

Annual Report from the Charitable Funds Committee 2021

1. Summary

This report provides an overview of charitable fund activities undertaken throughout the Trust and a summary of the work undertaken within the charitable fund Committee activities from January to December 2021, for assurance the Committee has carried out its obligations in accordance with its Terms of Reference and work programme for 2021.

2. Background

The Charitable Funds Committee meets quarterly and reports to the Board of Directors as the Corporate Trustee. Its Terms of Reference establish the following purposes:

- (i) foster an open, anticipatory, adaptive and proactive risk-aware culture in which people are actively engaged
- (ii) ensure risk is kept under prudent control on behalf of the Board and in accordance with the Board's risk appetite - maintaining an effective control system and minimising over-exposure to harm
- (iii) horizon scanning, challenging and keeping material risk under review at all times
- (iv) improving organisational resilience

The Committee's membership is set out below:

- Non Executive Director/Senior Independent Director (Chair)
- Non Executive Director (Vice Chair)
- Non Executive Director
- Chief Financial Officer
- Director of Corporate Affairs
- Head of Strategic Planning
- Head of Financial Services
- Community Involvement Manager
- Head of Communications
- Assistant Chief Operating Officer

In routine attendance:

- Governor Observers

Other Directors and Managers have attended meetings in accordance with the Charitable Fund Committee requirements.

3. Meetings

The Committee meets quarterly, and four meetings were held during the period covered by this report.

Attendance of core members (or a nominated deputy) at meetings during the period covered by this report is detailed below:

| | |
|-------------------------------|-----|
| Non-Executive Director/SID | 4/4 |
| Non-Executive Director x 2 | 3/4 |
| Director of Corporate Affairs | 4/4 |
| Chief Finance Officer | 2/4 |
| Deputy Chief Finance Officer | 1/4 |
| Head of Financial Services | 4/4 |
| Community Involvement Manager | 4/4 |
| Head of Communications | 1/4 |
| DGM – Medicine | 1/4 |

Attendance of officers in routine attendance

| | |
|-------------------|-----|
| Governor observer | 3/4 |
|-------------------|-----|

The committee is supported by a Charitable Funds Operational group which meets in between the meetings of the formal charitable funds committee, to address actions raised in the committee and report progress at the next meeting of the committee.

The work of the committee is extensively supported by our volunteers, who raise funds through the Café and fund-raising stands. Our volunteers also support the Community Involvement Team in engaging with our patients, carers, public and staff.

4. Work Programme

The Committee has received regular reports throughout the year in accordance with its approved Terms of Reference, these include project evaluations, risk register, financial summaries of the charitable fund’s accounts, investment updates and a progress update against the Governance self-assessment first undertaken in April 2019.

5. Project Updates

The committee approves through delegation from the Corporate Trustee the funding of specific charitable projects throughout the year, the following are the key projects supported by the charity in the period

Dragons’ Den

The Newark Hospital Dragons’ Den was launched following the success of the annual King’s Mill event. Since the inaugural event in 2019, the initiative has funded 42 improvements that have enriched the patient and carer experience.

End of Life Service Enhancement Appeal

The appeal target was achieved in December 2021 enabling estates colleagues to commence the environmental improvement project. Additional funds generated will be utilised to enrich the experience

of patients and carers. Funding will also be utilised for training and development of the Butterfly volunteering initiative.

Colleague Welfare & Wellbeing

Funds have been utilised from NHS Charities Together, Covid 19 fund and General Trust Funds in support of colleague psychological and physical wellbeing. The charity has also supported the rewards and recognition programme.

NHS Charities Together

The Community Involvement team had been very successful in bidding for monies from the NHS charities together fund. There were strict criteria regarding how the funds were to be spent, all projects identified were considered against these criteria before funding was approved.

Matters referred to the Corporate Trustee

The Charitable Funds Committee reports after each meeting to the Board of Directors, as Corporate Trustee of the Charity. The Corporate Trustee met specifically to approve the following items:

Non-Consolidation of Charitable Funds into the Trusts annual account based on materiality
The Annual Report and Accounts 2020/21

Conclusion

The Committee self-assessments of effectiveness, the robust work programme of funding of projects and appeals provides assurance that the Committee continues to be effective in discharging its responsibilities with regard to the oversight of Charitable Fund management arrangements within the Trust.