

## EXTERNAL CHARITY FUNDRAISING ON HOSPITAL ESTATE

		POLICY	
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Approving Body	Charitable Funds Committee		
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	YES	NO	N/A
	x		
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Author (Position & Name)	Community Involvement Manager		
Lead Division/ Directorate	Corporate		
Lead Specialty/ Service/ Department	Community Involvement Department		
Position of Person able to provide Further Guidance/Information	Community Involvement Manager		
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n/a			



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## APPENDICIES

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## 1.0 INTRODUCTION

1.1 This Trust policy is designed to maximise the awareness and the income potential (through donations, fundraising and gifts) to support the Sherwood Forest Hospitals Charity (registered number 1054086) and its role within the Trust in providing wards, services and departments with charitable donations and gifts.

1.2 The aims of the policy are to:

- Provide greater awareness of the Sherwood Forest Hospitals Charity and its work to support patients, visitors and staff
- Give the Sherwood Forest Hospitals Charity a higher profile within the Trust
- Increase donations and gifts to the Sherwood Forest Hospitals Charity, exclusively for the benefit of the Trust's patients, visitors and staff
- Encourage staff to actively support the Sherwood Forest Hospitals Charity with their own fundraising
- Provide clarity on third party charities

1.3 The policy applies to all staff/governors/volunteers/non-executive directors

## 2.0 POLICY STATEMENT

2.1 The Trust has chosen to support one charity – Sherwood Forest Hospitals Charity – in order to:

- Ensure the Trust environment is consistent, welcoming and supportive to staff, patients and their families
- To protect the Trust, its staff and patients from the risks associated with fundraising activity by multiple charities
- To ensure that our services derive maximum benefit from those seeking to support us

2.2 The Trust recognises that charitable funds can make a positive contribution towards the quality of patient experience and the Trust's corporate goals, through supporting facilities and services over and above those funded from mainstream NHS funds.

2.3 The Trust also recognises the positive benefits that involvement in fundraising and other charitable activities can have for patients, families of patients, Trust staff, and the wider community.

2.4 The Trust is committed to work in partnership and collaboration with charities that support the wide remit of its work (referred to as partner charities in 3.4.1) and to co-operate in a manner that helps those charities to fulfil their legal obligations – fostering best practice in fundraising and other charitable activities.

2.5 Fundraising should not be allowed to interfere with or compromise patient safety, dignity or privacy or to distract from the primary responsibility of Trust staff.



2.6 Individuals, companies and organisations that make donations and fundraise in support of the Trust and its services should have total confidence that their gift is received and managed in line with their wishes and in accordance with best practice and charity law. **This Trust has no oversight that would enable it to give assurance when other organisations fundraise on site.**

2.7 The Sherwood Forest Hospitals Charity (**the Charity**) exists solely for the benefit of NHS, its patients, staff and visitors. It provides very valuable support that enables improvements for the benefit of us all – this is **our** Charity.

## 1.0 DEFINITIONS/ ABBREVIATIONS

3.1 **A Charity** is a legal entity which is established for the public benefit, and which is permitted to raise funds from the public and other sources. Charities have responsibilities under charity law and are also guided by recognised best practice and codes of conduct.

3.2 **NHS charities** are charities that were created to handle charitable funds on behalf of NHS Trusts.

3.3 **Sherwood Forest Hospitals Charity** is a NHS charity, registration number 1054086, responsible for all the charitable funds of Sherwood Forest Hospitals Trust.

3.4 All other charities are **external charities** – i.e those with no statutory relationship to Sherwood Forest Hospitals Trust. They can be further subdivided into:

**Partner charities** – local charities whose objectives (as defined with the Charity Commission) set out to support work undertaken within Sherwood Forest Hospitals Trust. A branch of a national charity may also be regarded as a supporting charity, where there is a distinct local structure with a primary purpose of supporting the work of the Trust.

**Related charities** – local or national charities working in the area of medicine or healthcare that may fund ad-hoc projects within the Trust, or otherwise support the work of the Trust and its staff on an occasional basis, or which provide advice, pastoral or counselling & wellbeing services that benefit Trust patients and staff.

All other external charities are **unrelated charities**.

3.5 Fundraising is any activity which aims to raise funds for a charity, this includes but is not limited to raffles, lotteries, bucket collections, fundraising events, jumble sales and sponsored activities.

3.6 The Charitable Funds Committee is the delegated sub-committee of the Corporate Trustee who is charged to consider, direct and resolve issues arising from charitable donations to or activities with the Trust, from the range of associated donor organisations.



