

CHARITABLE FUNDS COMMITTEE CHAIR'S ASSURANCE REPORT

This report is founded on the Charitable Funds Committee meeting held on 7 January 2021.

| Agenda item | Assurance and key points to note | Further actions and follow up |
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| Minutes and matters arising from the meeting of the 24 November 2020 | <p>The minutes were agreed subject to minor corrections.</p> <p>The matters arising table was agreed with proposed closure confirmed for most issues. The e-Tapestry proposal and the Liberty Pay for charity funds was deferred to the July meeting but the initial view was that the systems are best for tracking repeat donors which is not the typical NHS donation pattern. The Committee noted the Board Assurance Framework (3 December 2020) and that further changes had probably occurred in risks due to the current COVID emergency, without further comment. Other issues below.</p> | <p>The Assistant Financial Accountant would follow up with Coxheath staff re final purchases to close out the fund and the Committee has pre-approved the expenditure to minimise the burden on the fund manager. A wish list for physiotherapy and occupational equipment which could be borrowed by parents who could not afford them has been established on Amazon - some purchasing has been completed. Wider advertising is planned to let people know of the availability of this option.</p> |
| Relevant feedback from other committees | Nil from other committees. | |
| 2019/20 Annual accounts statement | Final Annual Report and Charity Accounts (2019/20) were presented for assurance by the Head of Financial Accounting. There were no issues of note raised by the | Noted reserves policy, system and hierarchy of spending controls ensures good fraud control and prevention. There were some concern re |

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| | <p>external auditor and the Chair would sign them off.</p> <p>2019/20: Total funds at 31 March 2020 were £666k - (£563k restricted funds; £103k unrestricted funds; total income £172k (donations of £28k, legacies of £140k and investment interest of £4k). In year total expenditure was £69k and administration was £18k. Examples of funding: health monitor machines (measure height, weight, blood pressure on arrival) for Watlington surgery; helped enable monthly OPD clinic with Heart of Kent Hospice for palliative care and to maximise quality of life at home for longer; dementia kit and health monitoring station; volunteer thank you events; staff awards evening; and kit for the staff football team.</p> | <p>ability to spend quickly enough when needed</p> <p>e.g. NHS Charities Together vouchers</p> <p>A reminder re restricted funds aim to spend as quickly as possible in line with wishes of donor (see later re key specific funds) and guidance of Charities Commission in general on what should be NHS spending and what would be appropriate for charitable spending.</p> |
| 2020/21 Quarter 3 Finance update | <p>This was presented by the Assistant Financial Accountant.</p> <p>Donations were £11k for Quarter 3 and expenditure of £42k for the quarter.</p> <p>The Strategic Delivery Manager Urgent Care had presented a helpful outline of proposed items for spending at the November 2020 meeting for the east Kent community hospitals. Bow Road Fund - further equipment for asthma, BP spirometry home-testing for isolated patients.</p> | <p>Purchases of sleeper chairs for east Kent community hospitals, replacement TVs for Deal Hospital and Whitstable and Tankerton community hospitals and specialist chairs for Faversham Cottage Hospital and Deal Hospitals was agreed. Spending plans from some fund managers was still awaited.</p> |
| Tonbridge Cottage Hospital legacy | <p>Head of Clinical Services Urgent Care and Hospitals was not able to attend for further discussion.</p> | <p>Quotes for agreed combined therapy/dementia garden to be obtained. The garden will support sustainability. A discussion re the residual funds is deferred until the meeting in July 2021.</p> |

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| Mermikides Fund update (Heron Ward) | <p>There was some uncertainty now as to the planned future implementation plan in April/May 2021. There were two issues: current COVID and the repatriation of Queen Victoria Memorial Hospital (QVMH) into the KCHFT estate. The QVMH League of Friends have clarified that they do not think it appropriate for them to pay for doors. They are happy to pay for extras not basic construction/maintenance.</p> <p>Vouchers for staff had been requested and issued: 3600 at £10 each. Residual funds still remaining (original budget £50k)</p> | <p>A tender issue for the Heron Ward refurbishment as originally outlined is planned for January 2021. The Finance Team to verify the current capacity of funds to meet the plan for the Heron refurbishment; status of any planned work re QVMH and how this fits with the Mermikedes proposal.</p> |
| Charitable Funds marketing report: Annual marketing objectives and plan; annual marketing Review | <p>Vouchers for staff had been requested and issued: 3600 at £10 each. Residual funds still remaining (original budget £50k)</p> | <p>Christmas campaign – Amazon Wish List for children’s therapies (gift of play). The World AIDS Day Quiz raised money for the HIV Fund. It was agreed that bank staff who had been excluded from £10 awards would be offered vouchers.</p> |
| NHS Charities Together | <p>Overall Stage One NHS Charities Together vouchers for staff are being issued (see above).</p> <p>Stage Two (brought in under Any Other Business): £50k is available for providing expenditure. A report detailing it will be completed by the end of March 2021.</p> <p>Wave Two expenditure: project based applications. two KCHFT proposed projects are likely to be funded. End of life children’s nursing support and oncology closer to home with CLIC Sargent.</p> <p>See above.</p> | <p>There was concern that due to delays in stage one spending it would be difficult to spend stage 2 in time and would reflect poorly on KCHFT if not spent. Some ideas re how to spend e.g. provision of fruit to staff but difficult to implement. It was agreed that a bid could be made and spent on vouchers for staff e.g. supermarket as the mechanism to provide these was now established.</p> <p>A Wave Two was bid encouraged.</p> |
| Spending | See above. | Awaiting a response from Apple/Amazon |

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| plans/Actions open | | regarding bulk purchase of iPads for SDM Urgent Care. Approval of refurbished day chairs at Faversham Cottage Hospital. The Committee agreed that the purchase of over bed tables and lockers would be appropriate if they complied with Charities Commission guidance. |
| Forward plan and Terms of Reference | Standard items agreed. There would be a discussion with the Audit and Risk Committee, the Finance Business and Investment Committee and the Charitable Funds Committee the following week on activity alignment. No issues were raised regarding the current Terms of Reference but any changes would be helpful to improve spending decisions. Forward plan approved. | "Spending decisions" added as a standard agenda item. |
| Next meeting | 14 July 2021 12.30pm | |

Prof. Francis Drobniowski
Chair, of Charitable Funds Committee
7 January 2021