

## **Charitable Funds Committee**

### **Annual report**

### **Financial Year 1 April 2022 to 31 March 2023**

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## 1 Period Covered by the Report

This report covers the work of the Charitable Funds Committee for the financial year 1 April 2022 to 31 March 2023.

## 2 Introduction

The Charitable Funds Committee (Committee) has been formally established by the Board of Directors as one of its sub-committees. It is authorised to give additional assurance to the Board that the Trust's Charitable activities are within the law and regulations set by the Charity Commissioners for England and Wales. It does not remove from the Board the overall responsibility for this area but provides a forum for a more detailed consideration of Charitable matters and allows for direct contact with the Charity Commission when necessary.

The Committee will monitor and report to the Board on the effectiveness of the supporting systems and processes. The Committee's key objectives are to:

- monitor all aspects of charitable activity within the Trust, as set out within its Terms of Reference; and
- obtain, as and when required, external independent professional advice through normal business processes and to secure the attendance of outside parties with relevant experience and expertise if this is considered to be appropriate.

This report covers the work the Committee has undertaken at the formal meetings held during 2022/23. It seeks to assure the Board on the work it has carried out and the assurances it has received, and to demonstrate that it has operated within its Terms of Reference.

Secretariat support is provided by the Corporate Governance Team, who work with the Director of Finance, Contracting and Estates in relation to agenda planning; minutes; managing cumulative action logs; and general meeting support.

### Development

In support of continuous improvement, a review exercise has taken place during quarter three of the year, which has reviewed each of the Board sub-committees. This exercise was in support of developing the Trust's governance, oversight, assurance and performance management practices. The exercise considers corporate governance, and operational governance practices, to ensure that improvements made support a robust and agile governance framework being in place at the Trust. To support the work, analysis has taken place over the last few months, involving benchmarking; informal discussion with colleagues; effectiveness reviews; and agreeing the aspirations for refreshed models. A task and finish group is overseeing the work, which is supported by a development plan; and new framework to review effectiveness of change aligned to the well led framework.

The Better Lives Charity Strategy 2021-2024 was launched in September 2021 with the aim to increase funds going into the Trust Charity and therefore increase charitable spending to improve the experience, health, and wellbeing of service users and staff, whilst ensuring the future sustainability and growth of the charity. There are 3 main areas of delivery for the strategy:

- Funds In – Delivering charitable fundraising through diverse funding streams.
- Funds out – ensuring funds are used to have the greatest impact on achieving our charity vision.
- Well Led – ensuring the charity operates in an inclusive, equitable and transparent way, meeting all its obligations within charity law and fundraising codes of practice.

Significant progress has been made in all of these areas.

#### *Funds In*

- During this year the Better Lives Charity has delivered its first full year of fundraising activity, including an inaugural Golf Day, the first super club and Big Tea Little Tea with nurseries as well as building on events such as Dragon Boat and 3 Peaks.
- In addition a number of teams and individuals have completed fundraising activities including a zip wire over Niagara falls, running 100 miles in 24 hours, completing the Spine Challenge and 24 hours of table tennis.
- The Charity has received a number of unsolicited donations from families and one member of staff who has donated her pay from the vaccination hub.
- The Charity has successfully secured a number of grants from external funders for specific projects including NHS Charities Together, CNET, Agency for Good, and the Co-Operative.
- The Charity has developed relationships with a number of corporate supporters and local charitable giving organisations including Yorkshire Clinic, My Lahore, Saltaire Arts Trail, Saltaire Park Run, Ilkley Round Table, Bradford Masonic, Black Dog Paddleboarding, Emerald Publishing and Bradford Grammar.

#### *Funds Out*

- There were 58 applications to the Charity for a grant, of these 5 were withdrawn as other funding was identified, 51 approved and 2 rejected. The total value requested was £109,879.27, the total amount approved was £89,172.80.

#### *Well Led*

The Charity has delivered some key developments to reflect the growth in delivery:

- Develop standard operating procedures for fundraising, applying for external trust and foundation grants and processing of grant request for charitable funds.
- Developed a Communication and Marketing Strategy, including a refreshed brand identity and brand guidelines.

