



Date of Trust Board: 25th September 2013 Enclosure Number: 14

REPORT TO TRUST BOARD

NAME OF DIRECTOR:	Frances Kirkham
AUTHOR:	Graham Bragg

TITLE: Trust Board Feedback From The Charitable Funds Committee

The new style committee including the additional representatives:-

Mr Joe Blackledge	Governor
Mrs Lynn Russell	Patient Facing member of staff
Mrs Yvonne Scott	Patient Representative

Met on Monday 16th September. The following key items were covered:-

- Frances Kirkham kindly agreed to chair this and future meetings of the Committee.
- The Committee reviewed the Charitable Funds Terms of Reference and made one amendment regarding the review period and agreed that they would recommend these Terms of Reference to the Trust Board for approval.
- The Committee considered the Business Plan as a frame work for operating on behalf of the Trust Board and agreed that this document would be recommended to the Trust Board.

- The Committee considered the Draft Work Plan for the period to May 2016, made some additions and agreed to recommend the revised Work Plan to the Trust Board.

- The Committee considered the Annual Report and Accounts and Auditors opinion on the accounts for 2012/13 and with some minor changes agreed that the Chair would approve the letter of representation and sign off the accounts for submission.

- A discussion was held regarding the schedule of funds noting their purpose and the current fund balances and it was agreed that a small number of these funds needed to be reviewed as to their activity and signatories.

- The committee considered five requests for use of Charitable Funds
 1. They agreed subject to discussions with the supplier of dressings that £20,000 would be allocated to enable a 12 month pilot to take place, to identify whether these new dressings would cut down surgical site infection.

 2. It was felt inappropriate that Charitable Funds be used for staff retirement gifts and consideration should be given to the recognition of staff whilst they were still employed for their contribution and this would be a main hospital issue. It was agreed that the Chief Executive would write to all the members of staff on their retirement.

 3. An outline proposal was put forward regarding the development of the Research and Teaching Centre. Members of the Committee requested that a presentation be given by the Medical and Executive leads on research at the next meeting to fully understand how this fitted into the long term strategy and how we could measure success of the significant investment.

 4. Discussion was held around putting forward proposals to support training for certain bands of staff that are unable to access funds currently and a proposal to refurbish the staff gym. Members wished that these proposals be developed further for consideration at the next meeting.

5. A request was made for improvement to the administrative building which was not supported.
- Members received the Investment Brokers Market update and a document from the Charities Commission relating to the role of the Trustee.
 - It was agreed that the next meeting would be held in November at a date to be agreed.

RISKS AND IMPLICATIONS

There were none.

RECOMMENDATIONS

The Board asked to approve:-

The amended Terms of Reference – Appendix 1

The proposed Annual Plan – Appendix 2

The proposed Committee Work Plan – Appendix 3

Royal Orthopaedic Hospital NHS Trust
Charitable Funds Committee
Terms of Reference

1. Constitution

The Board hereby resolves to establish a Committee of the Board to be known as The Charitable Funds Committee.

- 1.1 The Trust Board is the corporate trustee and as such cannot delegate responsibility for the charity's overall priorities, strategy, budget and reporting responsibilities.
- 1.2 The Committee is a non-executive committee and as such has no delegated authority other than that specified in these Terms of Reference.

2. Delegate Authority

- 2.1 The Authority to require any Officer to attend a meeting and provide information and/or explanation as required by the Committee.
- 2.2 The authority to take decisions on behalf of The Trust Board on matters relevant to the objective of the Committee; and,
- 2.3 The Committee may act with such authority delegated to it by the Trust Board from time to time and in accordance with the legislation pertaining to the role of Trustees of Charitable Funds.

3. Accountability

- 3.1 The Trust Board

4. Reporting Line

- 4.1 The Trust Board

5. Objective

- 5.1 On behalf of all voting members of the Trust Board (being the Corporate Trustee In law under the Terms of the Charities Acts) oversee the day to day activities of the Charitable Funds in accordance with the Committee Terms of Reference.

6. Duties

- 6.1 On behalf of all Members of the Trust Board (being the corporate Trustee in law under the terms of the Charities Acts) the Committee will:-
 - Develop and recommend for approval to the Trust Board (as the corporate Trustees) on an annual basis a business plan that sets out the strategy for the charity, its priorities for expenditure and how these priorities link with the business plan for the current year.

- Develop an annual work plan for the committee to be approved by the Board
- Monitor the safeguarding of those assets donated or bequeathed, in cash or other form, to the Trust's Charitable Funds.
- Ensure, as far as is practicable, that the expressed or intended wishes of donors or benefactors are met in the deployment of funds.
- Develop and recommend to the Trust Board a fundraising policy for the Charitable Funds.
- Develop and recommend to the Trust Board an investment strategy for charitable funds.
- Advise on the appointment of Investment Brokers to provide professional advice on the investment of charitable funds.
- Receive and consider regular reports on income to and expenditure from the Trust's Charitable Funds and to review the regular investment reports supplied by the Trust's investment brokers if appointed.
- Monitor and review the banking, accounting and audit arrangements made in respect of charitable funds
- Receive regular budgetary information in respect of each fund.
- Consider and approve the Annual Charitable Funds accounts and the Annual Report to the Charities Commission.
- Monitor Standing Orders, Standing Financial Instructions and operating procedures in so far as these cover the use of charitable funds within the Trust and, as far as practicable, ensure compliance.
- Ensure, as far as practicable, that the Trust complies with relevant legislation and formal Department of Health guidance on charitable funds.
- To approve all individual items of expenditure within limits delegated by the Trust Board in accordance with the Charitable Funds Standing Financial Instructions.
- To consider all business cases involving the use of Charitable Funds.

