

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 5 April 2012

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Chairman

DATE OF COMMITTEE MEETING: 16 March 2012

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

- none

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

- Items for approval which were all below the limit of £25,000 for which the Charitable Funds Committee had the delegated authority to approve ((Minute 24/12 refers).

DATE OF NEXT COMMITTEE MEETING: 4 May 2012

**M Hindle, Chairman
29 March 2012**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 16 MARCH 2012
AT 10.30AM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

Present: Mr M Hindle – Trust Chairman (Chair) (excluding Minutes 16/12-18/12 and 20/12)
Ms K Jenkins, Non-Executive Director
Mr P Panchal – Non-Executive Director (Acting Chair for Minutes 16/12-18/12 and 24/12)
Mr J Shuter – Deputy Director of Finance and Procurement (on behalf of Mr A Seddon,
Director of Finance and Procurement)

In Attendance: Mr P Burlingham – Patient Adviser
Mr T Diggle – Head of Fundraising
Mrs K Rayns – Trust Administrator
Dr E Ross – Consultant Paediatric Oncologist (for Minute 19/12 only)
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs
Mr D Yeomanson – Divisional Manager, Women’s and Children’s Division (for Minute
19/12 only)

RESOLVED ITEMS

ACTION

16/12 APOLOGIES

Apologies for absence were received from Mr M Lowe-Lauri, Chief Executive and Mr A Seddon, Director of Finance and Procurement.

17/12 MINUTES

Resolved – that the public and private Minutes of the meeting held on 16 January 2012 (paper A refers) be confirmed as a correct record.

18/12 MATTERS ARISING

18/12/1 Matters Arising Report

Members received and noted the contents of paper B, which detailed outstanding matters arising from previous meetings. Whilst no specific items were discussed at this meeting, Ms K Jenkins, Non-Executive Director, sought and received confirmation from the Charity Finance Manager that all items were progressing in a satisfactory manner.

Resolved – that the matters arising report (paper B) be received and noted.

19/12 REPORT BY THE HEAD OF FUNDRAISING (1)

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.

20/12 REPORT BY THE HEAD OF FUNDRAISING (2)

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.

21/12 REPORT BY THE HEAD OF FUNDRAISING (3)

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.

2212 FUNDRAISING UPDATE REPORT

The Head of Fundraising presented paper D, which updated members on current fundraising activities.

In respect of section 5.3 of paper D, members noted the urgency of work to determine a location for the proposed unit to care for patients undergoing breast reconstruction surgery, in order to qualify for funding of up to £100,000 from the Crazy Hats charity to support UHL's Cupcake Appeal. There was a risk that £75,000 of this sum might be donated to an alternative NHS Trust, if a timely decision could not be reached. The Director of Corporate and Legal Affairs undertook to raise this matter with the Divisional Director, Planned Care, later that day and seek an anticipated timescale for resolution of this issue.

**DCLA/
DD, PC**

Mr P Panchal, Non-Executive Director, suggested that whilst this potential donation would be very welcome, UHL's efficient service configuration should continue to be the deciding factor. The Head of Fundraising was requested to maintain close contact with the Crazy Hats charity and provide them with assurance (where appropriate) regarding the timescales for intended use of potential funds.

HoF

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

(B) the Director of Corporate and Legal Affairs be requested to contact the Divisional Director, Planned Care, to seek a timescale for resolution of an issue relating to the Cupcake Appeal, and

**DCLA/
DD, PC**

(C) the Head of Fundraising be requested to maintain contact with the Crazy Hats charity and provide assurance where appropriate.

HoF

2312 REPORT BY THE HEAD OF FUNDRAISING (4)

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.

24/12 ITEMS FOR APPROVAL

The Charity Finance Lead presented paper E, which outlined the grant applications received since the last Committee meeting.

Appendix 1 to the report detailed applications totalling £145,000 which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. Appendix 2 detailed one application which had been rejected since the last Committee meeting. Appendix 3 detailed transfers between funds which had been approved in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee.