## Assurance

The Committee receives assurance from the Executive Director members of the Committee and from the subject matter experts who attend the meetings as required dependant on the agenda items being discussed.

Assurance is provided through written reports, both regular and bespoke, through critical challenge by members of the Committee and by members seeking to validate the information provided through wider knowledge of the Trust; specialist areas of expertise; attending Board of Directors, and Council of Governors meetings; visiting services, talking to staff, and observing operational meetings at the Trust as required.

The Committee is assured that it has the right membership to provide the right level and calibre of information and challenge and that the right reporting methods, structures and work plan are in place to provide oversight on behalf of the Board in respect of performance in the areas covered by its Terms of Reference.

The Committee will provide assurance on the following:

- that the Charity complies with current legislation;
- review new legislation and its impact on the charity (i.e. Trustees Act 2000, Standard of Recommended Practice 2005 and the Charities Act 2006, Charities Act 2011);
- set and review an investment policy for the Charity; and appoint brokers to manage the charitable funds (if deemed appropriate);
- review the performance of the charities investments as managed by its brokers;
- set and review an expenditure policy including the use of investment gains;
- review individual fund balances within the overall charity on a regular basis;
- seek expenditure plans from individual fund holders where funds are currently not being used;
- agree guidance and procedures for fund holders (current delegated approval limits established as up to £1,000 for Fund Managers, up to £10,000 for Director of Finance, Contracting and Facilities, and over £10,000 by the Charitable Funds Committee itself);
- audit recommendations associated with the Charity;
- the Annual Report and Accounts for the Charity;
- oversee the development of the strategy and objectives for the Charity (including a fundraising plan); and
- oversee the implementation of the infrastructure appropriate to efficient and effective running of the Charity;

The Chair of the Committee provides an update report to Board of Directors, and Council of Governor meetings held in public on the activities of the Committee, including areas where assurance had been received and areas requiring further development. This provides the Board and Governors will an opportunity to hear more on the work of the Trust, and for Governors to see the Non-Executive Director fulfilling their role.

### **3 Terms of Reference and Committee Effectiveness Review**

The Committee Terms of Reference received a detailed review and approval at Trust Board in September 2022.

A Committee Effectiveness Review was conducted in April 2022

### **4 Meetings of the Committee**

The Committee met three times during 2022/23:

- 28 April 2022;
- 28 July 2022
- 27 October 2022

With the final meeting of the year scheduled for:

- 30 March 2023

The draft agenda for each meeting is presented to the Chair of the Committee and the Director of Finance, Contracting and Estates by the Corporate Governance Team.

Paperwork for the Committee is circulated seven calendar days prior to the meeting taking place. All actions pertaining to the meetings of the Committee are tracked on a cumulative action log and presented to each meeting for assurance with progress made.

### **5 Membership of the Committee and Attendance at Meetings**

Membership of the Committee is made up of two Non-Executive Directors, the Director of Finance, Contracting and Facilities and the Chief Operating Officer. The Head of Charity & Volunteering and the Head of Financial Accounting attend each meeting.

During this period, the Committee was chaired by a Non-Executive Director (NED), Mark Rawcliffe.

Should the NED Chair be unable to chair the meeting this role will fall to another NED. Because of the nature of the position that they hold, all Executive and Non-Executive Directors as Board members can attend any Board sub-committee. Upon doing so they will assume full member rights and responsibilities. The inclusion of other NEDs also support horizontal communication across Board sub-committees.

Subject area experts are also invited to attend the meetings as appropriate, to provide expertise and knowledge on the areas for which they are responsible. On these occasions, they are attendees and are not included in the membership of the meetings as outlined in the Terms of Reference.

The Trust also invites Governors to observe Board sub-committee meetings. This opportunity allows Governors to observe the work of the Committee, rather than to be

part of its work as they are not part of the formal membership of the Committee. Governors observe Board sub-committee meetings in order to gain a better understanding of the work of the Trust and to observe Non-Executive Directors (NED) appropriately challenging the Executive Directors about the operational performance of the Charity.

The table below show attendance for substantive members of the Committee for the meetings that took place during 2022/23.

