

Audit Committee

Item 6.2e

Subject: Charitable Funds Committee Annual Report 2016/17
 Date of Meeting: 20th March 2017
 Prepared by: Claire Wilson, Chief Finance Officer
 Presented by: David Bricknell, Chair of Charitable Funds Committee

BAF Ref	Impact on BAF
3	None

1. Executive Summary

The Charitable Funds Committee ('the Committee') has met 5 times during the financial year 2016/17.

The Committee has been established to exercise the Trust's functions as the sole corporate trustee of the LHCH Charitable Fund (Charity No 1052813). This paper provides an overview of progress against each of the objectives set out within the committee Terms of Reference and concludes that the Committee has met all of its objectives during the year.

The Terms of Reference have been reviewed and no updates are proposed.

2. Delivery of Objectives set by the Board of Directors

A summary of progress against each of the agreed objectives is shown below.

ToR Reference	Terms of Reference	Evidence to support delivery	Outstanding Issues/Actions
(i)	To develop the strategy and objectives for the Charity for consideration and approval by the Corporate Trustees.	The committee reviewed and recommended to the Board (Corporate Trustee) the fundraising strategy for the year and received quarterly updates on	Committee to consider the fundraising strategy for 2017/18 to 2020/21 at its March 2017 meeting.

(ii)	To oversee the implementation of an infrastructure appropriate to the efficient and effective running of the Charity.	Further investment in fundraising capacity and leadership was agreed by the committee as part of its fundraising strategy. Progress against the income targets in this strategy is kept under regular review.	
(iii)	To oversee the development and delivery of the Fundraising Strategy, as aligned to the Trust's annual plan	<p>The committee recommended for approval the fundraising strategy for the year and received quarterly updates on progress.</p> <p>A capital campaign is being developed to support the Trust's Business plan in relation to major capital purchases over the next few years.</p>	Committee to consider the fundraising strategy for 2017/18 to 2020/21 at its March 2017 meeting.
(iv)	To oversee the expenditure of the Charity	<p>The fundraising administration budget was approved at the beginning of the year and actual spend monitored closely throughout the year.</p> <p>The committee approved a number of applications for charitable funds expenditure, including:</p> <ul style="list-style-type: none"> • Staff Gym refurbishment • Birch Ward staff room refurbishment • Rehabilitation chairs • Outpatients department tea bar 	Continued scrutiny on fundraising income projections and close monitoring of fundraising costs as a proportion of income.
(v)	To oversee the Charity's Investment Plans	<p>The committee reviewed the Charity's reserve and investment policy and approved reductions to the levels of reserves held in order to support continued use of funds for the purposes for which they were donated.</p> <p>The committee received regular updates on both the levels and rate of return of Investments.</p>	Cash flow forecasts will continue to be monitored through the year.

(vi)	To monitor the performance of all aspects of the Charity's activities and ensures that it adheres to the principles of good governance and complies with all relevant legal requirements.	<p>The committee received regular updates on the progress against its fundraising strategy and the financial performance of the charity in line with the principles of good governance.</p> <p>The Annual Accounts and Report were approved in January 2017.</p> <p>The Trust's Scheme of Reservation and Delegation (SoRD) in relation to charitable expenditure was reviewed and updated during the year.</p> <p>The committee received updates on the changing legal requirements in relation to the Fundraising Regulator and Data Protection Act.</p>	The committee will continue to keep up dated on legal requirements and will ensure full compliance as new guidance emerges.
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3. Membership

Attendance	No. meetings attended (of 5)
Members :	
David Bricknell (Chair)	5
Neil Large	5
Julian Farmer	2
Jane Tomkinson	3
David Jago (in post until May 2016)	1
Claire Wilson (in post from June 2016)	3
Attendees:	
Lucy Lavan	5
Mary Liley	5
Ian Cartwright (in post until 6 January 2017)	3
David Mallagh (Interim in post from 7 January 2017)	2

4. Sub Committees

There are no sub committees of the Charitable Funds Committee.

5. Conduct of Meetings

A committee work plan was agreed at the start of the year and has been delivered as planned. Minutes and action logs have been maintained and all outstanding actions followed up at each meeting. All meetings have been quorate.

6. Terms of Reference

The Terms of Reference have been reviewed and no changes have been proposed.

7. Recommendations

The Committee is asked to

- Note the contents of the report and confirm that the committee has operated effectively during 2016/17