CFL

An update in respect of the outcome of the various actions agreed during discussion of the Items for Approval report submitted to the previous meeting of the Charitable Funds Committee held on 16 January 2012 was provided in the Matters Arising Report (paper B refers) and the Charity Finance Lead also provided further information in respect of the following applications as submitted to the previous meeting:-

- (i) **applications 3818 and 3888** for £25,000 from the Urology Equipment Fund for a thulium laser upgrade and £52,104 from the Cardio-Respiratory Equipment Fund

for congenital heart surgery theatre video equipment had both been approved by the Trust Board;

- (ii) **application 3885** for £4,500 from the general purposes fund for further stress resilience workshops had already been approved by the Committee, but confirmation was received that the relevant CBU was charged £25 for any non-attendance at stress resilience workshops. The Director of Corporate and Legal Affairs highlighted wider issues relating to NHSLA requirements relating to non-attendance which were being addressed as part of the Trust's work in improving compliance with core training standards. Members noted the potential impact of winter activity pressures and agreed that extenuating circumstances might sometimes prevent attendance at training events;
- (iii) **application 3777** for £23,802 from the WRVS Fund for a Volunteer Services Support and Placement Co-ordinator pilot post for one year – confirmation was provided that all other opportunities to seek alternative funding had been explored and the application was approved; **CFL**
- (iv) **application 3864** for £750 from general purposes funds to support the clinical audit awards scheme – confirmation was provided that the lunch was provided for the prize winners as well as audit leads and that the clinical audit awards linked to the staff awards process. The application was approved; **CFL**
- (v) **application 3866** for £17,068 from general purposes funds for computer equipment and software to enhance the patient information design service – additional information had been requested from the Chief Information Officer and the Director of Strategy but this had not yet been received. It was agreed that the Committee would reconsider this application at a future meeting. Members also noted that the IM&T managed business partner procurement process might impact upon this application; **CFL**
- (vi) **application 3838** for two members of staff to attend a BMJ conference – confirmation was received that details of this application had been provided to Mr P Panchal, Non-Executive Director as requested.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 9 respectively):

- (a) **application 3891** (appendix 4 refers) was an application for £18,623 for a portable ultrasound scanner for the breast care service. Members particularly noted the additional benefits to patients in providing bedside diagnoses and the application was approved by the Committee; **CFL**
- (b) **application 3899** (appendix 5 refers) was a retrospective application to cover a shortfall in study leave reimbursements for attendance at a conference in America during 2010 in the sum of £831. This application had originally been rejected by the Charitable Funds Manager and was now the subject of an appeal. This application was rejected by the Committee on the grounds that the cost of the study leave had exceeded expenditure limits previously set by the Department and this was not considered an appropriate use of charitable funding; **CFL**
- (c) **application 3930** (appendix 6 refers) was an application for £13,245 for a replacement security car for the Facilities Department at Glenfield Hospital. One of the primary uses of the vehicle was to transport patient relatives between the Hospital and the accommodation block. Ms K Jenkins, Non-Executive Director, requested that confirmation of any residual value of the existing security vehicle be provided to the next meeting. This application was approved by the Committee; **CFL**
- (d) **application 3931** (appendix 7 refers) was an application for £62,809 for the Acute Division to relocate the Hypertension Service from the LRI site to the Glenfield Hospital site. This application was deferred by the Committee, pending advice regarding consistency with the Trust's overall site reconfiguration strategy; **CFL**
- (e) **application 3938** (appendix 8 refers) was an application for £12,170 from general purpose funds for the purchase of two extendable bariatric beds and mattresses to be made available for use in any clinical area. The Director of Corporate and Legal Affairs provided Ms K Jenkins, Non-Executive Director, with some background information regarding the role of the Manual Handling Team at UHL and discussion took place **CFL**

- regarding potential opportunities to utilise any reductions in rental expenditure to “pump prime” the purchase of additional specialist equipment. This application was approved by the Committee, and **CFL**
- (f) **application 3954** (appendix 9 refers) was an application for £38,688 for a DAWN patient monitoring system for the Rheumatology Department. This application was deferred pending the provision of further information relating to the additionality element of the application and why funding through revenue/capital budgets was not appropriate in this case. **CFL**

Appendix 10 to paper E sought the Committee’s approval to fund the following insurance policies from General Purpose funds as the policies currently funded by the Committee were due to expire on 31 March 2012:

- Directors and Officers Liability (2011-12 cost £5,777), and
- Group Personal Accident (2011-12 cost £9,142.17).

