

COUNCIL OF GOVERNORS

To be held Thursday 02 February 2023 at 17:00
MS Teams meeting

Ref N°	Agenda Item	Process	Lead	Time
PRELIMINARY BUSINESS				
CG001/23	Chair's welcome and note of apologies <i>Purpose: To record apologies for absence and confirm the meeting is quorate.</i>	Verbal	Donna Hall Chair	
CG002/23	Declaration of Interests concerning agenda items <i>Purpose: To record any Declarations of Interest relating to items on the agenda.</i>	Verbal	Donna Hall Chair	
CG003/23	Minutes of the previous meeting a) Meeting held on 12 December 2022 <i>Purpose: To approve the minutes of the previous meetings</i>	Report	Donna Hall Chair	10 mins
CG004/23	Matters Arising and Action Logs <i>Purpose: To consider any matters arising not included anywhere on agenda, review outstanding and approve completed actions.</i>	Report	Donna Hall Chair	
CORE BUSINESS				
CG005/23	Freedom to Speak Up <i>Purpose: To receive the Freedom to Speak Up Presentation</i>	Presentation	Rachel Adamson FTSUG	20 mins
CG006/23	Operational Update <i>Purpose: To receive the Operational Update</i>	Presentation	Jo Street (Director of Operations)	20 mins
CG007/23	Committee Update <ul style="list-style-type: none"> • People Committee • Charitable Funds Committee <i>Purpose: To receive reports from Committee Chairs</i>	Report	Bilkis Ismail Martin North (Committee Chairs)	20 mins
CG008/23	Governor Strategy Update	Presentation	Janet Whitehouse	05 mins

*Purpose: To **receive** the Governor Strategy Update*

Cttee Chair

CG009/23 Appointment of External Auditors Presentation **Alan Stuttard** 10 mins

*Purpose: To **receive** the presentation and agree the options.*

(Audit Chair)

Proposed resolution :

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted.

Verbal

Donna Hall
Chair

PART 2 - Closed Session

CG010/23 Nomination and Remuneration Minutes Minutes **Bilkis Ismail** 10 mins

*Purpose: To **receive** the minutes*

(Senior Independent Director)

CG011/23 Non-Executive Succession Planning Presentation **Donna Hall** 05 mins

*Purpose: To **receive** the presentation and note the recommendations*

Chair

CG012/23 Non-Executive Director Appraisals Presentation **Donna Hall** 05 mins

*Purpose: To **receive** the presentation and note the appraisal reports.*

Chair

CONCLUDING BUSINESS

CG013/23 Items for Escalation **Donna Hall** 05 mins

*Purpose: To **agree** items for escalation*

Verbal

Chair

CG014/23 Any Other Business **Donna Hall** 05 mins

*Purpose: To **receive** any urgent business not included on the agenda*

Verbal

Chair

Date and time of next meeting:

close

- Thursday 20 April 2023 at 17:30

Chair: Donna Hall

Draft Council of Governors Minutes of the Meeting
Held in the Lecture Theatre, Education Centre
Monday 12 December 2022

(Subject to the approval of the Council of Governors on 02 February 2023)

Present

Name	Initials	Title
Donna Hall	DH	Chair
Champak Mistry	CM	Public Elected Governor
David Barnes	DB	Public Elected Governor
David Edwards	DE	Lead Governor/Public Elected Governor
Debbie Parker	DP	Public Elected Governor
Gary Burke	GB	Public Elected Governor
Grace Hopps	GH	Public Elected Governor
Iqbal Essa	IE	Public Elected Governor
Janet Whitehouse	JW	Public Elected Governor
Janice Drake	JD	Public Elected Governor
Jim Sherrington	JS	Public Elected Governor
Kayonda Hubert Ngamaba	KN	Public Elected Governor
Leigh Vallance	LV	Appointed Governor
Lindiwe Mashangombe	LM	Staff Governor
Oboh Achioyamen	OA	Public Elected Governor
Samirna Cusick	SC	Public Elected Governor

