

Trust Board as Corporate Trustee of the Kingston Hospital Charity

Trust & Charitable Funds Committee Report

Trust Board	Item: 20
25 November 2015	Enclosure: N
Purpose of the Report: To report to Board on the meeting of the Trust & Charitable Funds Committee held on 20 October 2015	
For Noting <input type="checkbox"/>	For Decision <input checked="" type="checkbox"/>
Sponsor (Executive Lead):	Michael Jennings Non-Executive, Chair of the Committee
Author:	Michael Jennings Non-Executive, Chair of the Committee
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Risk Implications – Link to Assurance Framework or Corporate Risk Register:	None
Legal Regulatory / Reputation Implications:	None
Link to Relevant CQC Domain: Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input type="checkbox"/> Well Led <input checked="" type="checkbox"/>	
Link to Relevant Corporate Objective:	Strategic Objectives 1: To ensure that all care is rated amongst the top 20% nationally for patient safety, clinical outcomes and patient experience
Impact on Patients and Carers:	Improved patient care
Document Previously Considered By:	None
Recommendations & Actions required by the Trust Board: The Board as Corporate Trustee is asked to note the report, and agree the change of name of the Trust & Charitable Funds Committee to the Kingston Hospital Charity Committee.	

Trust & Charitable Funds Committee 20 October 2015

Dementia Appeal

The Dementia Project: The aim is to have the detailed design and costings on a modular based for up to four wards completed by Christmas, which would proposals to be put to potential major donors and for fund-raising initiatives and events. The intention is for work to start on the first ward next summer. The Finance & Investment Committee (see the Committee's report to the Board) has agreed to provide bridging finance to enable work to start even if donations were not sufficient at that point.

Dementia Appeal; The Committee reviewed the updated Fund-Raising Delivery Plan prepared by the Fund-raising Officer. This set out a range of actions including support for the Mayor's making the appeal his charity, mailing, community ambassadors and local fund-raising by communities and local organisations and businesses, approaches to Corporate Trusts, Foundations and individual major donors. The Committee noted the successful Gamin Run, and the Mayor's Quiz. The Appeal Committee will meet again in December. The Fund-raising office has moved from the fourth floor of Esher Block to the ground floor of Vera Brown House. The Team is grateful for funding from the Friends of the Hospital.

Funds

The Committee noted that some £226k had been received during the first five months of the year, with a balance across all funds of £1.843m. However much of this is in restricted funds for Born Too Soon, and the Kingston Cancer funds, and only some £38k remained in the General Fund.

The Committee noted that there had been no new legacies, though the house which forms the main element of one future legacy (shared with other charities, and now with the family) was now about to go on the market.

Funding Proposals

The Committee agreed to fund seven small projects:

WiFi Access: To extend the Hospital's WiFi coverage to Paediatrics and Haematology

Volunteers:

- Extension of the Hospital to Home scheme for three months
- Event at Christmas for volunteers to say thank you
- Conference for volunteers on Tuesday 18 March 2016 (Board member may wish to note the date)

Influenza vaccination programme to encourage staff to get vaccinated

Positive Impressions Programme to improve public areas of the Hospital, and reflect the contributions of staff

Staff survey programme to encourage staff to response

The Committee decided that in future all applications for funding below £1,000 could be authorised by the Chairman, subject to report to the Committee, in order that the Committee could focus on the major appeal and projects.

Update on Funded Projects

Following the update on research projects reported at the last meeting, the Committee reviewed progress and outcomes on the following projects:

- End of Life Care initiative
- Therapeutic Activities programme
- Ward-based computers for the Pharmacy Team
- Specialist equipment for Urology investigations
- Holter monitoring devices for Cardiology

Review of the Committee's terms of reference and effectiveness: The Committee has considered the terms of reference (set out in the attached paper), and agreed no alterations were needed other than to change the title from Trust & Charitable Funds Committee to the Kingston Hospital Charity Committee to make its role clearer.

The members of the Committee are also undertaking a review of the Committee's effectiveness, and this will be reported to the Audit Committee in December.

RECOMMENDATION

The Board is asked to note the report, and agree the change of name of the Trust & Charitable Funds Committee to the Kingston Hospital Charity Committee.

Michael Jennings
Chairman, Trust & Charitable Funds Committee

THE KINGSTON HOSPITAL CHARITY COMMITTEE

Terms of Reference

1 AIM

To be the sub-committee of the Board of Kingston Hospital NHS Foundation Trust, acting for the Corporate Trustee (the Trust) in all matters in relation to the Kingston Hospital Charity ('the Charity'), (Registered Charity Number: 1056510), and all subsidiary charity registrations, except the day to day management of fund-raising, which will be managed day-to-day by the Executive Management of Kingston Hospital NHS Foundation Trust on behalf of the Trustee.

To be the sub-committee of the Board of Kingston Hospital NHS Foundation Trust, acting for the Board in all matters relating to Funds Held in Trust.