## **4.0 ROLES AND RESPONSIBILITIES**

This policy applies to all staff as described in paragraph 1.3

## **5.0 APPROVAL**

The policy will be monitored by the Community Involvement Manager and an annual report provided to the Charitable Funds Committee

## **6.0 DOCUMENT REQUIREMENTS**

6.1 Sherwood Forest Hospitals Trust will permit the Sherwood Forest Charity and partner charities to use Trust assets and actively fundraise on site.

6.2 Any person or organisation wishing to make a donation, gift in kind or to fundraise for Sherwood Forest Hospitals Trust should do so through the Charity and with its support.

6.3 Staff should only initiate any fundraising activity for the benefit of the hospital with prior support and agreement from the Sherwood Forest Hospitals Charity via the Community Involvement Department.

6.4 Staff can use support services within the Trust (for example the Communications Team) to advertise, promote and raise awareness of fundraising activities they are undertaking for the sole benefit of the Sherwood Forest Hospital Trust or a partner charity.

6.5 Any fundraising activities outside of the remit noted at a 6.4 (with the exception of campaigns listed at 6.6) will not be promoted or displayed within the Trust (but it does not preclude staff from promoting or hosting small scale events in their own staff area (for example displaying a poster for a sponsored football match which will raise funds for their child's local team and asking colleagues to support them in this regard)

6.6 The support of large-scale highly-recognised national fundraising campaigns and events is still encouraged.during the period of each appeal. This includes,but is not necessarily limited to: The Poppy Appeal and Macmillan Coffee Morning (a full list will be held and maintained by the Community Involvement Department on behalf of the Charitable Funds Committee). These will be appropriately advertised and promoted.



## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

<b>Minimum Requirement to be Monitored</b>  (WHAT – element of compliance or effectiveness within the document will be monitored)	<b>Responsible Individual</b>  (WHO – is going to monitor this element)	<b>Process for Monitoring e.g. Audit</b>  (HOW – will this element be monitored (method used))	<b>Frequency of Monitoring</b>  (WHEN – will this element be monitored (frequency/ how often))	<b>Responsible Individual or Committee/ Group for Review of Results</b>  (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Quarterly reporting	Community Involvement Manager	Review	Quarterly	Charitable Funds Committee
Annual reporting	Community Involvement Manager	Review	Annually	Charitable Funds Committee



## **8.0 TRAINING AND IMPLEMENTATION**

Community Involvement staff to be updated on the process for booking of fundraising and information stalls

## **9.0 IMPACT ASSESSMENTS**

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 1
- This document is not subject to an Environmental Impact Assessment

## **10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS**

### **Evidence Base:**

- None

### **Related SFHFT Documents:**

- SFH Charity fundraising and receipting criteria

## **11.0 KEYWORDS**

Charity, partner charities, campaign, events, fundraising, donations, site, gift, monies, charitable funds, awareness, promotion, income, external, related

## **12.0 APPENDICES**

Appendix 1 – Equality Impact Assessment



## APPENDIX 1 EXTERNAL CHARITY FUNDRAISING ON THE HOSPITAL ESTATE - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

<b>Name of service/policy/procedure being reviewed: External charity fundraising on the hospital estate</b>			
<b>New or existing service/policy/procedure: New</b>			
<b>Date of Assessment: 30 August 2023</b>			
<b>For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)</b>			
<b>Protected Characteristic</b>	<b>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?</b>	<b>b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?</b>	<b>c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</b>
<b>The area of policy or its implementation being assessed:</b>			
<b>Race and Ethnicity</b>	None	n/a	None
<b>Gender</b>	None	n/a	None
<b>Age</b>	None	n/a	None
<b>Religion</b>	None	n/a	None
<b>Disability</b>	Visual accessibility of this policy	Already in Arial font size 12. Use of technology by end user. This policy can be made available in alternative formats, such as easy read or large print and may be available in alternative languages upon request	None
<b>Sexuality</b>	None	n/a	None
<b>Pregnancy and Maternity</b>	None	n/a	None
<b>Gender Reassignment</b>	None	n/a	None



<b>Marriage and Civil Partnership</b>	None	n/a	None
<b>Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)</b>	None	n/a	None
<b>What consultation with protected characteristic groups including patient groups have you carried out?</b>			
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>What data or information did you use in support of this EqIA?</b>			
<ul style="list-style-type: none"> <li>Trust guidance for completion of the Equality Impact Assessments</li> </ul>			
<b>As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?</b>			
<ul style="list-style-type: none"> <li>No</li> </ul>			
<b>Level of impact</b>			
<p>From the information provided above and following EQIA guidance document Guidance on how to complete an EIA (<a href="#">click here</a>), please indicate the perceived level of impact:</p> <p>Low Level of Impact</p>			
<b>Name of Responsible Person undertaking this assessment:</b> Jo Thornley			
<b>Signature:</b> Jo Thornley			
<b>Date:</b> 30 August 2023			