In Attendance

Name	Initials	Title
Alan Stuttard	AS	Non-Executive Director
Bilkis Ismail	BI	Non-Executive Director
Fiona Noden	FN	Chief Executive
Francis Andrews	FA	Medical Director
Jackie Njoroge	JN	Non-Executive Director
James Mawrey	JM	Director of People
Laura Smoult	LS	Staff Experience Manager
Malcolm Brown	MB	Non-Executive Director
Martin North	MN	Non-Executive Director
Rachel Noble	RN	Deputy Director of Strategy
Rae Wheatcroft	RW	Chief Operating Officer
Sharon Katema	SK	Director of Corporate Governance
Tyrone Roberts	TR	Chief Nurse
Victoria Crompton	VC	Corporate Governance Manager

Apologies

Name	Initials	Title
Alan Yates	AY	Public Elected Governor
Ann Schenk	AS	Appointed Governor
Annette Walker	AW	Chief Finance Officer
Dawn Hennefer	DH	Appointed Governor
Dorothy Kenworthy	DK	Public Elected Governor
Imteyaz Ali	IA	Public Elected Governor
Kevin McKeon	KMc	Appointed Governor
Pauline Lee	PL	Public Elected Governor
Rizvana Aftab	RA	Public Elected Governor
Susan Baines	SB	Appointed Governor

AGENDA ITEM	DESCRIPTION	Action Lead
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PRELIMINARY BUSINESS

CG001/22 Chair's Welcome and Note of Apologies

The Chair welcomed all to the meeting.

Apologies for absence were noted as detailed above.

Declaration of interests

CG002/22

There were no declarations of interests in relation to the agenda items.

CG003/22 Minutes of the previous meetings

The Council of Governors reviewed the minutes of the meetings held on 11 August, 27 September and 08 November 2022 and approved them as a correct and accurate record of proceedings subject to the following amendments:

- *11 August 2022 Min ref 06* amend so it reads "A total of 14 governors responded of which two governors did not give their consent".
- *27 September 2022 – Dave Edwards was in attendance.*

RESOLVED:

The Council of Governors **approved** the minutes from the meetings held 11 August, 27 September and 08 November 2022.

Matters Arising and Action Logs

CG004/22

DB queried the legal advice received in relation to the recording of meetings and whether the Trust could make it a requirement in future, for Governor appointments to be subject to the applicant agreeing to the video/audio recording of meetings.

The Director of Corporate Governance advised guidance has been taken from the Information Governance Team, on this matter, and they advised we cannot make recording of meetings a condition of governor appointment as consent has to be freely given. This means people must be able to refuse consent without detriment. Whilst this may have been the case for some organisations previously, the new regulations UK GDPR and Data Protection Act 2018, have set a high standard for consent and mean as an organisation we have to offer individuals real choice and control.

RESOLVED:

The Board noted the matters arising.

CORE BUSINESS

CG005/22 Feedback from Governor Strategy Committee

JW presented a verbal update from the Governor Strategy Committee held on 27 September 2022. Governors were advised that Archus had joined the meeting to provide an update on the Clinical Strategy.

The Deputy Director of Strategy had also attended the meeting to present the 2022/23 Strategic Programme which will see the review, development and publication of a number of Trust corporate strategies and plans, including:

- Clinical Strategy
- Corporate Strategy
- Interim Digital Plan and Digital Strategy
- People Plan

Governors noted there will be an engagement plan to ensure two-way communication with members of the Bolton community around the development of these strategies.

RESOLVED:

The Council of Governors **noted** the Strategy Committee update.

CG006/22 Approval of Committee Terms of Reference

- **Governor Strategy Committee**
- **Governor Quality Committee**
- **Governor Nomination and Remuneration Committee**

SK presented the Committee Terms of Reference (ToR) for approval following a periodic review. The Quality and Strategy Committee ToR were last approved at the CoG held on January 2021 and have had a template refresh and minimal amendments. The Nomination and Remuneration Committee have had a full revision and are now in line with best practice.

Governors were asked to note that whilst the Council of Governors cannot delegate any of its mandated functions, it may appoint committees to assist the CoG in carrying out its function. It is expected that these committees will allow more detailed discussion and development of ideas.