2 OBJECTIVES

Oversee Operations

- 2.1 Ensure individual funds within the Charity are managed in accordance with the objects of the umbrella registration with the Charity Commission and in accordance with the further objectives of any subsidiary registrations or special funds.
- 2.2 Authorise the establishment of any new funds and/or subsidiary registrations under the Charity's umbrella registration.
- 2.3 Authorise the winding up and/or closure of any funds and/or subsidiary registrations under the Charity's umbrella registration.
- 2.4 Recommend to the Trust Board as Corporate Trustee a fund-raising strategy for the Charity, and subsequently monitor the strategy and any major appeals, agreeing budgets and targets/milestones.
- 2.5 Approve the reserves policy for the Charity to ensure that there is a clear purpose for retaining funds over the medium and long term.
- 2.6 Approve Policies and Operational Procedures for day to day operation of the Charity, making clear the applicability or otherwise of Trust Standing Financial Instructions to the Charity.
- 2.7 Approve annual plans for the operation of each fund within the Charity.
- 2.8 Ensure Funds Held on Trust are managed in accordance with the objects for which they are held.

Controls Assurance

- 2.9 Ensure there is compliance with all relevant regulatory, legal and code of conduct requirements, including but not limited to relevant Charities Acts and the requirements of the Statement of Recommended Accounting Practice for Charities.

- 2.10 Ensure there is compliance with relevant requirements as set out in relevant assurance frameworks.
- 2.11 Review and recommend to the Trust Board as Corporate Trustee for approval the Charity Commission Annual Return.
- 2.12 Review all audit reports relating to the Charity and Funds Held in Trust.
- 2.13 Review the Charity's risk register on a regular basis, to ensure all risks are being identified and appropriately managed.

Financial Reporting

- 2.14 Monitor in-year financial performance of the Charity and Funds Held in Trust against approved plans.
- 2.15 Review/amend and recommend to the Trust Board as Corporate Trustee for approval the Trustee's Annual Report & Accounts.

Expenditure Approval

- 2.16 Ensure all expenditure by the Charity is in furtherance of the charitable objectives and in accordance with approved policies, procedures and plans.
- 2.17 Ensure all expenditure from Funds Held in Trust is in accordance with the objects for which they are held.

Investment of Surplus Funds

- 2.18 Approve the appointment of an Investment Fund Manager for the Charity.
- 2.19 Monitor the Investment Fund Manager's work and investment strategy via quarterly reports from the adviser.
- 2.20 Meet with a representative of the Investment Fund Manager at least annually to review their performance and the investment strategy for the Charity.
- 2.21 Approve the investment strategy for the Charity's funds, including the mix of investment products and amounts invested, subject to any proposal to invest more than 50% of available funds in equity or property backed investment requiring approval of the Trust Board as Corporate Trustee.
- 2.22 Ensure that any direct investment of the Charity's funds comply with all necessary legislation.

Other Matters

- 2.23 Investigate any activity within the Committee's terms of reference, including seeking any information required from any employee.
- 2.24 Obtain legal or other independent professional advice and secure the attendance of outsiders with relevant experience and expertise, if considered necessary.

3 COMMUNICATION

Minutes available to Trust Board.

4 PERMANENCY

Permanent – Subject to annual review

5 MEMBERSHIP

The voting members shall be appointed by the Trust Board

5.1 Chair

A Non-Executive Director

5.2 Internal (Executive) Lead

Director of Finance

5.3 Voting Members

The voting members are as follows:

Four Trust Board members including:

- ◆ The Chairman of the Kingston Hospital Charity Committee
- ◆ The Chief Executive;
- ◆ The Director of Finance; and,
- ◆ One other Non-Executive Director (appointed permanently by the Board or in their absence or in the case of a vacancy, in attendance at the meeting and agreed by the Chair as a voting member for the duration of the meeting).

5.4 Non-voting Members

The Committee shall have the power to appoint up to two further members with charitable funds' experience.

The Trust's Chairman and any other member of the Board of the Corporate Trustee, not being a member of the Committee, will have the right to attend meetings and have access to all papers.

The Committee may invite:

- ◆ Any hospital manager or fund-holder; and,
- ◆ A representative of the Investment Fund Manager to attend once per year to explain the current investment policy and performance of the funds held.

6 QUORUM

3 voting members

7 PAPERS

Agenda and papers to be cleared with the Director of Finance and the Chairman of the Committee.

Papers to be circulated five working days in advance of meetings.

8 FREQUENCY OF MEETINGS

Quarterly per annum, or more frequently to oversee fund-raising

9 REPORTING LINES

Trust Board

10 ACCOUNTABLE TO

Accountable to:

Trust Board, to be discharged through the minutes of meetings and reports from the Chairman of the Committee to the Board.

Accountable for:

The day to day operation of the Kingston Hospital Charity and all Funds Held on Trust.

11 SECRETARIAT

Head of Financial Services

12 OPENNESS

Minutes of the Committee to be presented at the Trust Board meeting

13 EFFECTIVENESS

- ◆ Trustee's Annual Report & Accounts approved at a public Board meeting.
- ◆ Charity Commission Annual Return approved at a public Board meeting.

Date Approved: November 2015

Approved By: Trust Board as Corporate Trustee

Next Review Due: November 2016