### Attendance at Committee meetings by substantive members

Name	Role	Number of business meetings attended	28 April 2022	28 July 2022	27 October 2022
Carole Panteli	Non-Executive Director	1/3	✓	=	=
Andrew Chang	Non-Executive Director	3/3	✓	✓	✓
Mark Rawcliffe	Non-Executive Director	3/3	*✓	*✓	*✓
Therese Patten	Chief Executive	0/3	-	-	-
Gilbert George	Executive Director	2/3	=	✓	✓
Paul Hogg	Associate Director	1/3	✓	=	=
Tafadzwa Mugwagwa	Executive Director	2/3	✓	✓	-
Kelly Barker	Interim Executive Director	1/3	=	=	✓
Mike Woodhead	Executive Director	2/3	-	✓	✓

\* indicates Chair of the meeting

- indicates apologies at the meeting

= indicates not eligible to attend the meeting

### Attendance at Committee meetings by formal attendees

Name	Role	Number of business meetings attended	28 April 2021	28 July 2021	27 October 2022
Stacey Pearson	Head of Finance	2/3	✓	✓	-
Catherine Jowitt	Charity Lead	3/3	✓	✓	✓
Helen Verity	Fundraising Manager	2/3	✓	-	✓

Sue Grahamslaw	Corporate Governance	3/3	✓	✓	✓
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## 6 Reports made to the Board of Directors

The Chair of the Committee makes an Alert, Advise, Assure escalation report regarding the most recent meeting of the Committee to the next available Board of Directors' meeting and Council of Governors meeting. This report seeks to assure the Board on the main items discussed by the Committee and, should it be necessary, to escalate to the Board any matters of concern or urgent business which the Committee is unable to conclude. The Board may then decide to give direction to the Committee as to how the matter should be taken forward or it may agree that the Board deals with the matter itself.

Where the Board wants greater assurance on any matters that are within the remit of the Terms of Reference of the Committee, the Board may ask for these to be looked at in greater detail by the Committee.

The below table outlines the date that the assurance and escalation report was presented by the Chair of the Committee to the Board of Directors' meeting held in public. In addition, a copy of Committee-ratified minutes is presented to the Trust Board for information.

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Date of meeting	Assurance and escalation report to Board by Chair	Ratified minutes presented to Board
28 April 2022	12 May 2022	8 September 2022
28 July 2022	10 November 2022	10 November 2022
27 October 2022	12 January 2023	To be approved at March Committee
30 March 2023	To be schedule	To be scheduled

### The Work of the Committee during the year 1 April 2022 until 31 March 2023

The Committee reviewed its work programme during 2022/23 to prioritise areas of work. The Chair of the Committee confirms that during 2022/23 the Committee has carried out its role in accordance with its terms of reference.

Further details of all these areas of work can be found in the minutes and papers of the Committee.

A high-level presentation of areas of work on which the Committee has received assurance and during 2021/22 are as follows:

#### Assurance on:

- 2021/22 Charitable Funds audited accounts



- Annual charge for managing Charitable Funds
- Charitable Funds expenditure plans
- NHS Charities Together grants expenditure and plans
- Performance of Investments
- Charitable Funds transactions and balances
- Approval of fund objectives and managers

**Reports and presentations on:**

- Charity Name Change and associated documentation
- Updates about activities of Better Lives Charity
- Updates about the Charity Strategy
- Funding to support charity expenses
- Charity fundraising updates
- Standard operating procedures for fundraising, applying for external trust and foundation grants and processing of grant request for charitable funds.

**8 Conclusion**

The Chair of the Committee would like to highlight to the Board that the Committee has worked effectively in fulfilling its Terms of Reference during 2022/23, managing the priority areas for consideration and agreeing items for deferral. The Board is asked to recognise how the Committee supports the ongoing continuous improvement journey both at the Trust and on its own effectiveness.

The Committee adds value by maintaining an open and professional relationship with officers of the Trust and it has carried out its work diligently; discussed issues openly and robustly; and kept the Board of Directors apprised of any possible issues, risks, or learning.

Members of the Committee would like to thank all those who have responded to its requests during the year and who have supported it in carrying out its duties.

**March 2023**

**Mark Rawcliffe**  
Non-Executive Director  
And Chair of the Committee

**Mike Woodhead**  
Director of Finance, Contracting and Estates