RESOLVED:

The Council of Governors **approved** the Governor Strategy Committee, Governor Quality Committee and Governor Nomination and Remuneration Committee Terms of Reference.

Proposed Resolution: the representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted

CG007/22 Any Other Business

None

There being no other business, the chair thanked all for attending and brought the meeting to a close at insert time

The next Council of Governors meeting would be held on Thursday 02 February 2022 at 5pm.

Members	Apr	Jun	Aug	Sep	Nov	Dec	Feb	Mar
Donna Hall	✓	✓	✓	✓	A	✓		
Oboh Achioyamen	✓				✓	✓		
Rizvana Aftab					✓	A		
Imteyaz Ali					A	A		
Martin Anderson	A	A	A	A	A			
Susan Baines	✓		A			A		
David Barnes		✓	✓	✓	A	✓		
Catherine Binns						A		
Sumirna Cusick						✓		
Gary Burke						✓		
Derek Burrows	A	✓						
Janice Drake	✓	✓	A	✓	✓	✓		
David Edwards	A	✓	✓	✓	✓	✓		
Mohammed Iqbal Essa		✓	✓		✓	✓		
Dawn Hennefer	A	✓	✓	✓	✓	A		
Tracey Holliday	✓	✓	✓	✓				
Grace Hopps	✓		A	✓	✓	✓		
Jane Howarth								
Dorothy Kenworthy						A		
Pauline Lee	A	✓	✓	✓	✓	A		
Jane Lovatt	A							
Kantilal Khimani		✓						
Lindiwe Mashangombe					✓	✓		
Kevin McKeon	✓	✓	A	✓		A		
Champak Mistry	A					✓		
Karen Morris	✓	A		✓	✓			
Susan Moss	✓	✓	✓	A	A	A		
Samir Naseef								
Kayonda Hubert Ngamaba	A			✓	✓	✓		
Deborah Parker					✓	✓		
Margaret Parrish	✓		✓	A				
Alan Physick	A							
Jack Ramsay	A	A	✓	A	✓			
Ann Schenk	✓	✓	✓	✓	✓	A		
Jim Sherrington	A	A	A	A	A	✓		

Leigh Vallance	✓	✓	A	A	✓	✓		
Janet Whitehouse	✓	✓	✓	✓	✓	✓		
Alan Yates		✓	✓	✓	✓	A		
In Attendance	Apr	Jun	Aug	Sep	Nov	Dec	Feb	Mar
Fiona Noden	✓	A	✓	A	A	✓		
Jackie Njoroge	✓		✓	A	✓	✓		
Bilkis Ismail		✓	✓	A	A	✓		
Malcom Brown	✓	✓	A	A	A	✓		
Zada Ali Shah		✓	A	A	A	A		
Martin North	A		A	A	A	✓		
Alan Stuttard			A	A	A	✓		
Rebecca Ganz	✓	✓	A	A	A	A		
James Mawrey	✓	✓	✓	A	A	✓		
Francis Andrews		A		A	A	✓		
Rae Wheatcroft	✓	A	✓	A	A	✓		
Tyrone Roberts		✓	✓	A	A	✓		
Sharon White	✓	A	✓	A	A	A		
Annette Walker			✓	A	A	A		
Sharon Katema	✓	✓	✓	✓	✓	✓		
Victoria Crompton	✓	✓	✓	✓	✓	✓		

Report Title:	People Committee Chair Report – January 2023
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Meeting:	Council of Governors	Purpose	Assurance	✓
Date:	02 February 2023		Discussion	
Exec Sponsor	James Mawrey, Director of People		Decision	

Purpose	The Chair Reports provide an update and assurance to the Council of Governors.
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Summary:	Chairs reports completed following the January 2023 People Committee meetings.
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Previously considered by:	
<input type="checkbox"/> Strategy and Operations Committee <input type="checkbox"/> Finance & Investment Committee <input type="checkbox"/> Remuneration & Nominations Committee <input type="checkbox"/> Charitable Funds Committee	<input type="checkbox"/> Executive Committee <input type="checkbox"/> Quality & Safety Committee <input checked="" type="checkbox"/> People Committee <input type="checkbox"/> Audit Committee

