

**CONWY & DENBIGHSHIRE NHS TRUST  
MINUTES OF CHARITABLE FUNDS COMMITTEE MEETING  
HELD ON 25<sup>TH</sup> JANUARY 2007  
AT H.M. STANLEY HOSPITAL, ST. ASAPH**

**PRESENT**

Mrs Ann Owens, Acting Chair of the Charitable Funds Committee  
Mr N. Morris, Director of Finance

**IN ATTENDANCE**

Mr. A. Banks, Assistant Director of Finance  
Ms Lis Dubourg, Staff Representative (Principal Pharmacist).  
Rachel Hare, Finance.

**2007/01 APOLOGIES**

Apologies were received from Hilary Stevens.

**2007/02 MINUTES OF LAST MEETING**

The minutes of the meeting held on 18<sup>th</sup> October 2006 were recorded as a true record.

**2007/03 MATTERS ARISING**

Ray Pritchard reported that the Rhyl Rotary Club has not now adopted the Trust as their registered charity. (2006/24 item (iv refers)).

There were no matters arising which were not covered by the Agenda.

**2007/04 FUNDRAISING REPORT**

Ray Pritchard, Fundraising Manager, was in attendance for this item and presented the Fundraising Report to the Committee.

He reported that difficulty was being expressed with the company supplying "free" appointment cards and information leaflets. In order to bring this to a conclusion, it had been decided that if they were unable to deliver within an agreed timeframe, that an alternative supplier would be approached.

Plans for next year's Charity Christmas Cards were discussed. An agreement should be made in May, so that the cards can be on sale at an earlier date, therefore increasing potential sales. It was suggested that the Arts Strategy have a higher input, creating greater choice of card, (size, design and market). The Committee also recommended that next year the Christmas Cards should be more widely publicised. The Committee would value input on the final choice.

Fundraising  
Manager

This year's Christmas Tree was well received by Staff and Patients. It was suggested that companies be approached to not only continue to provide the Christmas Tree, but also erect and take down the tree.

Fundraising  
Manager

The Fundraising Manager reported on the discount opportunities secured for Trust staff and agreed to provide a list to Non Executive Directors.

Fundraising  
Manager

The Black and White Ball, at Hendrerwydd, will take place this year, and has

become a bi-annual event.

The transfer of the Fundraising Manager's office from H M Stanley, to Ysbyty Glan Clwyd is progressing and update will be reported to the next meeting.

Fundraising  
Manager

The Chairman requested that the Fundraising Manager offer advice to 'Cuddles' with a view to their proposed fundraising plans for SCBU.

Fundraising  
Manager

**It was agreed** to accept the Fundraising Report

**2007/05 REPORT FROM RICHARD BAMBER & CO, INDEPENDENT FINANCIAL ADVISERS**

Paul Littler, Director, Richard Bamber & Co, presented the report, copies of which had previously been circulated.

Mr Littler reported that the equity markets remain extremely volatile, however market performance was improved compared to the previous quarter.

He recommended that in view of the current pressures on interest rates, and the negative effect this is having on fixed income investments, the Committee may wish to consider the introduction of property as an asset class.

The Committee agreed to consider this, however they would have to carefully consider the Ethical Policy of the property holders they were investing in.

Mr Littler explained that the size of the fund is important, especially if money needed to be freed up within a short time period. The Committee agreed that a high level of liquidity needed to be kept within the funds. Mr Littler advised that with all Property Funds which hold direct property investments, the managers warn that in certain circumstances a delay of up to 6 months for the release of assets could be imposed. This is because of the nature of the asset and therefore, the size of the fund is an important consideration.

The Committee questioned if interest rates were to stabilize, could the CFC reinvest in fixed interest investments. Mr Littler confirmed they would continue to advise on appropriate investments in light of market movements.

The Committee agreed, following the independent advice, that the AEGON Ethical Corporate Bond Fund Class B holding should be encashed and the proceeds reinvested in M&G Property Portfolio Class S.

**It was agreed to:**

- (i) To reinvest in M&G Property Portfolio Class S following disinvestment from AEGON Ethical Corporate Bonds
- (ii) To accept the Independent Advisers report

Assistant  
Director of  
Finance

**2007/06 FUNDING OF TRUST WIDE REQUEST – NEW CURTAINS**

The Committee had previously approved this request (July 2006) for funding the purchase of curtain sets for all patient areas across the Trust. It was noted that there was currently no one general fund with sufficient funds to support the purchase. It was suggested that the interest due to the funds for 2006/2007 be 'top-sliced' where appropriate (at Special Trust level) with any shortfall being funded out of the limited general funds, with agreement of the earmarked fund signatories. The interest shortfall would be reported to the next Committee.

