



**Paper Ref**  
 TB21.046

<b>Meeting Title</b> Trust Board Meeting in Public	<b>Meeting Date</b> 27 July 2021
<b>Reporting Committee</b>	Charitable Funds Committee
<b>Committee Chaired By</b>	Phil Storr – Associate Non-Executive Director
<b>Lead Executive Director</b>	Kathryn Vause, Interim Executive Director of Finance
<b>Date of Last Committee Meeting[s]</b>	8 July 2021

**Summary of Key Matters Considered and Decisions Taken**

- The meeting was held via videoconference and was quorate.
- The Committee received a Financial Update which included the breakdown of restricted and unrestricted income and a draft of the Charity accounts for 2020-21 and timetable for submission to the Charity Commission. The charity remains in a strong financial position and designations for 2020-21 were made in April 2021 and subsequently approved by the YAS Trust Board.
- An update was provided on the final Internal Audit Report commissioned by the YAS NHS Trust. Four of the six recommendations were now completed and the committee was updated on progress against the remaining two, the closure and transfer of CFR bank accounts and review of financial processes, which were both discussed as separate agenda items.
- The Charity Risk Register was discussed and was agreed, with the decision to separate the risk of capacity to include a specific risk on income generation. The highest risks remain those linked to the audit report recommendations.
- The committee considered and approved an updated Accounting and Disbursements Policy, with updates to the accounting for expenditure relating to, incoming external grants and administrative and fundraising costs.
- An operational budget was proposed, which was approved subject to a review of the costs associated with the provision of financial support, which was the subject of a separate agenda item.
- The committee discussed a range of possible financial changes and improvements, which encompassed banking and cash processes; systems, controls and reporting; finance resource; and investment, which were to address issues from the internal audit report and risk register. The committee agreed that the options required further details and consideration and agreed that banking and cash controls would continue to be overseen by finance, implementing the improvements identified in the audit report.
- The committee received an update on the action plan to incorporate community first responder fundraising within the Charity, in line with the audit recommendations. Good progress had been made with 81% of CFR schemes confirming their fundraising position and governance is being set up for 2 branch schemes. The committee was updated on the progress made to identify and transfer bank accounts and funds to the Charity.
- An update on the NHS Charities Together funding was provided, including progress on the largest project to extend the Trust’s volunteer programmes, specifically embedding the volunteer roles which were piloted during the COVID-19 response. There was an



update on the health and wellbeing bid, along with details of the recent communications campaign to update staff on the use of the national funding and activities supported.

- The committee considered an urgent request to fund additional pillow partners, as part of the Charity’s work to save lives through the Trust’s Restart a Heart campaign. The additional purchases, which included a purchase for partners to be recouped, and the inclusion of four alternative language version was approved.
- The committee discussed the capacity of the Charity as part of its ambitions for fundraising and growth and alignment to a review of its business plan and strategy. The committee was updated on the capacity review currently underway, which was due to report back prior to the next committee meeting. In the short term, the committee was advised that additional administration support had been provided to support the Charity.
- The committee was updated on the successful launch of the lottery, which had already exceeded 100 members during the first week, as part of the Charity’s work to generate income.
- At an additional meeting, the committee considered a range of proposals for a memorial wood and agreed to take forward the option for one key site and to take advantage of a number of schemes, enabling planting at a range of smaller sites. These options will be further developed and supported by a communications campaign.

**Risks Identified / Matters of Concern and Mitigating Actions**

The following risks are noted on the Charity Risk Register:

- Community First Responder Fundraising (Current Risk=20)
- Charity’s Capacity to Deliver (Current Risk=16)
- Financial Processes (Current Risk=16)
- COVID Impact (Current Risk=16)

**Matters requiring Board level consideration and/or approval**

None

The approved minutes of the meeting[s] held 13 April 2021 are appended to this report.

Date of next Committee Meeting

7 October 2021