Proposed Resolution	The Council of Governors are requested to note and be assured that all appropriate measures are being taken.
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This issue impacts on the following Trust ambitions			
<i>To provide safe, high quality and compassionate care to every person every time</i>	✓	<i>Our Estate will be sustainable and developed in a way that supports staff and community Health and Wellbeing</i>	✓
<i>To be a great place to work, where all staff feel valued and can reach their full potential</i>	✓	<i>To integrate care to prevent ill health, improve wellbeing and meet the needs of the people of Bolton</i>	✓
<i>To continue to use our resources wisely so that we can invest in and improve our services</i>	✓	<i>To develop partnerships that will improve services and support education, research and innovation</i>	✓

Prepared by:	James Mawrey, Director of People	Presented by:	Bilkis Ismail, Non-Executive Director
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Committee/Group Chair's Report

Name of Committee/Group:	People Committee	Report to:	Board of Directors
Date of Meeting:	17 th January 2023	Date of next meeting:	17 th February 2023
Chair:	Bilkis Ismail	Parent Committee:	Board of Directors
Members present/attendees:	James Mawrey, Fiona Noden, Sharon Katema, Tyrone Roberts, Alan Stuttard, Sharon White, Joanne Street, Carol Sheard, Andrew Chilton, Jake Mairs, Paul Henshaw, Chris Whittam, Lianne Robinson, Lisa Rigby, Rachel Carter, Tracey Garde	Quorate (Yes/No):	Yes
		Key Members not present:	Malcolm Brown
Key Agenda Items:	RAG	Key Points	Action/decision
NHS Professionals		<p>The Committee was advised that:</p> <ul style="list-style-type: none"> (i) the Executive team had carefully considered a proposal, subject to F&I Committee approval, to move to NHSP for the deployment of our flexible workforce (Bank and Agency) for all staffing groups; (ii) NHSP is used throughout Greater Manchester already and some Executive Directors (DoP, CN) had already had experience of working with NHS; and (iii) the Trust expected positive implications, both operational and financial, as a result of this move. <p>Given the financial aspects involved in this move, a full business case will be considered at the next F&I Committee.</p>	<ul style="list-style-type: none"> • NHSP Business Case to be shared with all People Committee NEDs.
Resourcing		<p>The Committee was provided with an update on:</p> <ul style="list-style-type: none"> (i) turnover rates by both Division and staffing groups, which have begun falling; (ii) benchmark information for turnover, which confirmed that in all staffing groups Bolton turnover rate was similar or below the national average, with the exception of midwifery which was the outlier; (iii) the plethora of actions that are being taken with regard to Maternity services; 	<ul style="list-style-type: none"> • Paper was noted. • A&E Business Case to be shared with all People Committee NEDs.

	No assurance – could have a significant impact on quality, operational or financial performance;
	Moderate assurance – potential moderate impact on quality, operational or financial performance
	Assured – no or minor impact on quality, operational or financial performance

Please complete to highlight the key discussion points of the meeting using the key to identify the level of assurance/risk to the Trust

		<p>(iv) recruitment within the Trust, which remains in a strong position when compared to the regional and national position; and</p> <p>(v) the plethora of actions being taken to sustain the recruitment position.</p> <p>The Chief Nurse informed the Committee of the Business case that will be presented to the F&I Committee on the requirements to increase establishment in A&E. It was noted that this largely involved re-aligning budget from non-core spend to core spend.</p>	
<p>Agency Update</p>		<p>The Committee was advised that:</p> <p>(i) overall agency spending reduced in-month and a reducing trend overall has been seen for the last 4 months; and</p> <p>(ii) all agency staff groups saw a reduction in spending in December 2022 but the main driver to the significant overall spend reduction in December 2022, when compared to November 2022, (£1.4m spend in November compared to £894k in December) was because of a number of accrual adjustments made in-month - these accruals totaled £513k and without them agency spend would have remained static in December 2022 when compared to the previous month; and</p> <p>(iii) the Trust is projected to deliver on the NHSI Agency cap at the year end position.</p>	<ul style="list-style-type: none"> • Further work to be undertaken to ensure that accruals are reduced so that monthly figures are more accurate. Update to be provided on this at the next meeting. • SPC chart to be included in future reports on agency, to enable the Committee to track agency spend as against the NHSI Agency cap and the internal stretch target.
<p>Freedom to Speak Up Q4 Update</p>		<p>The Committee was advised that:</p> <p>(i) during the period from 1st October 2022 to 31st December 2022, a total of 51 cases were reported through the FTSU route - this is a slight decrease compared to 53 the previous quarter;</p> <p>(ii) staff in the Family Care Division reported the most concerns (17 in total), and the Guardians have spent time supporting the teams within the FCD by targeted introductions,</p>	<ul style="list-style-type: none"> • The report was noted.

