

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD**

**DATE OF TRUST BOARD MEETING: 7 April 2011**

**COMMITTEE: Charitable Funds Committee**

**CHAIRMAN: Mr M Hindle, Chairman**

**DATE OF COMMITTEE MEETING: 4 March 2011**

**RECOMMENDATIONS MADE BY THE COMMITTEE FOR CONSIDERATION BY THE TRUST BOARD:**

- Service Level Agreement between Leicester Hospitals Charity and University Hospitals of Leicester NHS Trust (Minute 15/11 refers);
- Fundraising Update – in particular the approval of the release of funds from the Lord Mayor’s Forget-Me-Not Appeal for use on the sensory garden (Minute 16/11 refers);
- Items for Approval (Minute 17/11 refers), and
- Insurance Approvals (Minute 18/11 refers).

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/ RESOLUTION BY THE TRUST BOARD:**

- Alternative use of Rotary Club Funding (Minute 21/11/1 refers), and
- The 25 Year Club (Minute 21/11/2 refers).

**DATE OF NEXT COMMITTEE MEETING: 6 May 2011**

**M Hindle, Chairman  
1 April 2011**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 4  
MARCH 2011 AT 2PM IN THE COMMITTEE ROOM, VICTORIA BUILDING,  
LEICESTER ROYAL INFIRMARY**

- Present:** Mr M Hindle – Trust Chairman (Chairman)  
Mrs K Jenkins – Non-Executive Director  
Mr M Lowe-Lauri – Chief Executive (with the exception of Minute 17/11 (part), 18/11 and 23/11 – 29/11 inclusive)  
Mr A Seddon – Director of Finance and Procurement
- In Attendance:** Ms D Baker – Service Equality Manager (for Minute 17/11 (part) only)  
Mrs G Belton – Trust Administrator  
Mr P Burlingham – Patient Adviser  
Mr T Diggle – Head of Fundraising  
Ms S Nicholson – Cancer Research Network Manager (for Minute 17/11 (part) only)  
Mr J Shuter – Deputy Director of Finance and Procurement  
Mr N Sone – Charity Finance Lead  
Ms E Spencer – Project Lead for the Lord Mayor's Forget Me Not Appeal (for Minute 16/11 and 17/11 (part) only)  
Mr S Ward – Director of Corporate and Legal Affairs

**RECOMMENDED ITEMS**

**ACTION**

**15/11 SERVICE LEVEL AGREEMENT BETWEEN LEICESTER HOSPITALS CHARITY AND UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

The Charity Finance Lead requested the Committee's approval of a service level agreement (SLA) between the Leicester Hospitals Charity and University Hospitals of Leicester NHS Trust (paper D refers). This SLA had been developed following the recommendation of External Audit (in their report on the audit of the 2009/10 accounts) that a SLA should be put in place between the Charity and the Trust. The SLA set out the services provided to the Charity by the Trust and the overall standards that must be achieved. It also covered the way in which services would be charged and billed and the mechanism for resolving any disputes or issues in the delivery of the service.

In discussion on this item, members:

- (i) (in response to a query posed) noted the Head of Fundraising's positive comments about this document, which he viewed as a good starting point to ensure that both parties achieved the most out of their agreement. Note was also made of his wish to seek additional support with regard to financial administration;
- (ii) queried whether there were any overheads that had not been included under 'general services' – it was confirmed that all had been included;
- (iii) queried the mechanism for determining appropriate recharges – it was confirmed that previously this had been calculated from activities undertaken. This would be reviewed for the forthcoming year based upon the detailed map of how much time was expended upon the Charity;
- (iv) (in response to a query) noted that the documents would belong to the Charity rather than the Trust, and
- (v) suggested that the Charity Finance Lead made the following minor amendments to the document:
  - included a description of the activity involved in 'maintaining'

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- appropriate restricted, unrestricted and endowment charitable funds (i.e. maintaining appropriate accounting records);
- included a definition of *'regular'* in terms of how many times a year bank reconciliations would be undertaken;
- included a sentence which noted that a review of the SLA may be undertaken earlier should circumstances arise necessitating this, and
- included further information regarding to whom notice would be given with regard to section 7 of the SLA.

