



Blood and Transplant

NHS BLOOD AND TRANSPLANT

TRUST FUND

ANNUAL REPORT 2017/18

1 PURPOSE OF THE REPORT

The Trust Fund Committee has prepared this report to the NHSBT Board. It sets out how the Committee has satisfied its terms of reference during 2017/18, and seeks to provide evidence relevant to its responsibilities, in accordance with the powers delegated under the Standing Orders and Standing Financial Instructions.

2 OVERVIEW

The NHS Blood and Transplant Trust Fund comprises a single General Fund, plus the Howard Ostin Fund, and the British Bone Marrow Donor Appeal (BBMDA) which are special funds with specific objectives. The Trust Fund Committee administers these funds on behalf of the Board which is the Corporate Trustee. The funds are registered under an Umbrella registration No. 1061771 with the Charity Commission, in accordance with the Charities Act 1993. The Charity receives income from investments and donations from members of the public, which are mainly credited to the General Fund. Donations in support of Organ Donation are 'earmarked' within the General Fund for that purpose.

The Committee controls and manages the use of all the funds' resources. It monitors the investments of the Charity and oversees all expenditure. Acting for the Corporate Trustee the Committee ensures that 'best practice' is followed in conducting the affairs of the Charity, that all legal responsibilities are met, and that monies are spent in accordance with fund objectives as outlined below; challenging when it considers that funding should first be sought from other sources.

The General Fund is an unrestricted income fund and the resources therein may be used at the discretion of the Trustee for charitable purposes, wholly or mainly for the services provided by NHS Blood and Transplant. The General Fund receives donations that can be used for any charitable purpose relating to the NHS. This flexibility has been used to fund recognition awards for those staff members with over 20 years' service with NHS Blood and Transplant (including service with the National Blood

Authority), and staff winter celebrations. Staff recognition awards for those staff working in the Birmingham area are charged to the Howard Ostin Fund.

The Howard Ostin Fund is a restricted fund and the object is to further such charitable purposes of NHS Blood and Transplant as the trustee thinks fit. In furthering such purposes the trustee shall “first consider and have regard to the needs in the area of Birmingham and the surrounding district”.

The British Bone Marrow Donation Appeal (BBMDA) is a restricted fund. The objective of this fund is to improve the infrastructure for searching and accessing the Registry by clinicians, registry managers and patients.

The funds’ net assets as at 31 March 2018 were £0.342m (subject to audit).

3 MEMBERSHIP

The Trust Fund Committee membership in respect of the financial year 2017/18 included:

| | |
|--------------------|---|
| Roy Griffins | Chair and Non-Executive Director |
| Charles St John | Non- Executive Director |
| Gail Miflin | Medical Director |
| Rob Bradburn | Finance Director |
| David Evans | Director of Workforce (to 1 st July) |
| Katherine Robinson | People Director |

In regular attendance:

| | |
|-------------|---|
| Linda Haigh | AFD (Operations) and Secretary to the Committee |
|-------------|---|

4 MEETINGS

Four meetings were ‘held’ during the financial year 2017/18 (3 by circulation of papers and one face to face), all chaired by Roy Griffins. Participation in these meetings is shown below:-

| Committee Attendance | Apr-17 | Jul-17 | Nov-17 | Feb-18 |
|-----------------------|--------|--------|--------|--------|
| Roy Griffins (RG) | 1 | 1 | 1 | 1 |
| Charles St John (CsJ) | 1 | 1 | 1 | 1 |
| Rob Bradburn (RB) | 1 | 1 | 1 | 1 |
| Gail Miflin (GM) | 1 | 1 | 1 | 1 |
| David Evans | 1 | - | - | - |
| Katherine Robinson | - | 1 | 1 | 1 |

5 COMPLIANCE WITH TERMS OF REFERENCE

The Terms of Reference for the Trust Fund Committee have been approved by the Board and are reviewed annually by the Trust Fund Committee.

The Committee approved an annual budget for 2017/18 and a workplan for the year. The finances of the funds have been reviewed at each Committee meeting, with all income and expenditure monitored against the approved budget for each of the funds. During the year the Committee approved funding amounting to £47,881 in support of the following project:

- TF 068 Factors predicting unrelated hematopoietic stem cell donors availability at the verification typing and work-up stages

Recognising that the high standards and high quality of the services provided by NHSBT are dependent on the contribution, effort and loyalty of our staff, the Committee also funded loyal service awards which amounted to £20k for 2017/18. In reviewing the reserves policy, the Committee has taken into consideration the need to ensure that there are sufficient funds available to provide support for these awards until 2019/20, after which it is agreed that the awards be paid from Exchequer Funds.

In addition, for the fourth year running, funding for the annual 'winter celebrations' (£10 per head) for staff has been provided from Trust Funds, amounting to £38k for 2017/18.

6 GOVERNANCE ARRANGEMENTS

The Chair of the Committee on behalf of members has reviewed the investments of the Charity at each meeting. In 2017/18 one face to face meeting was held after the November GAC and the remaining meetings were conducted via email, making best use of time and keeping costs to a minimum.

At the start of the year the Committee reviewed the reserves of the Charity and agreed an annual budget against which expenditure has been monitored at each meeting. All applications for research grants are first reviewed by the R&D Senior Management Team and all applications for funding require an Executive sponsor. In addition, the Committee receives reports on the status of all projects from the R&D Senior Management Team. Annual progress reports are also received for all on-going projects, with a final closure report required highlighting project outcomes for projects which have completed.

The annual report and accounts for 2016/17 were reviewed by the Trust Fund Committee in November 2017 following appropriate review and

clearance by the external auditors Mazars. These were registered with the Charity Commission within the required timeframe.

7 TRUST FUND COMMITTEE OPINION

Members of the Board should recognise that assurance given can never be absolute. The highest level of assurance that can be provided to the Board is a reasonable assurance that there are no major weaknesses in the governance arrangements, risk management and internal control processes in the Management of the NHSBT Trust Fund.

The opinion of the Trust Fund Committee, based on the activities set out in section 8 below, is that the NHSBT Trust Fund's risk management, control and governance processes are adequate and effective and may be relied upon by the Board.

8 CONCLUSION

The Trust Fund Committee has complied with its terms of reference during 2017/18 during which it has:

- set and approved an annual budget against which performance is reviewed
- set and approved an annual workplan for 2017/18, monitoring that this was adhered to
- reviewed and updated the Charity's Procedure & Guidance notes
- considered the investment strategy and monitored performance of investments
- received and approved applications for funding/grants supported by the R&D Senior Management Team, challenging applications when appropriate to do so
- ensured that all expenditure was within the objectives of the respective fund
- reviewed the position for the funding of Winter Celebrations
- received and discussed progress/closure reports for all live projects
- received and approved the annual report and accounts for 2016/17
- reviewed reserves policy in light of the current economic climate and spending plans.

Roy Griffins
Chair of Trust Fund Committee
July 2018