The Director of Corporate and Legal Affairs provided assurance that these policies had been scrutinised with commercial brokers and that benchmarking data relating to insurance costs was analysed. The Committee approved the funding of the above policies through charitable funds for 2012-13 and requested that the confirmed costs be reported to the Charitable Funds Committee at the next meeting on 4 May 2012. **DCLA/TA**

Recommended – that (A) the contents of paper G and the items in appendices 1 – 3 of the report be received and noted,

(B) applications 3777, 3864, 3891, 3930, and 3938 be approved; **CFL**

(C) with regard to application 3930, any residual value of the existing security vehicle be reported to the next Charitable Funds Committee meeting on 4 May 2012; **HoF/CFL**

(D) application 3899 be rejected on the grounds that retrospective study leave expenses above a departmental limit did not represent appropriate use of charitable funding; **CFL**

(E) application 3931 be deferred pending confirmation that the proposed service move was consistent with the Trust’s overall site reconfiguration strategy; **CFL**

(F) application 3954 be deferred pending the provision of further information relating to additionality and why funding through revenue/capital budgets would not be more appropriate; **CFL**

(G) consideration of application 3866 be deferred to a future meeting, pending receipt of the requested advice from the Trust’s Chief Information Officer, and **CFL/CIO**

(H) use of charitable funds for the Directors and Officers Liability and Group Personal Accident insurance policies described above be approved, and **Chair/TA**

(I) the confirmed cost of insurance renewals be submitted to the 4 May 2012 meeting of the Charitable Funds Committee for information. **DCLA/TA**

25/12 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper F, which provided an update on the accounts of the Charity for the period ending 29 February 2012. It also provided an update on the general purposes fund and other items of general information.

Ms K Jenkins, Non-Executive Director, noted the static nature of the general purpose fund balance and queried whether the Charity’s utilisation of general purposes funding was in

line with practice at other NHS Charities. In response, the Head of Fundraising and the Deputy Director of Finance and Procurement advised that UHL's general purpose spending policy had historically been based on limited available funds, but that the fund had recently benefited from a large single legacy. Consideration was currently being given to appropriate spending proposals (which might include an element of provision for contingency funding relating to the Our Space Appeal).

HoF/
DFP

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

(B) consideration be given to appropriate spending proposals for general purpose funds and an update be provided to the Committee in May 2012.

HoF/
DFP

26/12 WELL-BEING AT WORK ANNUAL PLAN

Paper G provided an update on Well-Being activity since November 2011, a proposed annual plan for events and activities during the 2012-13 financial year and sought funding from general purpose funds in recognition of the support provided for the 2010 staff Christmas meal and the Well-Being Co-ordinator salary. In view of the restricted time available at this meeting, members noted that attendance by Ms N Junkin, Human Resources Divisional Lead had been stood down from this meeting. It was agreed to defer discussion of the report to the 4 May 2012 meeting and that Ms N Junkin, Human Resources Divisional Lead, be invited to attend the meeting for this item.

CFL

Brief discussion took place on the following aspects of the report:-

- (a) Ms K Jenkins, Non-Executive Director, requested that the report be updated to provide additional clarity relating to the request for additional contributions from General Purpose funds of up to £48,000 and how this was considered to be linked to a historical issue regarding funding of the 2010 staff Christmas meal;
- (b) the Head of Fundraising expressed disappointment that a recent proposal to expand the UHL Lottery to patients and members of the public had not been supported, as this might have provided the additional levels of funding required, and
- (c) Mr P Burlingham, Patient Adviser, queried the scope to implement subsidised charges for the programme of Well-Being activities offered to staff.

Resolved – that (A) consideration of the Well-Being at Work Update (paper G) be deferred to the May 2012 Charitable Funds Committee meeting;

(B) Ms N Junkin, Human Resources Divisional Lead, be requested to refresh the report to take account of the comments detailed in points (a) to (c) above, and

CFL

(C) Ms N Junkin, Human Resources Divisional Lead, be invited to attend the 4 May 2012 Charitable Funds Committee meeting to present the refreshed report.

CFL/TA

27/12 ANY OTHER BUSINESS

Resolved – that there were no items of other business.

28/12 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that the following items be brought to the attention of the Trust Board:

- Report by the Head of Fundraising (1) (Private Minute 19/12 refers);
- Report by the Head of Fundraising (4) (Private Minute 23/12 refers), and
- Items for approval which were all below the limit of £25,000 for which the Charitable Funds Committee had the delegated authority to approve ((Minute 24/12 refers).

29/12 **DATE OF NEXT MEETING**

Resolved – that (A) the next meeting of the Charitable Funds Committee be held (provisionally) on Friday 4 May 2012 from 2pm until 4pm in Conference Rooms 1A and 1B, Gwendolen House, Leicester General Hospital, and

(B) consideration be given to re-arranging the date of the next meeting (if necessary) to accommodate the timescales for seeking Trust Board approval (as detailed in Minute 20/12). **Chair/TA**

The meeting closed at 11.46pm

Kate Rayns
Trust Administrator