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		<p>delivering FTSU education sessions alongside building relationships, and getting to know the new senior management team;</p> <p>(iii) concerns relating to poor behaviour again are the biggest cause for concern and it was noted that these related to mild to moderate incivility; and</p> <p>(iv) there are now 45 FTSU Champions that support this critical agenda.</p> <p>The Committee welcomed the news that Tracey Garde has been appointed as Deputy Chair for the FTSU North West network.</p>	
<p>EDI Update</p>		<p>The report presented the 2023 Equality, Diversity and Inclusion action plan and description of high level actions that the Trust will achieve within the year. It brings all the Trust's EDI Plan ambitions, legal, contractual and regulatory responsibilities and associated action plans into one place. A visual roadmap of delivery is also available to support monitoring and delivery of actions.</p> <p>Discussion took place regarding the scale of ambition (very high), set against a small team in place to deliver. The Associate Director confirmed that the scale of ambition was required and he has already been working with the organisation to mainstream activities throughout the OD team and wider organisation.</p> <p>The more focused attention on patient inclusion agenda was welcomed. Colleagues noted the positive Community Voices Forum that recently took place with Community leaders.</p>	<ul style="list-style-type: none"> • The report was noted and quarterly updates to remain in place.
<p>Apprenticeship Programme Update</p>		<p>The Committee was advised that:</p> <p>(i) the Trust continues to meet its apprenticeship target with 138 apprenticeships being undertaken in the Trust for the</p>	<ul style="list-style-type: none"> • The report was noted. • The Committee supported the approach being taken to transfer unutilised Levy funds.

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		<p>period from April to November 2022, as compared to 46 for FY 2021/2022 and 60 for FY 2020/2021;</p> <p>(ii) the changes to the apprenticeship strategy have been well received and have shown demonstrable improvements;</p> <p>(iii) links that have been established throughout Bolton with both Higher Education providers and local businesses;</p> <p>(iv) the Trust has previously transferred levy funding on an ad hoc basis and there is significant scope to transfer amounts to utilise this otherwise unspent money for the benefit of Bolton residents; and</p> <p>(v) National Apprenticeship Week takes place 6-12 February 2023.</p>	
Volunteer Update		<p>The Committee was advised that:</p> <p>(i) Since the last report (July 2022) we have been working very closely with our existing volunteer pool and divisional colleagues to introduce volunteers back onto our wards following the lifting of most pandemic restrictions and the response has been very positive, with wards happy to welcome back any support that the volunteers can provide;</p> <p>(ii) we have volunteers supporting, inter alia, the following services within the Trust:- Meet and Greet services, Emergency Department, Maternity, Outpatients, Wards, Diabetic services, Chaplin services and Breastfeeding services; and</p> <p>(iii) we held 2 recruitment drives since the last update to increase our pool of volunteers. This generated 105 applications and, following interviews, 92 offers were made. More recruitment drives will follow in 2023.</p>	<ul style="list-style-type: none"> • The report was noted. • Six monthly updates to remain in place.
Steering Group Chair Reports		<ul style="list-style-type: none"> • Meetings stood down in January. 	
Divisional People Committee Chair Reports		<ul style="list-style-type: none"> • Meetings stood down in January with the exception of FCD. ICSD circulated papers virtually. 	