**Recommended – that, subject to the minor amendments requested under point (v) above, the Service Level Agreement (as appended to these Minutes) be supported by the Charitable Funds Committee and recommended to the Trust Board for formal approval.**

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## 16/11 FUNDRAISING UPDATE

The Head of Fundraising presented paper 'F', which updated the Committee on current fundraising activities.

Ms E Spencer, Project Lead for the Lord Mayor's Forget-Me-Not Appeal, attended to provide an update on the Appeal. The Forget-Me-Not Appeal had started in May 2010 and its purpose was to enhance the environment for patients with dementia. The funds raised would be utilised to adapt the clinical area to make it more suitable for patients with dementia, to create a sensory garden, to enhance specialist training and for the employment of a Meaningful Activities Co-ordinator (this latter element was subject to approval under Minute 17/11 below). The Project Group met monthly to progress the four key areas, and had sought patient and public involvement in terms of its proposals. Ms Spencer tabled two reports, one detailing the proposed plan for the sensory garden, and the other detailing the fundraising cost allocations.

The sensory garden was to be created in outside space between wards 1 and 3 at the Leicester General Hospital, both of which were sub-acute wards which would treat patients with dementia, and it was intended to commence work in March 2011. The Head of Fundraising noted the potential need to move quickly to release the funds to progress the garden, and queried whether the Committee could approve the release of funds for this purpose at today's meeting, or whether this could be approved outwith the meeting by relevant members given that the next Committee meeting was not until 6 May 2011. Following discussion, the Committee approved the release of funds (based upon the current estimated amount of £27,400 comprising £18,600 for labour and subsidiaries and £8,800 for materials) for use on the sensory garden.

In response to a number of queries posed by Committee members regarding the sensory garden, the Project Lead confirmed that the Trust's Facilities Directorate had agreed to maintain the garden as part of their usual maintenance schedule. She also confirmed that the site agreed upon for the sensory garden was the most appropriate given its adjacent wards at the LGH. In terms of whether there was a need for a similar development on either of the Trust's other two sites, it was noted that the Glenfield Hospital was already well-served in terms of outside space, and was not possible at the LRI due to issues with the footprint of the site and lack of suitable space.

The Head of Fundraising updated members on the remainder of the report, which members noted.

**Recommended** – that (A) the contents of this report, the tabled reports and the additional verbal information provided, be received and noted, and

(B) the release of funds from the appeal for use on the sensory garden be supported and recommended onto the Trust Board for formal approval.

## 17/11 ITEMS FOR APPROVAL

The Charity Finance Lead presented paper 'G', which outlined grant applications received since the last Committee meeting on 7 January 2011, and updated the Committee on the following three applications reviewed by the Committee at its last meeting, at which time further work was requested in order that the applications could be reassessed:

- (1) **Application 3185** - £12,933 for two cardiac rehabilitation telemetry units for Cardio-Respiratory. The Charity Finance Lead had been requested to explore the opportunity to fund this application from BRU funds. This work had been undertaken and BRU funding was not suitable for the reasons outlined in the report, primarily that this equipment would not be research related – this application was therefore supported by the Committee;
- (2) **Application 3263** - £2,600 for the conversion of a staff changing room within out-patients into a Clinical Support staff room. The Charity Finance Lead had been requested to seek confirmation that the alterations proposed in the application would not compromise other OPD projects or have infection control implications. Relevant assurances had been obtained from the department and the Chairman had approved this bid in accordance with the delegated authority given at the last Charitable Funds Committee meeting held on 7 January 2011;
- (3) **Application 3269** - £19,401 for cytosopes for Children's Services. The Charity Finance Lead had been requested to provide additional supporting information to determine why exchequer funding was not being used to support the purchase of this equipment. This additional information was detailed within the report. As this bid was for additional equipment over and above that provided by the Trust which would enable the surgeon to use items more specific to the individual needs of children, thereby enhancing patient care, the Committee supported this application.