**It was agreed** that 2006/2007 interest apportionment at the Special Trust level be

Assistant

considered to fund the trustwide curtain renewal scheme, where legally permissible, with the shortfall being met from the limited general funds.

Director of  
Finance

## **2007/07 ITEMS REQUIRING COMMITTEE APPROVAL**

### **(i) Personal development portfolios to support the implementation of the knowledge and skills framework.**

Kay Hannigan was in attendance for this item, and presented the report, copies of which had been previously circulated.

The KSF requires an individual to provide evidence of competence at the Foundation Gateway and at the second gateway further along the pay band. To facilitate this process for staff it would be of benefit to provide a folder, or portfolio, in which to keep the KSF outline, their Personal Development Plan, Certificate of Achievement and other evidence of application of learning and acquisition of knowledge. This folder would remain with staff throughout their career. It was noted that staff side were in support of the request.

**It was agreed** to support the request for £17,860 subject to completion of tendering exercise.

Assistant  
Director of  
Finance

### **(ii) Patient Information Administrator**

Ken Williams, Senior Nurse, Clinical Governance Unit, was in attendance for this item. He presented the Business Case in support of the post "Patient Information Administrator" and the request for Charitable funding of £14,500 (subject to Agenda for Change).

**It was agreed** to approve the funding for 12 months, with funds taken equally from Abergele and HMS general funds.

Assistant  
Director of  
Finance

### **(iii) Research Post – Head and Neck Cancer**

Dr Gollins and Sylvia Ford were in attendance for this item. Dr Gollins presented the bid in support of the funding application for the research post to enable conclusion of the swallowing research work and to enable Sylvia Ford to complete her PhD. The total cost for this would be £46K.

The Committee were concerned that this would wipe-out fund 6119, but were fully aware that the research was valuable and has potential significant impact of the quality of treatment received by cancer patients. The Committee, whilst being supportive of the work done and the resultant beneficial impact on patient care, they were mindful of the ability of funding future research based projects from the earmarked fund if it was significantly depleted by this bid, and also that the fund had significantly supported this project. Dr Gollins agreed with this perception, but assured the Committee that he would anticipate sufficient annual donations to replenish the fund.

#### **The Committee agreed**

- (i)* to approve the funding for an initial 6 month period and then review a further six month funding with reference to the fund balance.
- (ii)* this would allow Dr Gollins to apply to alternative sources for funding for the final 6 months.

Assistant  
Director of  
Finance

### **(iv) Arts Strategy Funding for 2007/2008**

The Assistant Director Of Finance presented the report copies of which had been

previously circulated.

The Arts Strategy's proposals for 2007/08, 2008/2009 and 2009/2010 were presented to the Committee.

The work done by the Art's Strategy was seen to be of significant benefit to the patient, in particular in paediatric hospitals and wards. It was suggested that the Arts Strategy be offered a percentage share of the Christmas cards.

**The Committee agreed** to approve the funding for the Arts Strategy, of £25K.

Assistant  
Director of  
Finance

**(v) Increase in funding of ophthalmic microscope**

The original funding request for £40,235 had been previously approved by the Committee (minute ref 2005/48(iii) refers). However, the companies originally tendered for this equipment did not meet the requirements, and the Directorate re-submitted for tender.

The successful procurement had a revised cost of £48,827, which confirmed superior optics, more comfortable use for the surgeon and would provide the best possible service to patients. The Committee was asked to support the additional funding of £8,595 to the original approved request.

**The Committee agreed** to support the request for an additional £8,595, from the ophthalmic charitable fund.

Assistant  
Director of  
Finance

**(vi) Chemo Care System**

James Roach, General Manager, was in attendance for this item.

The system would increase patient safety, allow pro-active billing, less prescription errors, and show real costs. The cost would cover the system for 5 years, including support, training and installation. The General Manager confirmed that the Clinical Director of Cancer Services was in support of the bid. The General Manager explained that the revised cost of the system was now some £305k inclusive of recoverable VAT, a significantly lower cost than the original estimate.

**It was agreed** to support the request for funding, from the Cancer Fund (6118), providing the business case is approved and supported by the Capital Working Group.

Assistant  
Director of  
Finance

**(vii) Replacement of telephone system at Ruthin Hospital.**

This was a request for funding to support a new telephone system at Ruthin Hospital. This was seen as a potential pilot installation that would

The League of Friends has agreed to contribute £6K towards the cost, leaving a shortfall of £15K.

**It was agreed** to support the request, as the telephone system could be a pilot scheme will future potential for installation in all community hospitals.