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Committee/Group Chair's Report

Matters for escalation to the Board: none.

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Please complete to highlight the key discussion points of the meeting using the key to identify the level of assurance/risk to the Trust

Report Title:	Charitable Funds Committee Chair's Report
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Meeting:	Council of Governors	Purpose	Assurance	✓
Date:	02 February 2023		Discussion	
Exec Sponsor	Sharon White		Decision	

Purpose	To provide the Council of Governors with a copy of Chair report from the Charitable Funds Committee meeting which was held on 5 December 2022.
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Summary:	<p>Copy of the Chair's report with key discussion points covering:</p> <ul style="list-style-type: none"> • Our Bolton NHS Charity Q3 2022/23 highlight report • Charity strategy and implementation plan • Amazon Wish Lists • NHS Charities Together update • Finance report • Annual report and accounts update • Audit review: terms of reference <p>There are no risks to escalate to the Board of Directors</p>
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Previously considered by:	
<input type="checkbox"/> Strategy and Operations Committee <input type="checkbox"/> Finance & Investment Committee <input type="checkbox"/> Remuneration & Nominations Committee <input type="checkbox"/> Charitable Funds Committee	<input type="checkbox"/> Executive Committee <input type="checkbox"/> Quality & Safety Committee <input type="checkbox"/> People Committee <input type="checkbox"/> Audit Committee

Proposed Resolution	The Council of Governors are asked to note the report.
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This issue impacts on the following Trust ambitions			
<i>To provide safe, high quality and compassionate care to every person every time</i>		<i>Our Estate will be sustainable and developed in a way that supports staff and community Health and Wellbeing</i>	✓
<i>To be a great place to work, where all staff feel valued and can reach their full potential</i>	✓	<i>To integrate care to prevent ill health, improve wellbeing and meet the needs of the people of Bolton</i>	
<i>To continue to use our resources wisely so that we can invest in and improve our services</i>	✓	<i>To develop partnerships that will improve services and support education, research and innovation</i>	✓

Prepared by:	Sarah Skinner, Charity Manager	Presented by:	Martin North, Chair of the Charitable Funds Committee
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Glossary – definitions for technical terms and acronyms used within this document

CFC	Charitable Funds Committee
IPC	Infection Prevention and Control
KPI	Key Performance Indicators

Committee/Group Chair's Report

(Version 2.0 August 2018, Review: July 2020)



Bolton

NHS Foundation Trust

Name of Committee/Group:	Charitable Fund Committee	Report to:	Board of Directors
Date of Meeting:	5 th December 2022	Date of next meeting:	6 th March 2023
Chair:	Martin North	Parent Committee:	Board of Directors
Members Present:	Sharon White, Alan Stuttard, Sharon Katema, Rachel Noble, Catherine Hulme, Rachel Carter, Sarah Skinner and Abdul Goni In attendance: Sophie Kimber Craig (deputising for Francis Andrews)	Quorate (Yes/No):	Yes (with deputies in attendance)
		Key Members not present:	Voting members: Francis Andrews, Annette Walker and Zed Ali

Key Agenda Items:	RAG	Lead	Key Points	Action/decision
Our Bolton NHS Charity Q3 2022/23 Highlight Report		SS	<p>The Q3 2022/23 highlight report was shared with the CFC to provide an overview of activity against key themes:</p> <ul style="list-style-type: none"> • Fundraising and grants • Christmas fundraising and experiences for colleagues and patients • Communications, marketing and media • Charity-funded schemes • Risks 	<p>Members of the CFC:</p> <ul style="list-style-type: none"> • Noted the highlight report • Approved the proposal to report risk by exception on the agreement the complete risk log would be presented at one CFC meeting per year • Agreed to support Our Bolton NHS Charity with fundraising opportunities and events as set out in the highlight report
Charity Strategy and Implementation Plan		RN	<p>The Deputy Director of Strategy confirmed the charity strategy had been approved at the last meeting and presented the new strategy implementation plan for comment. Performance will be monitored against agreed KPIs and reported via a performance dashboard, which will be presented to the CFC each quarter. A condensed version of the charity strategy is currently in design, which will be used to engage with local businesses and prospective supporters.</p>	<p>Members of the CFC noted the plan and look forward to receiving progress updates.</p>