7. Permanency

7.1 The Committee is Permanent

8. Membership

8.1 The Chairman of the Committee will be a non-executive director.

8.2 Other members

- A governor representative
- A patient representative

- A patient facing staff member
- All voting members of the Trust Board

8.3 At any meeting of the Committee, the Chairman if present shall preside. If the Chairman is absent from the meeting then another Non-Executive Director

9. Quorum

9.1 Four members of which one must be a Non-Executive Director and either Chief Executive Officer or Director of Finance

Secretariat

Head of Financial Accounting

Internal Executive Lead

Director of Finance

Frequency of Meetings

Meetings will be held four times a year.

Minutes

The minutes of the proceedings of a meeting shall be drawn up and submitted for agreement at the next ensuing meeting.

Minutes of the meetings will record conflicts of interest and what steps were taken to manage them.

Reporting

A report of the proceedings will be given by the Chair at the next Trust Board.

Review

The Terms of Reference of the Committee will be reviewed by the Trust Board every 1 year.



Report To	Charitable Funds Committee
Report Of	Graham Bragg, Acting CEO
Purpose of the Report	Annual Plan for the use of Charitable Funds for 2013/14
Recommendation	Members of the Charitable Funds Committee consider the Annual Plan for recommendation to the Trust Board for the current financial year.

1.00	Detail
1.01	The charity's key purpose is to use its resources to support the NHS and specifically the services provided by the Royal Orthopaedic Hospital NHS Foundation Trust. The type of activities that the charity funds are training and research, provision of specialist medical equipment, staff development and services that would not normally be provided from NHS resources but enhance the patients' experience.
2.00	<p>Business Plan 2013/2014</p> <p>The Royal Orthopaedic Hospital NHS Foundation Trust Charitable Funds are available for supporting the activities of the hospital in line with the various requests from the donors of such funds. The Trust's strategic direction is as follows:-</p> <p>“to provide the best care, by the best people, in the best hospital which will ensure our future as an independent organisation”.</p> <p>It is proposed that the use of charitable funds by the committee should support this strategic direction and the detailed strategic objectives.</p> <p>The members of the charitable funds sub-committee wish to encourage greater utilisation of the funds during 2013/14 recognising that any use should be for the use of the improvement of the services provided by the hospital for patients and to enhance its reputation.</p> <p>It is proposed that individual fund managers should be encouraged to put forward proposals to utilise the resources available to them in line with the donor's wishes.</p> <p>Members propose that schemes should focus on:-</p> <ul style="list-style-type: none"> • The research and development of services and facilities to improve patients' experience and outcomes. • The development of staff to enable them to reach their career potential and provide first class service to patients.



2.01	<ul style="list-style-type: none"> • To improve physical facilities around the hospital to benefit patients and their relatives. • To consider projects which will enhance the reputation of the hospital <p>Working Arrangements</p> <p>It is intended that the Charitable Funds Committee would meet four times a year. In addition to considering proposals for the use of funds in excess of £5,000 per project, the committee would review the day to day management of the charitable funds in line with the work plan included at Enclosure 2</p>
3.00	<p>Recommendation</p> <p>Members of the Charitable Funds Committee are asked to consider this document and propose amendments in order that it can be forwarded to the Trust Board for ratification as the framework for activities during 2013/14.</p>

Enclosure 3



CHARITABLE FUND COMMITTEE WORK PLAN

DUTIES	COMMITTEE MEETING DATES											
	Sep-13	Nov-13	Feb-14	May-14	Sep-14	Nov-14	Feb-15	May-15	Sep-15	Nov-15	Feb-16	May-16
Agree terms of reference for approval by the Trust Board.	✓											
Develop and annual work plan for the committee to be approved by the Trust Board.	✓											
Develop and recommend for approval to the Trust Board (as the corporate Trustees) on an annual basis a business plan that sets out the strategy for the charity, its priorities for expenditure and how these priorities link with the business plan for the current year.	✓			✓				✓				✓
Monitor the safeguarding of those assets donated or bequested, in cash or other form to the Trust's Charitable Fund.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Develop and recommend to the Trust Board a fundraising policy for the Charitable Funds.				✓								
Advise on the appointment of investment brokers to provide professional advice on the investment of Charitable Funds.			✓									
Receive and consider regular reports on income and expenditure from the Trust's Charitable Funds and to review the regular investment reports supplied by the Trust's investment brokers if appointed.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitor and review the banking, accounting and audit arrangements made in respect of the Charitable Fund.		✓										
Receive and review regular budgetary information in respect of each Charitable Fund.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Consider and approve the Annual Charitable Fund Accounts and Annual Report to the Charities Commission.	✓				✓				✓			
Review Standing Orders, Standing Financial Instructions and operating procedures in so far as these cover the use of Charitable Funds within the Trust and, as far as practicable, ensure compliance.		✓										
To approval all individual items of expenditure within limits delegated by the Trust Board in accordance with the Charitable Funds Standing Financial Instructions.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
To consider all business cases involving Charitable Funds.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Review arrangements and cover of Indemnity Insurance		✓								✓		
Annual review of administration charge			✓				✓				✓	
Annual Review of non-active funds			✓				✓				✓	