



**Paper Ref**  
**TB22.039**

<b>Meeting Title</b> Trust Board Meeting in Public	<b>Meeting Date</b> 26 June 2022
<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, Executive Director of Finance
<b>Date of Last Committee Meeting[s]</b>	5 July 2022

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

- The meeting was held via videoconference and was quorate. The chair reflected on the continuing operational pressures on the Trust and its staff and the importance of the Charity’s support through its hardship funds, which were seeing a significant increase in activity. The chair also highlighted the ongoing resource challenges within the Charity, predominantly driven by delays in evaluating job roles, with limited resource available to grow and develop further at the moment, which was reflected in the risk register. Despite this, the Charity had been involved in a number of successful fundraising events, with both staff and volunteers donating funds raised to the Charity.
- The committee received an update on the progress of the new financial system, with the opportunity to align an NHS Charities Together grant on governance to support the new system. Preparations are underway to adopt the new system, with an IT readiness review underway. Work was also being finalised on the Charity’s Treasury and Investment policy, along with its risk appetite.
- The committee received a provisional year-end financial position, showing a surplus of £400k, with work now underway to complete full accounts for 2021/22. The financial position for 2022/23 has seen a significant increase in hardship funds request and with this likely to continue, the Charity is progressing discussions with the Trust on financial support and wellbeing.
- The committee received the internal audit review of the Charitable Funds, carried out by the Trust’s internal auditors in May 2022. The committee were pleased to note that the audit provided ‘significant assurance’ with 8 low level actions proposed and noted progress already made on 4 of these. The committee noted the actions highlighted in relation to the previous audit and the CFR schemes that fundraise. Actions were agreed to meet with Community Resilience to be reassured on future fundraising and completion of the setting up of branch schemes. The CFC accepted the report, approved the actions and agreed to seek legal guidance on its governing documentation. The audit will be reported to Audit committee.
- The committee received an update on actions relating to the audit and role of CFRs in fundraising. Assurance was provided on CFR fundraising guidance, with follow up discussions to take place with Community Resilience. Some delays on actions on branch schemes and transferring of funds was noted to due lack of Charity resource, with further progress to be made prior to the next CFC meeting.



- A proposal was presented for the Charity to support welfare refreshment vehicles for the Trust, through the purchase or lease of four vehicles to cover all parts of the region. The vehicles were to support staff and volunteers at Emergency Departments. The committee considered the request and options for provision of the vehicles and supported the request in principle. The committee asked for further details and clarification on the purchase or lease and ongoing financial commitment, along with information on the rotas for the vehicles and support of the Trust to ensure these vehicles are regularly operational and will reach all parts of the region.
- The committee received an update on progress against the grants from NHS Charities Together. An interim report has been submitted to NHSCT on the CFR falls response vehicles and volunteer development, with assurance provided on all three workstreams and regular monitoring by the Trust. The committee also received an update on the mental health and wellbeing project which began in April 2022 and plans for delivering the six key outcomes, with further updates to come to future meetings.
- An update was provided on recent fundraising activities by staff and volunteers, with sports events, community engagement activities, and the creation of a book focused on volunteers. The committee noted the limited activity due to the reduced resource within the Charity.
- The committee received progress reports on two areas of funding – the memorial wood and 999 EMS research conference. Plans for seating and walls were being developed for Fairfields, along with a pathway and pond with quotes to be received following the funding secured from the Committee. Further work on the wood will take place after the summer season. The 999 EMS research conference had taken place, with the event split between a virtual element and a face to face event. The feedback from the conference was positive, with the contribution of the Charity and hosting by the Trust highlighted. The final financial position was not yet known but was likely to be a breakeven position or require a small amount of CFC funding and a final report will be brought to the next committee meeting.

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

- The Charity’s risk register was reviewed with one risk escalated on additional resource due to delays in approval of a job description and recruitment and one reduction due to progress with the new financial system.

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

- The Board is asked to support the proposal to provide welfare refreshment vehicles and for further work to be completed by the Trust on purchase or lease and resourcing for the vehicles.

Date of next Committee Meeting

4 October 2022