

## FRIENDS OF BRIGHTON & HOVE HOSPITALS

### MEETING OF THE BOARD OF TRUSTEES

Held on Friday 22 January 2021 11am via Zoom

#### MINUTES

PRESENT: Glynn Jones Chair  
Suzy Horne (SH) Administrator  
Katy Wells (KW) Fundraiser  
John Austin (JA) Emma Church (EC) Janet Flint (JF)  
Robert Griffiths (RG) Howard Kidd (HK) Debbie Reeder (DR)  
Chris Rendel (CR)

1. (i) **Apologies for Absence**

Apologies were received from Friends Trustee Muna al-Jawad, Imran Yunus and Pam Hayward.

(ii) **Declaration of Pecuniary Interest in the business of the meeting** None

2. **Minutes of meeting held on 16 October 2020**

(i) The Minutes of the Board meeting held on 16 October 2020, having been previously circulated, were approved.

(ii) Matters arising that are not on the agenda: None

3. **Hon Treasurer's Report**

HK presented the Profit & Loss and Assets and Liabilities Statement for October - December 2020.

HK outlined the income loss during the year where fundraising has been extremely limited due to the pandemic. It was noted income and fees relating to the iDrop were included in the P&L statement, but this event has not yet taken place.

The reporting of *unpaid grants* and grants *allocated in principle* has been reviewed and updated for clarity.

Cancer / Oncology have not yet put forward a definite proposal for the £200,000 earmarked funds in respect of the Milam Legacy. £72,582.90 for ED Mannequin remains in Unpaid grants: this will be discussed with BSUH (Alan McCarthy / Carly Knell ED Divisional Director) when possible to determine if a Business Case has been approved by the Capital Investment Group.

4. An operation manual will be developed to ensure the office team meet the current needs of the charity Trustees. DR is the nominated Trustee as the first point of contact on matters concerning the functioning and organisation of the office.

Tricia Callaghan has resigned from her role as Assistant Administrator.

Due to ongoing lockdown<sup>3</sup> and uncertainty over when fundraising and events may re-commence and what that may look like, no-one will be appointed to replace Tricia immediately. **Action: DR**

#### REPORTS FROM SUB-GROUPS

4A Executive Group

Meeting minutes for this sub-group held 11 December 2020 were noted.

4B Small Acts of Friendship (SAF)

Group last met on 18 August 2020. Meeting Minutes were noted.

CR: Despite the on-going, serious situation with high numbers of Covid patients limiting the scope of the SAF project and volunteer involvement, Paola O'Sullivan (POS) continues to make good progress and ensure high patient engagement. 4,000+ patients have been supported by SAF. Muna Al-Jawad's SAF article was published in the International Practice Development Journal. Seasonal hampers were provided by POS for staff and patients on the elderly care wards. SAF funding for Year 4 (2020-2021 £30,000) and Year 5 (2021 – 2022 £30,000) are shown on the Assets and Liabilities statement.

HK and Trustees approved extension SAF2 funding for the Respiratory Wards: £45,000 Year 1 and £30,000 Year 2. These amounts are recorded as *Allocated in Principle* on Assets and Liabilities statement. Due to current hospital pressures no start date is confirmed for SAF2.

**Action: CR**

#### 4C Marketing Group

This includes previous Communications and Fundraising functions

- CR requested and has received a draft proposal from Fruit Design to bring together and update the website, database and social media presence. The Marketing Group are working on a Comms IT strategy that meets the changing needs of the charity moving forward: outline cost is £10,896. Two short films are proposed once access to RSCH is permitted: outline cost £3,000 as film-maker will only charge expenses.
- CR thanked KW, on behalf of the Trustees, for her work fundraising over Christmas.