The report also detailed appendices 1 – 3 for the Committee's information which detailed the following:

- Appendix 1 - this detailed 156 applications totalling £308,544 which had been approved by the Charity Finance Lead under the scheme of delegation and which did not require the approval of the Committee. These included 103 applications totalling £192,953 relating to the WRVS which were approved at the funding applications meeting held on 3 February 2011. Mrs Jenkins, Non-Executive Director particularly queried the use of charitable funds for the items described under application references 3281 and 3293, and it was agreed that the Charity Finance Lead would provide further information outside of the meeting to Mrs Jenkins regarding these particular items for assurance purposes;
- Appendix 2 – detailed two applications rejected by the

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Charity Finance Lead under the scheme of delegation and the reasons for this, and

- Appendix 3 detailed two transfers between unrestricted funds.

The Committee undertook a detailed consideration of the following applications for funding (as detailed in appendices 4 – 9 respectively) each of which were over £10,000 or related to general purpose funds:

- (a) **application 3298** sought £9,000 from fund P802 General Purposes to fund statutory licenses required for Radio Gwendolen as well as insurance and broadband for the website (Radio Gwendolen was a voluntary organisation separate from UHL). The Committee supported this application;
- (b) **application 3413** sought £26,000 from Fund N908 (Nursing WRVS) for the provision of a full time one year pilot post for a Volunteer Mealtime Assistant Co-ordinator to manage the MTA process on Wards across the Trust acting as the link between volunteers and ward staff and managers to ensure that a targeted service was provided to meet identified patient needs within the Trust. Ms Baker, Service Equality Manager attended the meeting to provide additional supporting information in respect of this project. The Committee supported this application on the basis of a one year-pilot and requested an update on this development in six months' time. The Chief Executive noted that he would wish to see this work within the portfolio of that undertaken by the Chief Nurse / Chief Operating Officer and Director of Nursing and suggested that an appropriate focus for this pilot would be the LGH site;
- (c) **application 3437** sought £24,000 from the Forget Me Not Appeal Fund (and not fund N908 Nursing Fund as documented in the report) for the provision of a one year full time post for a Meaningful Activities Band 3 OTA post to support volunteers to deliver a service to support patients with dementia within UHL. Ms Spencer, Project Manager for the Lord Mayor's Forget Me Not Appeal attended to provide additional supporting information in respect of this project. This application was supported by the Committee;
- (d) **application 3438** sought £100,000 from fund FN04 Oncology Research for the refurbishment of the Hope clinical trials unit. Ms S Nicholson, Cancer Research Network Manager, attended the meeting to provide additional supporting information in respect of this project. This application was supported by the Committee;
- (e) **application 3439** sought £52,000 from fund FN03 Oncology Medical Equipment for equipment for the Hope clinical trials unit. Ms S Nicholson, Cancer Research Network Manager provided additional supporting information in respect of this project. This application was supported by the Committee;
- (f) **application 3433** – sought £3,000 from Fund P802 General Purposes to deliver a Disability Awareness Conference for UHL staff, and was supported by the Committee.

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**Recommended – that (A) the applications approved and rejected by the Charity Finance Lead (as set out in appendices 1 and 2 to paper G) be noted;**

**(B) the Charity Finance Lead be requested to provide further additional information regarding the contents of appendix 1 (in respect of applications 3281 and 3293) to Mrs Jenkins, Non-Executive Director, outwith the meeting;**

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**(C) the transfers between unrestricted funds (as detailed in appendix 3 to paper G) be noted;**

**(D) applications 3185, 3269, 3298, 3413, 3437, 3438, 3439 and 3433 be supported and recommended to the Trust Board for formal approval, and**

**(E) in respect of application 3413, the Volunteer Services Manager be requested to provide a further update on this development to the Committee in six months' time (point b above refers).**

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## 18/11 INSURANCE APPROVALS

The Director of Corporate and Legal Affairs presented paper 'H' which described three insurance policies historically funded by charitable funds which were due to expire, and requested funding for their renewal in 2011.

The three policies were as follows:

- Trustee Liability – this was designed to protect charitable trustees and covered losses arising from claims brought against the Officials and the Charitable Trust. The premium for the previous year had been £3,675;
- Fidelity – this was designed to protect the charitable trust against dishonesty and covered losses sustained by the charitable fund by reason of employee dishonesty and third party computer and funds transfer fraud. The premium for the previous year was £2,047.50, and
- Group Personal Accident – this was designed to protect members of the Trust's Flying Squad and call out teams who sustained accidental bodily injury resulting in death or disablement. The Trust was not permitted to utilise exchequer funds for this purpose (HSC1999/021 refers) and use of charitable funds for this purpose had been adopted since the inception of UHL. The premium for the previous year had been £8,547.52.

