

**NHS BLOOD AND TRANSPLANT**

**51 Meeting of the Trust Fund Committee**  
**November 2019**

<b>In attendance:</b> (Chair)	Charles St John (CSJ)	Non-Executive Director
	Katherine Robinson (KR)	Director of Workforce
	Nick Watkins	Deputy for Medical and Research Director
	Linda Haigh (LH)	Secretary and Deputy for Finance Director
	Lucy Collinson (LC)	Trust Fund Accountant

		<b>ACT ION</b>
	<b><u>Declarations of Interest</u></b>  No new interests were declared.	
	<b><u>Minutes of the 50 meeting July 2019 (51-01)</u></b>  These were agreed as a correct record.	
	<b><u>Actions from Previous Minutes (51-02)</u></b>  The Committee noted action points were either not due or being addressed by the agenda except action point 8. Nick Watkins updated that TF023 had provided a full report on the progress of the grant for the annual review. This had all the expected contents of the report but had been in the incorrect format. It was agreed that this report would be acceptable and the point could be closed.	
<b>1.</b>	<b>Financial Review to 30 September 2019 (50-03 a-d)</b>  The Committee noted the reported £44kk available to invest at 30 September 2019.  CSJ noted the grants were all passed or near to completing based on the dates in the project spend update which reflected the approved timescale for the grant. One grant in the period had formally requested an extension to the grant period and yet the others hadn't. The Committee heard that the TF082 had needed to extend an employment contract and so needed the official confirmation of grant extension from the Committee (hence this had been sought and approved see AOB) however other grants nearing their end date had been reviewed by the R&D Committee as part of the annual report however these hadn't been drawn to the attention of the Committee or separate formal approval for extension been sought. As a result, end dates have been overrun in some grants. As part of the Annual Report and Accounts	<b>LC/ NW</b>