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Committee/Group Chair's Report

Amazon Wish Lists		SS	<p>The Charity Manager presented a paper seeking approval from the CFC to the restarting of the pilot of Amazon Wish Lists as a way of effectively managing and recording gifts in kind. The proposal considers the risks and benefits and has been reviewed and signed off by colleagues in Procurement, IPC, Health and Safety and Information Governance. While the ability to steward supporters is limited, Amazon wish lists present another easy and accessible opportunity for the local community to support the charity.</p>	<p>Members of the CFC:</p> <ul style="list-style-type: none"> • Approved the restarting of the pilot of Amazon Wish Lists with the children's ward and paediatric A&E • Noted the planned promotional activity to ensure maximum uptake <p>The Charitable Funds Committee will receive an evaluation report before the expansion of the scheme to other wards/teams.</p>
<p>NHS Charities Together update</p> <p>a) Stage one b) Development grant</p>		SS RN	<p>The Charity Manager gave an update on the NHS Charities Together stage one grant funding, specifically the 'Two Years On – Impact Report' and the approved adaption request to use the £36k underspend on staff rest facilities given the plans for a staff well-being hub are no longer feasible.</p> <p>The Deputy Director of Strategy provided an update on the NHS Charities Together Development Grant and shared the KPIs and outcomes that would underpin the application (due 30th December 2022).</p>	<p>Members of the CFC noted the reports.</p> <p>Action: Present the impact report at the Board of Directors so the organisation can see the value of the partnership between Our Bolton NHS Charity and NHS Charities Together.</p> <p>Action: Produce some external communications to publicly thank members of the local community who supported the NHS Charities Together Covid-19 appeal, without whom these improvements would not have been possible.</p>
Finance Report		CH	<p>The Associate Director of Financial Services presented the finance report to the CFC noting a net increase in funds of £337k for the 7 months to 31 October 2022. The Charity has received £395k in legacies this year with just 4 legacies outstanding (for £2.6k). Work continues on streamlining the call on funds, which now stands at £740k. The charity's fund balances totalled £1,034k at 31 October 2022.</p>	<p>Members of the CFC noted the report and acknowledged all the work that had been done to streamline the call on funds.</p>

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Committee/Group Chair's Report

Annual report and accounts update		CH	<p>The Associate Director of Financial Services advised the annual report and accounts had been updated to incorporate feedback from the CFC and the auditor.</p> <p>The auditor has produced a draft audit report with no further recommendations and – once the accounts are signed by the Chair, Director of Finance and Director of Strategy, Digital and Transformation – will provide the letter of opinion.</p> <p>The Director of Corporate Governance advised the annual report and accounts will need to go to the Board of Directors in January before the submission deadline of 31st January 2023.</p>	<p>Members of the CFC confirmed they had fully discharged their duties in relation to the preparation of the annual report and accounts, and approved the document for signing by the Chair and relevant Executive Directors outside of the meeting.</p> <p>Action: Arrange for e-signatures to be applied to the annual report and accounts as above.</p> <p>Action: Submit to the Board of Directors in January and upload to the Charity Commission portal by 31st January 2023.</p>
Audit review: terms of reference		SW	<p>The Director of Strategy, Digital and Transformation presented the terms of reference for a forthcoming review of charitable funds, focusing on governance and oversight, and fundraising collection and deposit procedures. The report will be shared with the CFC when the audit is complete.</p>	<p>Members of the CFC noted the terms of reference and await the findings from the audit report.</p>
<p>Comments</p>				
<p>Risks escalated</p> <p>There are no risks to be escalated to the Board of Directors.</p>				

■	No assurance – could have a significant impact on quality, operational or financial performance;
■	Moderate assurance – potential moderate impact on quality, operational or financial performance
■	Assured – no or minor impact on quality, operational or financial performance

Please complete to highlight the key discussion points of the meeting using the key to identify the level of assurance/risk to the Trust