The Committee was requested to approve the funding of these policies through charitable funds for 2011/12. Subject to such agreement, the confirmed cost of the renewal of these policies would be presented to the Committee at its next meeting in May 2011 for retrospective information. The Committee approved the use of charitable funds for the purpose described.

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**Recommended – that (A) the use of charitable funds for the purpose described be supported and recommended to the Trust Board for formal approval and**

**(B) the confirmed cost of renewal of these policies be submitted to the next meeting of the Charitable Funds Committee for information.**

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## **RESOLVED ITEMS**

### 19/11 APOLOGIES

Apologies for absence were received from Mr P Panchal, Non-Executive Director.

### 20/11 MINUTES

**Resolved – that (A) the Minutes of the meeting held on 7 January 2011**

(paper A refers) be confirmed as a correct record, and

**(B) the action notes of the meeting held on 7 January 2011 (paper A1 refers) be received and noted.**

**21/11 MATTERS ARISING**

Members received and noted the contents of paper 'B', which detailed outstanding matters arising from previous meetings, a number of which were due for further discussion on the agenda at today's meeting as follows.

21/11/1 Alternative use of Rotary Club Funding (Minute 03/11b)

**Resolved – that this Minute be classed as confidential and taken in private accordingly, on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.**

21/11/2 The 25 Year Club (Minute 03/11c)

Members received and noted the contents of paper 'C', which outlined the recent changes to provision regarding the 25 Year Club as previously agreed by the Charitable Funds Committee (Minute 62/10/2 of 1 November 2010 refers) and of the plan for communicating these changes to relevant staff members.

At the Charitable Funds Committee meeting held on 1 November 2010, the Chairman had requested that the Deputy Director of Human Resources be invited to explore ways of providing practical support towards facilitating events for previously qualified 25 Year Club members. Paper C noted that, as part of the integrated Reward and Recognition Strategy, focus groups were to be arranged with staff. The aim of these would be to explore opportunities for staff around health, well being, recognition and social opportunities. These focus groups would also inform the Charitable Fund Committee's request for ongoing 25 year club recognition.

**Resolved – that the contents of this report be received and noted.**

21/11/3 Items for Approval

**Resolved – that (A) it be noted that the matters arising from the previous meeting in relation to this item (Minute 06/11 (b), (d) and (f) refers) were included within the Items for Approval report (paper G – Minute 17/11 above refers), and**

**(B) it be noted that the action requested of the Charity Finance Lead under resolution (H) of Minute 06/11 had been completed and was presented to the Committee as paper I (Minute 23/11 below refers).**

21/11/4 Business Case for Teenage Cancer Unit (Minute 07/11/4)

**Resolved – that this item would be discussed under Minute 22/11 below.**

21/11/5 Newborn Baby Appeal (Minute 09/11)

The Head of Fundraising reported verbally to advise that he had met with relevant staff the previous day, and they were not in a position, as yet, to confirm the outstanding balance potentially required from general purpose charitable funds for the scheme relating to the provision of parent accommodation on level 5 of the Kensington Building. It was anticipated that confirmation would be provided at the next meeting of the Charitable Funds

