



# *Blood and Transplant*

## **NHS BLOOD AND TRANSPLANT**

### **TRUST FUND**

#### **ANNUAL REPORT 2021/22**

## **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 2021/22, 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. The Howard Ostin Fund, and the British Bone Marrow Donor Appeal (BBMDA) which were special funds with specific objectives were merged into the General Fund in 2020/21. The Trust Fund Committee administers this fund on behalf of the Board which is the Corporate Trustee. The fund is registered under registration No. 1061771 with the Charity Commission, in accordance with the Charities Act 1993. The Charity receives income from grants from NHS Together charities and donations from members of the public, which are credited to the General Fund. Donations in support of specific activities of NHSBT e.g. 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 income 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 NHSBT. This flexibility has been used to fund staff welfare spending grants given for this purpose by NHS Charities together.

The General Funds' net assets as at 31 March 2022 was £83k (subject to audit).

## **3 MEMBERSHIP**

The Trust Fund Committee members for the financial year 2021/22 were:

Charles St John	Non- Executive Director and Chair
Jo Lewis	Non- Executive Director
Rob Bradburn	Finance Director
Patricia Grealish	Interim Chief of People*
Deb McKenzie	Chief of People*
In regular attendance Linda Haigh	Assistant Director Finance Operations and Secretary to the Committee

\* Patricia Grealish left the committee in September 2021 and Deb Mckenzie became a member in October 2021.

#### 4 MEETINGS

Four meetings were 'held' during the financial year 2021/22 (3 with papers on convene discussed by email and one face to face), These were chaired by Charles St John. Participation in these meetings is shown below:-

<b>Committee Attendance</b>	May-21	Jul-21	Nov-21	Feb-22
Charles St John (CsJ)	1	1	1	1
Jo Lewis (JL)	1	1	1	1
Rob Bradburn (RB)	1	1	1	1
Patricia Grealish	1	1	-	-
Deb Mckenzie	-	-	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 2021/22 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 this year one new grant was approved, TF093, with funding of £46,966 to study Uncontrolled donation after circulatory death – an ethical analysis and prospective qualitative study of potential donor families.

The Committee funded £44k on staff welfare funded by NHS charities together grants .

The Committee holds no investments (having agreed to sell them in previous years) (with the exception of the small Santander CDI holding that is uneconomic to realise, and is therefore not recognised.)

#### 6 GOVERNANCE ARRANGEMENTS

The Committee has reviewed the financial position of the Charity at each meeting. In 2021/22 one face to face meeting was held in November 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 Clinical 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 Clinical Senior Management Team. Annual progress reports are also received for all on-going projects which also highlights project outcomes for completed projects.

The annual report and accounts for 2020/21 were reviewed by the Trust Fund Committee in November 2021 following appropriate review and examination by GBAC Ltd. 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 2021/22 during which it has:

- set and approved an annual budget against which performance is reviewed
- set and approved an annual workplan for 2021/22, monitoring that this was adhered to
- reviewed and updated the Charity's Procedure & Guidance notes
- considered whether to invest the cash holdings.
- Considered whether to receive any applications for funding/grants supported by the Clinical Senior Management Team
- ensured that all expenditure was within the objectives of the respective fund
- received and discussed progress/closure reports for all live projects
- received and approved the annual report and accounts for 2020/21
- reviewed reserves policy in light of the current economic climate and spending plans.

**Charles St John  
Chair of Trust Fund Committee  
August 2022**