	<p>process LC had contacted the grant recipients and worked with NW to ensure the classification of amounts due were classified correctly. Formal confirmation hadn't been received (or confirmed as approved) in several cases. CSJ asked that LC and NW repeat this review and the R&amp;D Committee (offline due to timescales for the accounts approvals) recommend any extensions required for formal approval by the Trust Fund Committee and the dates be amended accordingly and the classification of the amounts due to grantees be adjusted within one year or longer than one year (as needed). This exercise must be completed promptly and cleared by Mazars, for Millie to sign so the accounts can be submitted to the charity commission prior to the 31<sup>st</sup> January deadline.</p> <p>It was agreed that NW would provide a 6 monthly Project Spend Update (once with the annual progress report in July and a second report in February) where the R&amp;D Committee had reviewed end dates and recommended extensions (or repayments). These recommendations would be more explicit in the report (and in the papers of the Trust Fund Committee).</p> <p>The Committee noted that Edenred long service award payments in the first six months totalled £14.5k out of an annual budget of £20.1k. and that this is not a spend we have control over, and a high number of awards during the first part of the year does not necessarily mean that there will be an equally high number during the second. However, the chances are high that the total annual spend will exceed budget in that area.</p> <p>The Committee noted that this was the final year for long service awards and the Christmas meal funding would be paid for from the Trust Fund. LH mentioned that there had been a couple of negative posts on Yammer in response to the notice that Christmas meal funding was ending. KR noted that she had an action to review staff rewards including the long service awards and so the timing of this to coincide with the end of funding by the Trust Funds was good (if possible) to commence in the new financial year (from April 2020).</p> <p>LC updated that a further donation (c£7k) had been received since the end of September 2019. Someone had fundraised in memory of a deceased colleague who had been a committed blood donor. The fund-raiser had been encouraged to donate to Bloodwise instead but still preferred to donate to the Trust Fund. (In correspondence with the Chair after the meeting the Secretary requested we upgrade our pay-pal account to enable us to get a statement of those who have contributed so we can thank them for the contribution (if we don't upgrade we only get a total amount of funds via this payment method). CSJ to agree or not using Chairs powers.</p> <p>CSJ requested that for the next meeting we prepare a revised estimate of closure costs so as we are clear on the amount of Reserves to retain to cover this, regardless of whether closure is likely or not in the near future. The Committee agreed that we intended to merge BBMDA and HO into the G Fund and retain the G fund indefinitely.</p> <p><b>The Committee considered:</b> if any further grants should be considered in the year, but concluded that despite the additional monies received since September, given the level of long service awards and the needs to re-review closure costs, that a grant wont be given now but will be considered at the next meeting in February.</p>	<p>LC/L H</p> <p>LH/ NW</p> <p>KR</p> <p>CSJ</p> <p>LC/L H</p>
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<p><b>2. Annual Report and Accounts (51-04)</b></p>	<p>The Committee had reviewed the Annual Report and Accounts and noted the timescale for submission to the Charity Commission (end of January 2020).</p> <p>The Committee noted that paper 51-04b demonstrates very minor adjustments from the 2018/19 finances reported to Committee in May 2019 for the same period.</p> <p>The Committee had read and was content with the letter of representation.</p> <p>The Committee considered the extent of benefits reporting (per the update from the HFMA see below on the agenda – and considered if the benefit reporting in the annual report was sufficient). LH updated that we were reviewing best practice in the NHSBT main accounts and this was considered to be brief high level introductions to topics in plain English but with hyperlinks to more information on topics. It was suggested that this approach was adopted in future years as expanding on the grants funded by the trust fund can quickly become very complicated and not understandable to many readers of the Accounts. LH to work to ensure the online published version for 20/21 includes hyperlinks to R&amp;D grant pages.</p> <p>Following the discussion on grant end dates above the Committee requested that the amounts owed within 1 year and longer than one year was re-verified prior to signature.</p> <p>CSJ requested a final review is done prior to publication for cross checking of numbers and spelling in the accounts prior to publication.</p> <p>The Committee discussed the related parties disclosures and the advice from Mazars that where NHSBT was involved in a transaction simply as a payment administration function that this was not a related party. A related party was where a grant was being delivered by NHSBT internal teams.</p> <p>CSJ noted the 1 k rounding shown in the note to the accounts and LC explained why it had not been possible to present this differently.</p> <p>CSJ requested that 4.1 and 4.2 grants ‘paid out’ was changed to ‘given’ as these amounts hadn’t actually paid at this point.</p> <p>CSJ questioned whether the disclosure on the restated prior year balance was required given that it only resulted in £1k difference. It was explained that we had gone with very full disclosure given this is charity account and the materiality is low. Though we suspect that Mazars would be content to leave the decision with NHSBT as to whether to do this disclosure or not. Lucy explained that not adjusting for this prior year value may make the rounding difference £2k rather than £1k (and if so LH and LC had a preference for the disclosure to remain), or it may reduce it to zero. LH was asked to update RB and obtain his opinion.</p> <p>The Committee delegated to the Secretary to oversee the completion of the ARA to publication including the revision of the grants owed classification (as required) the sign off by Mazars, the signature of the letter of representation</p>	<p>LH</p> <p>LC</p> <p>LC</p> <p>LC</p> <p>LH</p> <p>LH</p>
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	and the accounts and the submission of the account to the charity commission by 31 <sup>st</sup> March. LH will update the Committee on progress and decisions made.	
<b>3.</b>	<b>Letter of representation (51-05)</b> As above the Committee approved the letter and delegated to the Secretary to ask the Chair (Millie) to sign this.	<b>LH</b>
<b>4.</b>	<b>Mazars (Independent Examiner) Summary of Findings (51-06)</b> The Committee noted that there were only very minor number and wording amendments suggested by Mazars and thanks Lucy for a good job in preparing the accounts.	
<b>5.</b>	<b>Update for the Committee from HFMA Charity Conference</b> Key points from the HFMA Charity Annual Conference: 1) Committed noted the rebranding to 'Association of NHS Charities' and that these would be holding a joint fundraising event 2) Committed noted the recommendation from the Charity Commission that there needed to be better reporting of public benefit. The Committee considered how to improve reporting of grant benefits (see above) and was comfortable the actions would be sufficient. 3) Lucy updated the Committee about the <a href="#">NHS Tayside Case</a> where the Corporate Trustee is being investigated having used charity funds to prop up the financial position of the Trust. The Charity had a corporate Trustee as is the case with the NHSBT Trust Fund and it highlights the potential conflict of interest of this governance model. LC briefly discussed that in previous years we had discussed alternatives to the corporate trustee model with larger charities opting for a different model with completely independent Board members. It was agreed that given the size of the charity (due to a continued decision not to fund raise) that it was not worth the investment in changing the governance structure at this point. However, the Committee members are requested to read the linked article for information and awareness of the risks. As NHSBT is undergoing a governance review at this time this will also be brought to the attention of the person leading that review to formally consider the Trust Fund structure as part of that review. LH to flag this to Sandy Jones  4) The Committee had an update from LC who had attended the conference and been advised that small remaining funds in the HO and BBMDA could be merged into the Gfund and held as earmarked funds subject to the permission of the Charity Commission. LC updated that she had since written to the Charity Commission and was expecting a response within the next six weeks. LC was thanked for her proactivity. LC to update on response	<b>LH</b>  <b>LC</b>
<b>6.</b>	<b>AOB</b> a) The Committee noted the offline approval given by the chair to a no cost one month extension to TF082 b) The Committee noted the chairs offline approval to record the Santander Shares at a zero valuation due to the costs of sale being larger than the value of the shares. c) The committee celebrated the news that Ann Marr CEO of Whiston Hospital had agreed that the Artwork can be installed in a newly upgraded Memorial Garden for both Organ and Tissue. The artist will	

	<p>install the art in July 2020.</p> <p>d) The committee agreed that the secretary and other officials could sign the Third Party Indemnity to enable the bank to accept payments into our account if the payee name differs slightly from NHSBT Trust Funds.</p> <p>e) The Committee agreed for the Secretary and other officials to sign the paperwork to enable the sale of the National Grid Shares (including an indemnity required in the absence of a share certificate and a bank form).</p>	
	<p><b>Date of Next Meetings.</b>  February 2020 virtual meeting papers on convene circa 1<sup>st</sup> Feb  May 2020 virtual meeting papers on convene circa 1<sup>st</sup> May  July 2020 virtual meeting paper on convene circa 1<sup>st</sup> July 2020  Monday 16 November (before GAC 10.30-12.30)</p>	