#### Fundraising

- KW had circulated a report showing how charities had managed fundraising during the pandemic: Trustees noted the Friends had successfully pivoted to increase virtual opportunities and online giving channels ie Jumblebee.
- Christmas Auction, Advent calendar and card sales generated income of £4,433.51 (CFGF still to report).  
These initiatives engaging with local businesses offer opportunities for further partnerships, but this is difficult due to current lockdown. EC discussed engaging with businesses with a message *'fundraise for us'*. What can the Friends offer businesses to add value and *'hook them in'*. JA congratulated KW and EC for the Auction initiative.
- Waitrose are donating money and coffee for staff.
- Brighton College are supporting BSUH staff via a Just Giving Appeal accessed via the Friends Just Giving site.
- iDrop is re-scheduled for 7<sup>th</sup> and 13<sup>th</sup> March but it is unclear if it will be able to go ahead then. Wire & Sky staff are currently furloughed.
- KW is working on a Sea Swimming event in July / August with support from *Swim Trek*. GJ will provide a contact for Robert Styles who swims most days.
- FBHH is an official charity partner for a Rugby 7's Festival planned for Summer 2021.
- Anthony Selden will deliver his postponed talk once restrictions allow indoor events.
- FBHH is Co-Op charity partner in Hangleton Stores
- KW has arranged a SAF display in the window of Attree & Kent in Church Road, Hove.

#### **5. Grant Requests/ Updates from the Trusts**

- **Hove Polyclinic: Patient Hoist** £2,787.00. This bid was turned down. FBHH policy does not include funding for replacement items without a compelling reason. The number of patients to benefit was very small.
- **Frontier Pathology: RNA scope detection kit** with probes and controls: £4,279.66. This bid was approved as it demonstrated clear patient benefit. Funding is available from Earmarked Funds for Cancer Care. **Grant Reference: 2021/323/BSUH**
- **TAU Main Theatres: Fish Window Feature Display:** £4,750.00. Following discussions this bid was approved as it will improve the quality of the patient experience and *'no-one else will pay for it'*. Trustees would like signage recognising the display was funded by the Friends. Funding is available from Earmarked Funds for Sussex Kidney Unit where the corridor is located, Level 8, Renal block. **Grant Reference: 2021/324/BSUH**
- Balance Assessment for Audiology: £32,306.60. Following discussions and based on the information given, this bid was turned down. Trustees felt the rationale for patient benefit was weak and that patients from too wide a geographic area would be accessing services using this equipment so difficult to quantify benefit for local NHS service users. If PRH League of Friends and other Friends groups from nearby trusts were interested in co-funding this, FBHH Trustees may re-consider a jointly funded project.
- Update: Bid from Urology / IY for £52,000 – local anaesthetic transperineal biopsies.  
Update from Simon Meredith, BSUH Capital and Estates:

*'PRH League of Friends are not currently accepting bids. However, they have in the past said they would fund the chair part of this bid but not the consumables.*

*The Clinical Lead is Philip Shabo, Directorate Manager, Abdominal Surgery and Medicine Directorate.*

*Simon Meredith has advised Philip Shabo that to proceed he should submit the bid to the BSUH Divisional Planning Process showing the consumables as a departmental cost.*

*Philip Shabo has also to submit a formal bid and have it accepted by PRH League of Friends.*

*It appears clear than neither Friends Group is expected to fund consumables; these are accepted as an on-going cost'.*

**Action: GJ to update IV**

- Update on Specialist Cardiac Nurses from Sarah Young, Nurse Consultant Cardiology:  
*'The posts continue to work well and have continued uninterrupted throughout the pandemic. Clinics have moved to virtual, back to Face to Face, and currently virtual again to minimise risk. We have completed Patient Satisfaction surveys for both posts with excellent patient feedback. The business case process is underway for the long-term funding of both posts'.*

(i) Sussex Partnership NHS Foundation Trust bids

Nothing to report

(ii) Sussex Community NHS Foundation Trust bid

Nothing to report.

## 6. Any Other Business

- Professor Michael Whiting, Friends Chairman 2007- 2012 / BSUH Chairman 2001 – 2007 died on 8 January 2021 after a long illness. HK, GJ and SH will attend his funeral.
- Maureen and Michael Chowen have agreed to become Friends Patrons. Further suggestions for Patrons are welcome.
- The Chair thanked Suzy and other staff who had worked in the office, for the excellent work they had done throughout the year despite extremely working conditions brought about by the Covid 19 Pandemic.

Next Trustee Board meetings: Via Zoom

Dates: Friday 16<sup>th</sup> April 2021 10am

Friday 16<sup>th</sup> July 10am

Friday 22 October 10am

Signed: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_