

The Shrewsbury and Telford Hospital NHS Trust

CORPORATE TRUSTEES MEETING

Held on Thursday 7 June 2012
(following Special Trust Board)

In Seminar Rooms 1, Shropshire Education & Conference Centre, Royal Shrewsbury Hospital

MINUTES

Present:	Dr J Davies	Chair
	Mr M Beardwell	Non Executive Director (NED)
	Mr D Jones	Non Executive Director (NED)
	Dr S Walford	Non Executive Director (NED)
	Dr A Fraser	Medical Director (MD)
	Mr N Nisbet	Finance Director (FD)
	Mrs Vicky Morris	Chief Nurse/Director of Quality & Safety (DQS)
In attendance	Mrs J Clarke	Company Secretary (DCRM)
	Mr A Osborne	Communications Director (CD)
	Ms Toni Stern	Fundraising Consultant
	Mr C Benham	Assistant Director – Financial Accounting (ADFA)
	Mr S Peak	Director of Transformation
	Mrs B Graham	Committee Secretary
Apologies:	Dr P Vernon	Non Executive Director (NED)
	Mr B Simms	Non Executive Director (NED)
	Mr A Cairns	Chief Executive
	Mrs D Vogler	Director of Business & Enterprise (DBE)

2012.01 WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting and introduced Toni Stern, Fundraising Consultant, who was present to present the “Review of Charitable Funds”.

The Chair wished to note his thanks to Sue Assar, who had elected not to continue as Non Executive Director. The Chair said he will be writing a letter to Sue thanking her for her work in the role as Chair of the Charitable Funds Committee over the last 12-18 months. The Chair also agreed to add to the letter thanks to her for her contribution to the Audit Committee. **Action: Chair.**

2012.02 DECLARATIONS OF INTEREST BY TRUSTEES – None.**2012.03 MINUTES OF THE PREVIOUS MEETING HELD ON 24 NOVEMBER 2011** were **APPROVED** and actions had been taken.

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 Chairman

2012.04 CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE

The Committee received the Charitable Funds Committee Terms of Reference and following discussion agreed that it should be amended to the following :

- Membership – The Committee shall comprise of at least one NED and one ED. Asst Finance Director – Financial Accounting, would be the designated deputy for the Finance Director.
- Frequency of Meetings – The Committee will meet a minimum of three times a year.

The Corporate Trustees **APPROVED** the Charitable Funds Committee Terms of Reference **subject** to the changes above.

2012.04 INVESTMENT AND FUNDS ACTIVITY 2011/12

The Finance Director (FD) introduced the paper which provided details of the Trust's Charitable Income and Expenditure for the period 1 April 2011 to 31 March 2012 as well as highlighting performance of investments during this period.

It was noted that the Trust had started the year with a balance of £2.1 million of charitable funds. Expenditure during the year had been, £1.0 million and income was £0.6 million. The year end balance was £1.7 million but with outstanding commitments of £900k – including £750k for the Cancer Centre - the available balance at year end was £838k as compared with a target of £868k.

The DQS referred to the Summary of Charitable Fund Balances - Nurses Fund and that the name of the Fund Manager should be changed to Sarah Broomfield.

The Corporate Trustees **NOTED** the turnover of Charitable Funds for the period 1 April 2011 to 31 March 2012.

The performance of the Trust's Charitable Investments for the period; the current portfolio of investments was **REVIEWED** and it was agreed that no changes were required.

2012.05 REVIEW OF CHARITABLE FUNDS

On behalf of the Corporate Trustees, the Charitable Fund Committee commissioned an independent fund raising consultant, Toni Stern, to undertake a review of the Trust's Charitable Funds Development with the following objectives :

- To review the current activity and challenges of the SaTH charity;
- To explore the fundraising potential of the charity;
- To present options and recommendations for responding to the above in line with the issues raised by stakeholders, the current market place and internal reviews and audit reports.

The Charitable Funds Committee received a presentation from Toni Stern on 10 May 2012, and following this an updated presentation was made on 30 May 2012 to our main Charitable Funds partners – League of Friends of PRH, League of Friends of RSH and Lingen Davies Cancer Appeal.

Toni Stern took the Trustees through the presentation, which they had received with their agenda papers. The review covered a number of areas including rationale for the review, scope of work, current activity, SWOT, PEST, and competition and benchmarking against similar sized hospital charities as well as recommendations for future strategy, marketing; and brand promotion.

REVIEW OF CHARITABLE FUNDS (Continued)

Toni Stern highlighted the key issues, as follows :

- SaTH charity income is declining;
- There is a need for unrestricted general funds;
- There is a continuing shortage of internally generated funding for capital projects and equipment, so that the dependence charitable funding is increasing
- Is there scope to raise additional charitable funds?
- Is it feasible for the Trust to employ a professional fundraiser?
- Would proactive fundraising by the Trust jeopardize the funds currently received from partner charities.

The Corporate Trustees were recommended to appoint a Fundraising Development Manager (equivalent to Band 7/8a), with the following responsibilities:

- To develop heads of principle and a Strategic Fundraising Board with charitable partners
- To establish a Trust strategy,
- To develop a brand and appeals approach,
- To establish effective systems and infrastructure to support sustained charitable income;
- To meet agreed financial goals (e.g. to secure income equivalent to costs + 50%)
- To review and evaluate impact and propose the next steps.

Toni Stern confirmed that following the meeting with Lingen Davies and the Leagues of Friends, they would be prepared to support this proposal.

Following discussion the Corporate Trustees **AGREED** to proceed as follows:

- To appoint a Fundraising Development Manager on a temporary contract basis for a 6-12 month period.
- For the post to be funded out of charitable funds dividend or interest on income;
- The Trust will have discussions in advance with Lingen Davies and the Leagues of Friends with intention to set up a Strategic Charities Board to identify clearly defined targets that would deliver "quick wins" .

2012.06 ANNUAL REVIEW OF INVESTMENT POLICY

The Corporate Trustees **APPROVED** the Charitable Investments Policy.

Mr Jones (NED) said that his proposal would be to hold centrally the investment return on all funds and which could then be used to fund the Fundraising Development Manager. **AGREED**.

2012.07 INVESTMENT TARGET 2012/13

The Finance Director asked the Corporate Trustees to consider setting the Investment Target for 2012/13. Following discussion the Corporate Trustees **AGREED** that the Trust should aim to reduce the year end available balance by 50% .

2012.08 ANY OTHER URGENT BUSINESS – None.

2012.09 DATE OF NEXT MEETING : 22 October 2012 at 4 pm in Seminar Room 2 at SECC, RSH.

The meeting then closed.