

Trust Board paper L

To:	Trust Board
From:	Andrew Seddon Director of Finance and Procurement
Date:	1 September 2011
CQC regulation:	As applicable

Title:	Festive meal for staff										
Author/Responsible Director:	Andrew Seddon - Director of Finance and Procurement										
Purpose of the report:	To seek formal approval for the funding of the festive meal for staff from charitable funds.										
The report is provided to the Board for:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Decision</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 50%;">Discussion</td> <td style="width: 10%;"><input type="checkbox"/></td> </tr> <tr> <td>Assurance</td> <td><input type="checkbox"/></td> <td>Endorsement</td> <td><input type="checkbox"/></td> </tr> </table>			Decision	<input checked="" type="checkbox"/>	Discussion	<input type="checkbox"/>	Assurance	<input type="checkbox"/>	Endorsement	<input type="checkbox"/>
Decision	<input checked="" type="checkbox"/>	Discussion	<input type="checkbox"/>								
Assurance	<input type="checkbox"/>	Endorsement	<input type="checkbox"/>								
Summary/Key points:	Details of the festive meal and confirmation of its approval outside of the Charitable Funds Committee through delegated authority.										
Recommendations:	The Board is asked to formally approve funding of the festive meal for staff for 2011.										
Previously considered at another corporate UHL Committee?	The funding of the meal has been supported and recommended to the Trust Board for formal approval by the Chairman, Director of Finance and Procurement and one Non-Executive Director. This is a quorate decision in line with the Charitable Funds Committee's scheme of delegation in relation to urgent applications.										
Strategic Risk Register:	N/A	Performance KPIs year to date:	N/A								
Resource implications (e.g. Financial, HR):	Charity										
Assurance implications:	None										
Patient and Public Involvement (PPI) implications:	None										
Equality impact:	No issues										
Information exempt from disclosure:	None										
Requirement for further review?	No										

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT TO: TRUST BOARD

DATE: 1 SEPTEMBER 2011

REPORT FROM: ANDREW SEDDON – DIRECTOR OF FINANCE AND PROCUREMENT

SUBJECT: FESTIVE MEAL FOR STAFF

1. Introduction

- 1.1 This paper seeks formal approval for the Charity to fund a festive meal for the Trust's staff in December 2011 as this is above the £25K delegated expenditure limit for the Charitable Funds Committee.

2. Reason for the application to the Trust Board

- 2.1 The funding of this meal has been supported and recommended to the Trust Board for formal approval by the Chairman, Director of Finance and Procurement and one Non-Executive Director. This is a quorate decision made in line with the Charitable Funds Committee's scheme of delegation in relation to urgent applications.

3. Festive meal

- 3.1 For a number of years, the Trust has provided a lunchtime festive meal in December for staff in the Trust's restaurants as a gesture of appreciation.
- 3.2 All staff are able to obtain the meal and approximately 7,500 staff accept it each year, with the cost being approximately £8 per head. The meal allows staff to get away from their office over lunch as teams and thereby helps to promote the Trust's values.
- 3.3 A review of alternative options was undertaken in September 2010 in relation to the 2010 meal. This review concluded that the festive meal continued to reflect the best option.

4. Recommendation

- 4.1 The Board is asked to **approve** the funding of the festive meal for 2011.

Andrew Seddon
Director of Finance and Procurement

25 August 2011