University Hospitals of Leicester **NHS**
NHS Trust

Fundraising (on UHL sites) Policy

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Trust Lead:	Kamlesh Mistry - Community and Events Fundraising Manager
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CONTENTS

Section		Page
1	Introduction	
2	Policy Scope	
3	Definitions	
4	Roles and Responsibilities	
5	Policy Statements, Standards, Procedures, Processes and Associated Documents	
6	Education and Training	
7	Process for Monitoring Compliance	
8	Equality Impact Assessment	
9	Supporting References, Evidence Base and Related Policies	
10	Process for Version Control, Document Archiving and Review	

Appendices		Page
1	Fundraising Guidance Document	
2	LHC Code of Conduct	

REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

KEY WORDS

List of words, phrases that may be used by staff searching for the Policy on SharePoint

Leicester Hospitals Charity

Fundraising

Fundraiser

Charity

Fundraising (on UHL sites) Policy   Page 2 of 7
V3 approved by Charitable Funds Committee and Policy and Guideline Committee on 16 December 2022 Trust Ref: B32/2016   Next Review: June 2026
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1   INTRODUCTION

1.1   Leicester Hospitals Charity (LHC) is the official charity for the University Hospitals of Leicester NHS Trust (UHL). LHC was established by trust deed dated 19th June 1996, amended by supplemental deed dated 28th March 2002 and again on 1st March 2007. It is governed by the Trust Board as corporate trustee, and is the recipient of all donations, gifts and legacies to the hospital and is required by law to manage those gifts for the benefit of patients, staff and visitors to UHL.

1.2   Leicester Hospitals Charity also recognises the benefit that other charities make to UHL. This document sets out LHC's Policy and Procedures for all fundraising activity on all UHL sites.

1.3   This document ensures that LHC is fulfilling its potential and maximising its income to support UHL and to ensure that our wards, clinical management groups, patients and their carers benefit from those seeking to support us.

1.4   Where there is confusion this document reaffirms LHC as the official charity for UHL and avoids any unsolicited fundraising.

1.5   The aim of this policy is to ensure that LHC delivers on its commitment to provide additional resources, state of the art equipment and the best possible facilities for our patients, visitors and staff.

1.6   LHC aims to ensure that the UHL environment is consistent, welcoming and supportive to staff, patients and their families and to protect its staff, patients and their families from the risks associated with inappropriate fundraising activity on UHL sites

1.7   LHC aims to give total confidence to those making a donation to LHC and that their gift is received and managed in line with their wishes and in accordance with best practice as governed by the Charity Commission

1.8   The overall aim is to maximise support for the future strategy and goals of UHL

2   POLICY SCOPE

Who does this policy apply to?

2.1   This policy applies to any person carrying out any fundraising activity on any UHL site. This includes

2.1.2 All UHL staff, those with honorary contracts, part time staff and non-executive Directors fundraising on any UHL site.

2.1.3 All external voluntary organisations and charities and all voluntary organisation and charity staff members and volunteers fundraising on any UHL site.

2.2   All UHL staff have a responsibility to understand the content of this Policy and its Appendices and have a responsibility to comply at all times.

3   DEFINITIONS

3.1   Fundraising is

"the seeking of financial support for a charity, cause or enterprise"

The definition of fundraising comes from the Oxford Dictionary

3.2 For the purposes of this document a fundraiser is anyone fundraising with the consent of LHC on any UHL site and whose activity meets the criteria of fundraising as outlined in 3.1 above.

4 ROLES AND RESPONSIBILITIES

4.1 The Director of Corporate and Legal Affairs is responsible for section 4.1

The Charitable Funds Committee and the Director of Charity are responsible for section 4.1

4.1.2 Supporting the implementation and compliance with this Policy and its Appendices

4.1.3 Ensuring a transparent and co-ordinated approach to all fundraising on any UHL site

4.2 LHC Team is responsible for

4.2.1 Being a point of contact for all voluntary organisations, charities and fundraisers and provide them with advice and information to enable them to fundraise in accordance with this Policy and its Appendices and in compliance with the LHC Code of Conduct.

4.2.2 Work with associated projects to provide them with advice and information to enable them to fundraise in accordance with this policy and its Appendices and in compliance with the LHC Code of Conduct.

4.2.3 Being a point of contact for all UHL staff and provide them with advice and information to enable them to fundraise in accordance with this Policy and its Appendices and in compliance with the LHC Code of Conduct.

4.2.4 The completion of the required paperwork and authorisation to enable a fundraising activity to take place.

4.3 The Community and Events Fundraising Manager is responsible for

4.3.1 Management of all fundraising activity on any UHL site

4.3.2 Ensuring that this Policy and its Appendices are followed at all times

4.4 All UHL staff are responsible

4.4.1 To be mindful that fundraising may take place and that where fundraising activity is taking place to report back on any behaviour that causes concern.

