG8 6PY	



12 December 2011

Item No and Title	Action Required	Allocated to	Comments/Progress	Date completed
CFC/11/004: Matters Arising – Action Log	Roger Watson to contact Richard Clayton for a detailed proposal for 12 lead ECG USB system which goes onto the Toughbook.	RW	Gary Spiers does not approve suggestion and proposes Bluetooth unit made fit for purpose. However, Mark Gregory, Clinical Quality Manager, Northants, will be putting together a paper for consideration of a pilot of 12 lead ECG USB system in Northants due to benefits this system will realise.	
CFC/11/005: 2010/11 Charitable Fund Annual Report and Accounts including Letter of Representation	Phil Morris to look further into having a personalised email with a generic email address and maybe a link to becoming a member of the Trust.	PM	Our Virgin Money Giving account now contains a more personalised message giving donors the option of emailing EMAS separately (so we can write to them direct). This facility can't be applied to the text giving account. Completed.	31 January 2012
	Income Report to be split to show income generated from different income streams.	MR	Completed.	6 February 2012
	Charitable Funds Annual Accounts and Letter of Representation to be presented to the January Trust Board for final ratification.	JT	Completed.	23 January 2012
CFC/11/006: Review Expenditure Criteria	To investigate further the proposal linked to Dignity in Care Day of providing a copy of a laminated book as part of the learning disability toolkit, a second banner pen and adult safeguarding prompt cards.	SH/RW/MW	Simon has met with Barbara Hart and she is taking the toolkit to staff on Essential Education and seeking their views plus the clinical educators within Learning and Development. We are waiting for feedback from Barbara.	
	A paper outlining the process for the next 12 months or so will be submitted to the next meeting. The paper will consider scholarships, staff recognition, ideas and	SH/SPJ/KK	January 2012 – Project commenced – an update paper will be brought to the Committee in February.	



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	then station specific funds that have to be spent in those stations. Active fund raising: Jon Towler to speak to the Commercial Director re sponsorship. Phil Morris to put together a proposal for fund raising for specific projects.	JT PM	Discussed. Andrew Spice will produce an action plan in time for 6 February. Completed. Paper to be tabled. Completed.	January 2012 6 February 2012
CFC/11/008: Expenditure Application Cycle Rack (Chesterfield)	This application was approved subject to it not adding up to more than £500 in total. Simon Harris to communicate the decision back to all stations.	SH	This has been carried out. Completed.	31 January 2012
Expenditure Application BHF CPR Training	Eric Ridley to contact the member of staff and put them in touch with the Local Community Engagement Officer to see if a solution can be worked out, and if not, it will be brought back to the Committee.	ER	Completed.	December 2011
CFC/11/009: 2011 EMAS Staff Ball	Given the differences of opinion from the Committee, it was agreed that the group who are going to consider use of funds for staff recognition will also include the EMAS Staff Ball.	SH/SPJ/ KK	January 2012 – Project commenced – an update paper will be brought to the Committee in February.	
CFC/11/010: Fund Balances as at 30 November 2011	The two remaining funds, Paramedic Emergency Team of £3,323.66 and Save A Life of £508.48 are consolidated into the General Fund.	ER	Completed.	6 February 2012
CFC/11/012: Any Other Business	Karen Kanee to amend the Terms of Reference to reflect the revised frequency of	KK	Completed.	December 2011



Item No and Title	Action Required	Allocated to	Comments/Progress	Date completed
	meetings – every four months with a short meeting December to sign off the accounts.			