	Committee.	HoF/TA
	<b><u>Resolved</u> – that (A) this verbal information be noted, and</b>	
	<b>(B) the Head of Fundraising be requested to provide a further update on this matter at the next meeting of the Charitable Funds Committee.</b>	HoF/TA
21/11/6	<u>Innovation Awards and the ‘Conway Arm’ (Minute 10/11)</u>	
	The Head of Fundraising reported verbally, advising that NEXT had expressed an interest in supporting a further round of Innovation Awards. He undertook to submit more detailed proposals to the next meeting of the Charitable Funds Committee.	HoF/TA
	With specific regard to the ‘Conway Arm’ invention previously reported to the Committee, the Head of Fundraising reported verbally, noting the possibility that the Trust would progress this as a commercial proposition.	
	<b><u>Resolved</u> – that (A) this verbal report be noted, and</b>	
	<b>(B) the Head of Fundraising be requested to submit a report on the NEXT Innovation Awards to the next meeting of the Charitable Funds Committee.</b>	HoF/TA
22/11	<b>FUNDRAISING STRATEGY TO SUPPORT TEENAGE CANCER UNIT</b>	
	<b><u>Resolved</u> – that this Minute be classed as confidential and taken in private accordingly, on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.</b>	
23/11	<b>CHARITABLE FUNDING APPROVALS – A DIVISIONAL BREAKDOWN</b>	
	Further to Minute 06/11 of 7 January 2011, the Charity Finance Lead presented paper ‘I’, which provided a Divisional breakdown of charitable funding approvals compared to their respective donation and fundraising position for the Committee’s information.	
	This information was considered to be very valuable. It was also considered that it would be helpful to know the source of the funds, and to know of any funds that were not active.	
	It was agreed to include information on the source of the funds when this report was next presented to the Committee (it was agreed that such a report would be submitted periodically rather than at every meeting) and that any funds which were not active would be reported on an anomaly basis.	
	<b><u>Resolved</u> – that (A) the contents of this report be received and noted,</b>	
	<b>(B) information regarding the source of funds be included when this report was next presented to the Committee, and</b>	CFL/TA
	<b>(C) any funds which were not active be reported to the Committee on an anomaly basis.</b>	CFL/TA
24/11	<b>2010 – 2011 WRVS FUNDING APPLICATIONS</b>	
	Members received and noted the contents of paper J, which updated the Committee on the recent WRVS funding applications meeting held at the Leicester General Hospital on 3 February 2011.	



**Resolved** – that the contents of this report be received and noted.

**25/11 REVIEW OF LEICESTER HOSPITALS CHARITY**

The Head of Fundraising reported verbally on this item, noting that he had recently met with Mr K Mayes from Patient Involvement who was looking into establishing a series of meetings with patients and had asked the fundraising team to be involved and talk about the Charity and its work. The Head of Fundraising noted that this could be a useful source of information for the Committee and undertook to provide feedback as appropriate.

**Resolved** – that (A) this verbal information be noted, and

**(B) the Head of Fundraising be requested to provide feedback to the Committee on this issue, as appropriate.**

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**26/11 FINANCE AND GOVERNANCE REPORT**

The Charity Finance Lead presented paper 'K', which provided an update on the accounts of the Charity for the year to January 2011. It also provided an update on the general purposes fund.

In discussion, it was agreed that it would be useful for the Committee to look in future at the last two years' donations and resulting spend, in order to identify any possible trends.

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**Resolved** – that (A) the contents of this report be received and noted, and

**(B) the Charity Finance Lead be requested to submit a report to a future meeting of the Charitable Funds Committee detailing the last two years' donations and resulting spend in order to identify any possible trends.**

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**27/11 ANY OTHER BUSINESS**

**27/11/1 Request for New Fund**

The Charity Finance Lead requested a new fund for the purpose of staff well-being monies accrued through the Staff Lottery, rather than continue to utilise the HR fund for this purpose. This was agreed.

**Resolved** – that a new fund be established for the purpose of staff well-being monies accrued through the Staff Lottery.

**28/11 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD**

**28/11/1 Recommendations for consideration by the Trust Board**

**The following recommendations be presented for consideration by the Trust Board (as Corporate Trustee) for approval:**

- **Service Level Agreement between Leicester Hospitals Charity and University Hospitals of Leicester NHS Trust (Minute 15/11);**
- **The release of funds from the Lord Mayor's Forget-Me-Not Appeal for use on the sensory garden (Minute 16/11);**
- **Items for Approval (Minute 17/11 in particular applications 3298, 3413, 3438, 3439 and 3433), and**
- **Insurance Approvals (Minute 18/11).**

28/11/2 Any other key issues for consideration / resolution by the Trust Board at its next meeting

**The following matters be presented for consideration by the Trust Board (as Corporate Trustee) for information:**

- **Alternative use of Rotary Club Funding (Minute 21/11/1), and**
- **The 25 Year Club (Minute 21/11/2).**

29/11 **DATE OF NEXT MEETING**

**Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 6 May 2011 at 2pm in the Committee Room, Victoria Building, Leicester Royal Infirmary.**

The meeting closed at 4.16pm.