Assistant  
Director of  
Finance

In addition the following requests for Committee approval were tabled at the meeting:

**(viii) Ultrasound Equipment, Glan Clwyd Hospital.**

The Assistant Director of Finance explained that a request had been submitted to fund a replacement Ultrasound Machine. The existing machine was commissioned in June 2000 and is now beyond its useful life. The equipment is used to perform all

antenatal scans within the Radiology Department at Glan Clwyd Hospital. The bid had been approved by the Capital Working Group in December 2006.

The recommendation has been made that the machine be purchased from Charitable Funds. The use of the Scanner Fund (6234) was suggested. The Assistant Director of Finance tabled the registered objects of the Scanner Fund and confirmed the ultrasound purchase was within the stated objects of the fund.

**It was agreed** to approve the purchase of an Ultrasound Scanner from the Scanner Fund (6234), at the cost of £59,574 (VAT exclusive).

Assistant  
Director of  
Finance

**(ix) Replacement incubators for Special Care Baby Unit.**

This report was tabled and presented by the Assistant Director of Finance.

A business case for the purchase of 14 replacement incubators was approved by the Capital Working Group in December 2006. The Capital Working Group agreed that 11 incubators would be funded from discretionary capital funds.

A request was being made to the Charitable Funds Committee to approve the funding of the remaining 3 incubators, one from the "SCBU Support Group "Cuddles" " earmarked fund (6301) and two from the "Special Care Baby Unit" earmarked fund (6300)

**It was agreed** to support the purchase of the 3 incubators from the earmarked funds.

Assistant  
Director of  
Finance

**(x) Transfer between funds.**

A request to transfer £25,000 from the Pathology, Leukaemia/Haematology (General) fund to the Leukaemia & Cancer Laboratory Research Fund was discussed. The Committee were reluctant to transfer funds from a general fund, which could be used for wider general purposes (including those purposes funded from the Leukaemia & Cancer Laboratory Research Fund) rather than the more restricted and specific purposes of the fund it would be transferred into.

**It was agreed to decline** the transfer in this instance

Assistant  
Director of  
Finance

**(xi) Supply of Wigs for patients attending NWCTC.**

James Roach, General Manager for Surgery and Anaesthesia, was in attendance for this item.

This request was to fund wigs for patients receiving treatment at the NWCTC. The Committee agreed such wigs should be funded from revenue, however if the proposed wigs were superior to those supplied currently a business case would need to be presented to a future Committee for consideration

**It was agreed** not to support the bid in this instance but consider a business case at a future Committee.

Assistant  
Director of  
Finance

**2007/08 TO RECEIVE THE INTERNAL AUDIT REPORT**

The Assistant Director of Finance presented the report copies of which had previously been circulated. It had previously been to the Trust Audit Committee.

It was reported that all recommendations had been addressed.

**It was agree** to accept the report.

## **2007/09 FINANCIAL REPORTS FOR QUARTER ENDED 31<sup>ST</sup> DECEMBER**

The Assistant Director of Finance presented the report, copies of which had been previously circulated.

The Committee considered the balance sheet and discussed the unrealised surpluses of market value of the investments over book cost of the funds. The Committee considered that increasing demands on general funding made realisation of some of this surplus desirable.

**It was agreed** to accept the report and realise £200k of unrealised surplus to the Trust General Fund

Assistant  
Director of  
Finance

## **2007/10 ANY OTHER BUSINESS**

### **• Ethiopia Link Special Trust**

The Assistant Director of Finance reported the signatories who had been nominated to sign on the Ethiopia Link Special Trust. These were

- *Dr Duncan Cameron, Consultant Paediatrician*
- *Mrs Annie Myers, Staff Nurse, Paddington Ward*
- *Dr Diane Williamson, Consultant Dermatologist*
- *Mrs Claire Morton, Consultant Ophthalmologist*

**It was agreed** to ratify the signatories on the fund for expenditure up to £500, expenditure in excess of this amount to be authorised in accordance with the Charitable Fund Financial procedures.

### **• Increasing representative attendance at the Committee**

The Committee considered the proposal to increase the nominated attendees of the Charitable Funds Committee to promote transparency in its deliberations. A staff side representative is currently in attendance and increasing this to other groups including a Medical, Nursing and General Manager would make Committee more representative of the Trust. It was seen to be a good opportunity for staff development and training. The attendees would not be formal members of the Committee and therefore not able to vote on any decisions but would have an important advisory role to inform any decision made by the Committee.

**It was agreed** to write to the Medical and Nursing Directors and Director of Operations requesting nominations to attend the quarterly meetings.

Assistant  
Director of  
Finance

## **2007/11 DATE OF NEXT MEETING**

The 25<sup>th</sup> April, 2007, at 14.00 Board Room, HM Stanley Hospital.