4.5 LHC shall ensure that all fundraisers are aware of and adhere to their obligations as outlined in this Policy and its Appendices.

5 POLICY STATEMENTS, STANDARDS*, PROCESSES*, PROCEDURES* AND ASSOCIATED DOCUMENTS

5.1 This policy is supported by the following standards found in the associated documents as detailed below, which must be used in conjunction with this policy:

Procedure / Process / Standard	Appendix
Fundraising Guidance	1
LHC Code of Conduct	2

5.2 All fundraising on UHL sites is subject to prior authorisation from LHC.

Fundraising (on UHL sites) Policy   Page 4 of 7
V3 approved by Charitable Funds Committee and Policy and Guideline Committee on 16 December 2022 Trust Ref: B32/2016   Next Review: June 2026
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5.3 Any enquiries for fundraising on all UHL sites received by UHL staff from any voluntary organisation or charity should be directed in all circumstances to LHC.

5.4 LHC reserves the absolute right, at its discretion, to reject any fundraiser where behaviour or activity is not in full compliance with this Policy or its Appendices.

5.5 Where a fundraisers' behaviour causes concern it should be referred to the Community and Events Fundraising Manager who has the absolute discretion to reject future activities by that fundraiser.

5.6 No permanent voluntary organisation or charity fundraising stands, with the exception of LHC, are allowed on any sites registered with the CQC and, at the request of LHC, banners and marketing/awareness material is to be removed.

No UHL staff, external charity (associated projects) or organisations may claim any date as their own. All date allocations will be made on a first-come-first-serve basis with no exceptions. Dates booked in previous years do not automatically apply to subsequent years.

5.7 Major national fundraising events, Comic Relief, The Royal British Legion Poppy Appeal, Children in Need and the like, will continue to be supported during the period of the event. LHC are to be informed of all fundraising in support of these events.

5.8 If a UHL staff member wishes to undertake any fundraising activity or promote any fundraising activity on a UHL site for a charity other than LHC, LHC is to be informed prior to that fundraising activity or promotion. LHC have the right to rebook or cancel the stall booking.

5.9 LHC recognises that there are a number of charities (associated projects) who have a long standing link with UHL and LHC and UHL shall continue to support its activities on UHL sites providing these do not directly compete with LHC. All activities should apply in writing to LHC if they require a stall. It is then up to LHC to make a decision. LHC have the right to rebook or cancel the stall booking.

6 EDUCATION AND TRAINING REQUIREMENTS

6.1 All regular fundraisers whether fundraising for LHC or for an external voluntary organisation, charity or associated project must be fully registered with UHL Volunteer Services or alternatively show proof that they have completed a voluntary organisation, charity or associated project volunteer/staff induction.

7 PROCESS FOR MONITORING COMPLIANCE

7.1 The process for monitoring and compliance is outlined in the policy monitoring table on page 7.

8 EQUALITY IMPACT ASSESSMENT

8.1 LHC aim is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.

8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

9.1 Supporting references, evidence base and related policies and their purpose are outlined in the table below

Fundraising (on UHL sites) Policy   Page 5 of 7
V3 approved by Charitable Funds Committee and Policy and Guideline Committee on 16 December 2022 Trust Ref: B32/2016   Next Review: June 2026

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Fundraising Guidance	To provide a transparent and co-ordinated approach to fundraising on all UHL sites
LHC Code of Conduct	To promote fundraising best practice
Institute of Fundraising	Resource for best practice guidance
Volunteer Policy	For all regular fundraisers

10   PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

This document will be uploaded onto SharePoint and available for access by Staff through INsite. It will be stored and archived through this system.

POLICY MONITORING TABLE

The top row of the table provides information and descriptors and is to be removed in the final version of the document

What key element(s) need(s) monitoring as per local approved policy or guidance?	Who will lead on this aspect of monitoring? Name the lead and what is the role of other professional groups	What tool will be used to monitor/check/ observe/asses/ inspect Authenticate that everything is working according to this key element from the approved policy?	How often is the need to monitor each element? How often is the need complete a report ? How often is the need to share the report?	How will each report be interrogated to identify the required actions and how thoroughly should this be documented in e.g. meeting minutes.
Element to be monitored	**Lead**	**Tool**	**Frequency**	**Reporting arrangements Who or what committee will the completed report go to.**
Adherence to Policy	Head of Corporate and Community Fundraising	Monitoring and Reports	Bi-annually or on request	Director Leicester Hospitals Charity
Compliance with Guidance and Code of Conduct	Community and Events Fundraising Manager	Collation of feedback and spot checks	Annually and ad hoc	Head of Fundraising
Unauthorised fundraising activity	Community and Events Fundraising Manager	Collation of feedback and spot checks	Annually and ad hoc	Head of Fundraising
Increased awareness and higher profile of LHC	Community and Events Fundraising Manager	Staff Surveys	On introduction of Policy and at intervals as agreed	Head of Fundraising