

NHS BLOOD AND TRANSPLANT

39th Meeting of the Trust Fund Committee
Tuesday 08 November 2016

Present:	Roy Griffins (RG) Charles StJohn (CSJ) Rob Bradburn (RB) Gail Miflin (GM)	Non Executive Director (Chair) Non - Executive Director Finance Director Medical Director
In attendance:	Linda Haigh (LH) Lynda Stark (LS)	Secretary Administrator
Apologies	David Evans (DE)	Director of Workforce

		ACTION
	<p><u>Declarations of Interest</u></p> <p>No new interests were declared. RG declared he was creditors' observer on Liverpool Airport Board, but following discussion it was agreed this was not a conflict.</p>	
	<p><u>Minutes of the 38th meeting July 2016 (39-01)</u></p> <p>These were agreed as a correct record.</p>	
	<p><u>Actions From Previous Minutes (39-02)</u></p> <p>All actions were complete or not yet due.</p>	
1.	<p><u>Review of Investments (39-03)</u></p> <p>The committee noted that the investments had gained value in the two quarters to September 2016. This was probably due to the large investments in gold and the US. The committee agreed to remain with the existing fund managers due to the size of the remaining funds and adequate performance.</p>	
2.	<p><u>Financial Review (39-04)</u></p> <p>The Committee noted no major variances to planned income and expenditure for the year and that the £34k spend for Christmas meals would be incurred over the next months and claimed to March.</p> <p>The investment values have gained in each quarter in line with the fund report. £2.6k in Q1 and £12.5k in Q2. So the available funds (after provisions for staff welfare) were now:</p> <p>General fund £12k after a provision for £300k staff welfare but before 2016/17 welfare expenditure. Howard Ostin £70k available BBMDA £48k available</p> <p>The Committee considered whether the planned 2 grants recommended by</p>	

GM

the R&D committee at c £50k each could be made with the available funds at the above level.

The committee reviewed the objects of the BBMDA fund and decided that neither grant met the specific objects of this fund. The committee agreed that the Medical Director (GM) should run a process for applications from within NHSBT which meet the objects of the fund (i.e. to improve searching for data on the Bone marrow Registry) and look to award a grant in April 2017 for a project which will complete by 2019.

The committee considered whether the grants could be supported from the Howard Ostin Fund and from the remaining balance on the General Fund.

The Committee reviewed the HO objects and considered as there were no applications from the Birmingham area and so that projects which supported the wider NHSBT objects could be funded in line with the objects.

GM explained a process that had been run to select the two recommended grant applications. An initial review of bids was carried out by the AD, then a panel of the FD the MD and other care experts reviewed the bids and scored each of them relatively to determine the most suitable grants for funding. GM recommended the first grant (TF076) for funding as it was:

- a) A good medical question
- b) Good likelihood that this would produce a on going research project
- c) There was good support from Oxford University for the project

The Committee agreed to approve this grant from the Howard Ostin fund as there were no preferable bids from the Birmingham area at this time. (Subject to assurances from auditors and legal advisors that we can amend the reserves policy at this time- see below)

The Committee then considered if the second grant recommendation could be funded.

GM said the project is recommended (subject to funding being available) as it was:

- for children (an under researched area)
- Expected to bring good patient benefit
- This project had not been able to find funding from other sources.

The Committee reviewed affordability of both grants by projecting the available funds after current year spend for staff welfare as per the table below:

£	General Fund	Howard Ostin	BBMDA
Available funds per 39-04a	12,233 + 300,000 provision	£70,458	£48,074
Less 2016/17 remaining staff welfare	£10k LSA £4k recognition £34k Christmas*		
Less TF076		£50,000	
Sub total	264,333	20,458	£48,074
less :If awarded second grant	29,542	20,458	