Gill Belton  
**Trust Administrator**

**SERVICE LEVEL AGREEMENT  
BETWEEN  
LEICESTER HOSPITALS CHARITY  
AND  
UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**1. OBJECTIVES OF THE AGREEMENT**

The purpose of this Service Level Agreement is to identify clearly the services offered by the financial services section of the University Hospitals of Leicester NHS Trust ('the Trust') to the Leicester Hospitals Charity ('the Charity').

The Agreement sets out:

- the services provided to the Charity;
- the overall standard which the financial services is to achieve in the provision of its services;
- the way in which services will be charged and billed; and
- a mechanism for resolving any disputes or problems in the delivery of the service.

**2. SERVICES TO BE PROVIDED BY THE TRUST**

**General services**

The University Hospitals of Leicester NHS Trust (UHL) agrees to supply the following services to the Charity:

- information management and technology support;
- general office services;
- accommodation;
- telephone;
- stationery;
- postage; and
- fees for internal and external audit.

This does not include any fees from the investment managers which are billed directly to the Charity.

Charges for the above are based on a share of the costs using various methods of apportionment depending on the cost type. For information, the charge for 2009/10 was £19,019.

**Provision of staff**

Staff required by LHC will be recruited by UHL and paid by them, and all costs thereto will be recharged to LHC. These staff will comply with the terms and conditions of employment of the Trust.

Finance staff within the Trust's financial services section will provide financial services to LHC as required and a proportion of their costs will be recharged to LHC, based on the proportion of their time spent on LHC activities. (For information, the charge for 2009/10 was £17,800).

## **Financial services**

UHL's financial services team aims to provide a high quality specialist financial support and advice service, and will undertake the following activities.

- Maintain appropriate accounting records to record income; expenditure; apportionments; and any other transactions on restricted, unrestricted and endowment charitable funds.
- Administer grant applications and approve applications below £10,000.
- Ensure timely collection and banking of charitable income, and perform weekly and monthly bank reconciliations.
- Prepare annual charitable funds accounts and trustee's annual reports.
- Prepare monthly charitable fund statements for fund managers.
- Prepare financial and other reports to charitable funds committee.
- Review and make payment of authorised requests from charitable funds.
- Account for movements in investments and liaise with the Charity's investment managers.
- Attend, and provide advice to, the Charitable Funds Committee.
- Liaise with the Trust's external auditors, internal auditors and the Charity Commission.
- Provide advice on VAT.
- Process recharges between the Charity and Trust.
- Ensure VAT and gift aid is reclaimed as appropriate.

### **3. SERVICE TARGETS**

- To resolve queries relating to transactions from fund managers within 5 working days.
- To ensure regular cash flow management and reconciliation of all bank accounts.
- To process payments to suppliers within 30 days of receiving a properly authorised invoice and ensuring agreed payment terms are met.
- To ensure requisitions for purchase orders are processed and sent to the Trust's supplies department within 10 working days of their receipt.
- To ensure all purchase orders are sent out to suppliers within 5 working days of the receipt of the purchase order from supplies.
- To provide monthly statements to fund holders by the end of the following calendar month.
- To produce the annual accounts and annual report for the Charity within the deadlines set by the Director of Finance and Procurement and in line with Charity Commission requirements.

### **4. CHARGES AND PAYMENT ARRANGMENTS**

The Charity will be recharged monthly in arrears during each financial year.

### **5. DISPUTES**

In the event of any disputes concerning this agreement, the matter will be dealt with by consultation between the Chairman of the Charitable Funds Committee and the Director of Finance & Procurement. If this cannot enable resolution then the matter would be referred to the Trust Board.

## **6. CHANGES TO THE SLA**

The agreement shall be reviewed annually by the Charitable Funds Committee or at any stage should circumstances arise which necessitate such a review.

## **7. TERMINATION OF THIS AGREEMENT**

Either party may terminate this agreement upon one month's notice. This notice should be given to either the Chairman of the Charitable Funds Committee or the Director of Finance & Procurement.

Martin Hindle  
Chairman

Andrew Seddon  
Director of Finance & Procurement

On behalf of:  
Leicester Hospitals Charity

University Hospitals of Leicester

Date:

Date: