

Ref: 16/05/20

CHARITABLE FUNDS MANAGEMENT SUB-BOARD COMMITTEE

SUMMARY OF ACTIONS AND KEY POINTS FOR BOARD

**Meeting held on
Friday 11th December 2015 at 14.00pm in
Meeting Room 1, Trust Office, Level 5, Northwick Park Hospital**

SUMMARY OF KEY ACTIONS		Minute Item Reference
1.	<p>Matters Arising and Review of Action Points Bridge Street Pinner Property – Harrow Community Services</p> <p>The 9 Bridge Street Pinner property was sold on 15th October 2015 for £780k and with a deduction of £10k management costs charity received £770k. A net realised gain of £409k on the net book value of the property was received by the charity. The completion date for the sale was 12th November 2015. The proceeds of the sale have deposited in the CCLA investment deposit account and the Committee is now seeking advice from CCLA, Investment Managers on how best to invest the funds.</p>	3.1
2.	<p>Matters Arising and Review of Action Points Professor Lynne Turner Stokes, Director of RRU, LNWH Proposal for research funding from Regional Rehab Unit (RRU) charitable funds</p> <p>The proposal was supported subject to receiving authorisation from her line manager which was received. As the value of the request has exceeded £200k the research proposal had to be approved by the LNWH Trust Board. The RRU research proposal paper was tabled at September Trust Board meeting where the Board requested additional information on the key deliverables of the research.</p> <p>A paper from Professor Lynne Turner Stokes with information on the key deliverables was submitted to the Trust Board October 2015 was approved but the Trust Board had asked that an annual report is provided to the LNWH Charitable Fund Management Committee and the update sent to the Trust Board by August 2016.</p>	3.2

<p>3.</p>	<p>Matters Arising and Review of Action Points Progress of the Fundraising Manager and Fundraising Administrator post.</p> <p>The posts were finally agreed by Human Resources after nine weeks and due to the upcoming Christmas holiday period the posts will be advertised in early January 2016.</p>	<p>3.3</p>
<p>4.</p>	<p>Matters Arising and Review of Action Points</p> <p>London North West Healthcare Christmas Function Grant 2015/16</p> <p>The availability of the Christmas Function grant was circulated Trust Wide via the Trust's "Today" bulletin the response was very positive.</p>	<p>3.4</p>
<p>5</p>	<p>Matters Arising and Review of Action Points</p> <p>Staff Excellence Awards 2015/16</p> <p>The Communications Team have been informed on the agreed funding. The event will take place in March 2016 and the agreed funding will be distributed shortly after.</p>	<p>3.5</p>
<p>6.</p>	<p>Matters Arising and Review of Action Points</p> <p>Draft revised format of the LNWH Charitable Fund Management Committee Terms of Reference</p> <p>Due to the departure of the Chair of Committee the review and draft Terms Of Reference (TOR) for the LNWH Charitable Fund Management Committee will be deferred to next available committee meeting in March 2016.</p>	<p>3.6</p>
	<p>Matters Arising and Review of Action Points</p> <p>CCLA Presentation- Elizabeth Carter- Client Service Manager Elizabeth Carter (EC), the Client Relationship Manager from CCLA Investment Management Company updated the Committee on the 12 month position to 3rd December 2015 of the UK stock market, CCLA's COIF funds and LNWH Charitable Fund Investment portfolio</p>	<p>4</p>
<p>6.</p>	<p>Matters Arising and Review of Action Points</p> <p>LNWH Charitable Fund Financial Reports 2015/16 as at 31st October 2015</p>	<p>5</p>

	<p>Financial Information as at 31st October 2015 was provided to the Committee. The total value of LNWH charitable funds as at 31st October 2015 was £7.8m.</p>	
	<p>Matters Arising and Review of Action Points</p> <p>London North West Healthcare Charitable Fund Trustees Annual Report 2015/16</p> <p>The LNWH Charitable Fund Management Committee are asked to review and agree the mandatory statements 2015/16 that the Corporate Trustee publish within in its Trustees Annual Report 2015/16 the following five statements:</p> <ul style="list-style-type: none"> • Public Benefit Statement • Risk Management Statement • Charity’s Main Annual Objectives Statement • Reserves Policy Statement • Future Plans Statement 	6
	<p>Matters Arising and Review of Action Points</p> <p>London North West Healthcare Charitable Fund Preliminary outcome of £400k General Fund Grant Applications 2015/16</p> <p>The Committee members present were updated on the preliminary outcome of the grant applications for the £400k General Fund disbursement which is part of the LNWH Fundraising Strategy.</p> <p>138 grant applications were received totalling £4.1m all the grant applications were looked at over two half days at the beginning of November 2015.</p> <p>The Grant Peer Review group meeting took place on 10th November 2015. The members of the group present reviewed the proposed general charitable fund grant disbursement report 2015/16.</p> <p>The proposed general charitable fund grant disbursement report 2015/16 showed the total value of grants at just under £400k and the number proposed grants totalled 53.</p> <p>The Committee members queried the four grant applications. The Committee members present approved the disbursement of £400k grant from the charity’s general funds in accordance</p>	7

	<p>with proposed general charitable fund grant applications 2015/16 report tabled at this meeting subject to the reconsideration given by the Grants Peer Review Group on the four grant applications questioned</p>	
	<p>A.O.B.</p> <p>National Health Service Retirement Fellowship- Brent Branch Grant Request</p> <p>A grant request for £1k from National Health Service Retirement Fellowship, Brent Branch to the LNWH General Charitable Fund charity towards their Christmas festivities which has been included on the agenda.</p> <p>The Committee members present concluded that the charity would not provide a grant this year as LNWH Trust as a whole only received a grant of £5k for Christmas functions and it would be unfair provide a grant to just one branch as the local NHS retirement branches i.e. Harrow and Ealing are not included.</p>	<p>8</p>

Approved minutes of the Committee also attached for reference.