

Trust Board as Corporate Trustee of the Kingston Hospital Charity

Trust & Charitable Funds Committee Report

Trust Board	Item: 21
7th February 2018	Enclosure: Q
Purpose of the Report: To report to Board on the meeting of the Trust & Charitable Funds Committee held on 12 th December 2017	
For: Information <input checked="" type="checkbox"/> Assurance <input checked="" type="checkbox"/> Discussion and input <input type="checkbox"/> Decision/approval <input checked="" type="checkbox"/>	
Sponsor (Executive Lead):	Joan Mulcahy 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
Document Previously Considered By:	None
Recommendations & Actions required by the Trust Board: The Board as Corporate Trustee is asked to note the report.	

**Report from the Charitable Funds Committee Meeting
Tuesday 12th December 2017**

YEAR TO DATE: 1st April – 30th November 2017

ACTIVITY SUMMARY

	Qtr 1	Qtr 2	Qtr 3 (to 30/11)	Total
<i>Donations <£5k</i>	£17,236	£27,427	£49,470	£94,133
<i>Major Gifts >£5k</i>	£15,000	£5,000	0	£20,000
<i>New Pledges</i>	0	0	£200,000	£200,000
<i>Legacy</i>	20,000	6,552	720,707	747,259
<i>New donors</i>	31	105	77	213

FUNDRAISING

i. Dementia Care Programme

The Committee noted progress with plans to secure the funding needed for the proposed refurbishment of Blyth Ward (in 2018) and Kennet Ward (in 2019) to deliver two completely dementia-friendly wards. As at 30th November, funds raised since the beginning of April for the dementia care programme stood at £342,151 (excluding gift aid).

ii. Individual Giving

It was noted that the charity is now fully utilising ETap, a database system. This has facilitated contact with donors by post to give them an update on key developments and an opportunity to make a further donation and to clarify their communication preferences going forward. Maintaining an accurate and up-to-date database is key to developing an efficient and effective charity operation, allowing segmentation of the supporter base and reporting on all aspects of the charity's activities.

iii. Legacies

The Committee noted legacy payments and notifications of bequests from individuals.

iv. GDPR

Legal advice had been taken in readiness for the introduction of the General Data Protection Regulations in May 2018 in order to develop a privacy policy. This statement can be found on the Charity's web pages and clearly communicates to supporters the information the charity holds and the uses to which their data may be put. All printed materials now include a privacy statement and an option to opt-out of receiving future communications, as well as the opportunity to change the ways the Charity contacts them.

v. Gift Aid

The Charity was working through all donations going back to the summer of 2015 with the aim of making a gift aid claim to the HMRC before 31st January 2018 for all donations received to the end of 2017, where a valid gift aid claim is held. Going forward, a gift aid claim quarterly in arrears will be submitted, which is standard practice for most charities.

KINGSTON HOSPITAL CHARITY RELAUNCH

An update was received on embedding a culture of philanthropy across the Trust, centred on Kingston Hospital Charity. The Charity was relaunched on 29th November 2017. Large wall-

mounted display panels incorporating take-one leaflets located in prominent locations, together with smaller A1 displays in the wards and other areas, will help to provide the charity with a presence and prominence which it has not previously had, making it much easier for grateful patients and their families to donate and engage. There is still much more to be done to ensure the various communication channels available to the charity to reach its key stakeholders are fully utilised. Although there are limitations associated with the Trust's current website, the Charity's offering has improved and a charity section on the intranet has been added.

GOVERNANCE

The Committee considered a Gifts and Donations Acceptance Policy and updated the CFC's Terms of Reference which were subsequently approved by the Audit Committee.

The Interim Head of Fundraising outlined a number of further policies and procedures to be agreed by the Committee in 2018, as well as plans to lead a training session for Governors in mid-January 2018.