

**TRUST BOARD MEETING – 26 MARCH 2014**

**CHARITY TRUSTEE COMMITTEE REPORT 24 MARCH 2014**

<b>PURPOSE</b>	To present to the Board the report from the CTC meeting held on 24 March 2014
<b>PREVIOUSLY CONSIDERED BY</b>	
<b>Objective(s) to which issue relates *</b>	<input checked="" type="checkbox"/> 1. To continuously improve the quality of our services in order to provide the best care and optimise health outcomes for each and every individual accessing the Trust's services <input checked="" type="checkbox"/> 2. To excel at customer service, achieving outstanding levels of communication and patient, carer and GP satisfaction <input checked="" type="checkbox"/> 3. To provide and support the best standards of integrated care for the elderly and those with long term conditions by developing key partnerships and services <input checked="" type="checkbox"/> 4. To consolidate services and enhance local access to specialist services in order to deliver high quality, safe, seamless, innovative and integrated services which are sustainable <input checked="" type="checkbox"/> 5. To support the continued development of the Mount Vernon Cancer Centre and provision of leading local and tertiary cancer services <input checked="" type="checkbox"/> 6. To improve our staff engagement and organisational culture to be amongst the best nationally
<b>Risk Issues</b> (Quality, safety, financial, HR, legal issues, equality issues)	Key assurance committee reporting to the Board
<b>Healthcare/ National Policy</b> (includes CQC/Monitor)	The production of an annual report is in line with best practice in corporate governance
<b>CRR/Board Assurance Framework *</b>	<input type="checkbox"/> Corporate Risk Register <input type="checkbox"/> BAF
<b>ACTION REQUIRED *</b>	
For approval	<input checked="" type="checkbox"/>
For discussion	<input type="checkbox"/>
For decision	<input type="checkbox"/>
For information	<input type="checkbox"/>
<b>DIRECTOR:</b>	Chief Executive
<b>PRESENTED BY:</b>	Company Secretary
<b>AUTHOR:</b>	Board Committee Secretary/Company Secretary
<b>DATE:</b>	25 March 2014

**We put our patients first    We work as a team    We value everybody    We are open and honest**  
**We strive for excellence and continuous improvement**

\* tick applicable box

**CHARITY TRUSTEE COMMITTEE – 24 MARCH 2014**  
**EXECUTIVE SUMMARY REPORT TO BOARD – 26 MARCH 2014**

**Charitable Finance Report**

The Committee reviewed the Charity's current financial position, including forecast, and congratulated the team on raising over £737,000 during 2013/14. It was noted that actual income year-to-date was £85,613 against plan, primarily due to non-achievement of the Magic of Play appeal target since some pledges had not realised. Further work to address this was agreed including implementation of a strategy to manage Magic of Play slippage. The Director of Strategic Development will link with the Divisional Director of Women and Children's Division to bring back a formal project report in May on the project governance structure in place to show progress against plan in relation to operational delivery and fundraising.

The CTC received a progress update on the reactivated Charity Management Team committee and reviewed the current CMT Terms of Reference. The Committee suggested increasing awareness of and attendance at this committee via Divisional Executive/Executive Committee meetings and recommended CMT meetings are held quarterly. This would also encourage and support active fund management and new fundraising schemes coming through. The Acting Head of Charity confirmed that the external lottery is due to be launched but that there is a risk of a decline in membership of the internal lottery and the Committee recommended effective communication with staff in order to avoid confusion with both lotteries.

The CTC reviewed the cash flow analysis report indicating a negative variance to plan of £106,668, and the charity risk register as at March 2014 noting the risk rating for the Magic of Play children's ward appeal should be increased to 12 owing to the risk of the fundraising campaign not meeting its financial targets.

The Committee discussed key performance indicators for 2013/14 noting that these are to be reviewed for 2014/15.

**Charity Fundraising Report**

The CTC reviewed a report on fundraising activity and performance to date across all areas of the Fundraising Department's activity. The report covers progress of the Charity to meet plan for 2013/14 and highlights the various fundraising schemes taking place within the community as well as other events. Options were also discussed in relation to exploring a large corporate event and major donor fundraising.

The Committee was pleased to note the planned legacy income total for 2013/14, in the sum of £116,400, was achieved, the majority of which was received for Mount Vernon and the Lynda Jackson Macmillan Centre, and considered and approved a new legacy leaflet which is being planned for implementation across the Trust.

**Draft Charity Annual Report and Accounts**

The Committee reviewed the Draft Charity Annual Report and Accounts for 2013/14 and noted that there are minor amendments to be made prior to the CTC deadline of 12 May, for submission to the Audit Committee for final approval on 19 May, in line with the Trust accounts.

**Stuart Gavurin**  
**Chairman**