from HO and the balance from GF				
Possible reserve balance	£234,791	£0	£48,074	
Tissues artwork	£18,000			
**possible remaining reserves	£216,791	£0	£48,074	
Projected costs to closure Examination fee for 16/17,17/18,18/19. Legal advice (estimate)	£6,000 £5,000			
BBMDA grant to award April 2017			£48,074	
Projected available funds (A)	205,791	£0	£0	
Staff welfare committed made to staff – pay £58k per annum 17/18,18/19,19/20 (B)	£174,000			
<p>*allocated to General funds in full – no reallocation of Birmingham staff to HO for simplicity</p> <p>** analysis excludes ODT earmarked (£3,902 per 39-04a) comic expenditure (£500)</p> <p>(A) Is a projection of the remaining reserves for staff welfare. This is less than the reserves policy statement of circa £300k being held to cover staff welfare.</p> <p>(B) Is the staff welfare funding required to December 2019, including long service awards. The current expectation of staff is for funding of the Christmas meal from the Trust Funds (per D E communication to leadership team) through to December 2019.</p> <p>It was agreed by the committee that from December 2019 onwards, funding for loyal service awards and recognition events would come from Exchequer funds.</p> <p>The Committee propose to revise the reserves policy to: ‘The trustee policy is to keep funds to the minimum required to cover approved commitments in the belief that donations are made with the intention and expectation that they will be spent accordingly. The trust fund intends to fund staff welfare at the current level until December 2019 and funds (subject to market performance) have been set aside accordingly’.</p> <p>Prior to the Committee formally approving the two grants the Committee request that:</p>				
				RB
				LH
				LH

	<p>- this proposed policy change is discussed with the Independent Examiner to see if a PBSE note is required and if any other impacts are anticipated.</p> <p>- that legal advice is obtained from Capsticks on whether closure costs provided above are sufficient, on the options for closure and on whether the policy change can be made.</p> <p>TF050 grant from BBMDA – GM to review if it is expected this grant will spend all its funding to inform the amount available for the BBMDA grant bid process</p> <p>The Committee noted the level of cash held vs investments and Commitments and requested that investments be released to match committed funds (it was thought this may be approx £75k release - to calculate)</p>	<p>LH</p> <p>GM</p> <p>LH/LS</p>
3.	<p><u>Consideration of Funding requests - Report from the R&D SMT (39-05)</u></p> <p>The report from the R&D committee recommended that two grants be funded from the general fund (see above discussion re available funds)</p> <p>Subject to actions above the Committee agreed to award the two grants from the HO fund with the balance to be funded from the General Fund.</p> <p>Letters to be written to grant recipients (after clearance of actions above)</p> <p>The Committee discussed closing not just staff welfare in 2019/20 but the whole funds by then. GM was asked to review the end date of all projects and aim for that target for all existing and future bids.</p>	<p>LS</p> <p>GM</p>
4.	<p><u>Annual Report and Accounts (39-06)</u></p> <p>The Committee were told that the review of the accounts had been carried out internally at NHSBT and independently by Deloitte. Only very minor word amendments have been requested from the version circulated to Committee to review.</p> <p>The Annual report and accounts were approved by the committee (subject to the discussion with the examiners re the change in reserves policy proposed) and to reflect this discussion in the Letter of Representation. This will be done promptly with a target of getting chairs' signature of both documents at the Board in November and then posted to the auditors for their signature.</p> <p>This will then allow prompt submission of the accounts to the Charities Commission.</p>	<p>LH</p> <p>RB</p> <p>LS</p>
5.	<p><u>Feedback from HFMA and Charity Commission Update</u></p> <p>The Committee noted the importance of documenting the reasons for decisions and meeting the funds objects, recent press articles on extravagant</p>	

	staff recognition events, changes around fundraising and links to Trustee responsibility updates. The Committee considered this advice when taking decisions throughout the meeting.	
	<p><u>AOB</u></p> <ul style="list-style-type: none"> i) The Committee noted the complaint case and that LS will acknowledge such donations on receipt of letter (not waiting for bank statements in future) ii) The Committee noted the update that the airport proposed a quiet garden for the artwork and agreed that a public place was required to ensure profile of donation was raised. Unless a suitable public position could be found then this project would not be supported. iii) The Committee noted the ODT comic approval in-between meetings from ODT earmarked funds. 	<p>LS</p> <p>LH</p>
	<p><u>Date of Next Meeting</u></p> <p>February (by email) papers to be issued 3rd Feb April (by email) papers to be issued 21st April July (by email) papers to be issued 7th July November (face to face) 7 November 2017 14.30- 16.00 following GAC</p>	