


University Hospitals of Leicester 
NHS Trust

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 25 April 2013

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle

DATE OF COMMITTEE MEETING: 15 March 2013

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

- Minute 19/13 (Items for Approval).

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

- None

DATE OF NEXT COMMITTEE MEETING: 17 May 2013

**Mr M Hindle
19 April 2013**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 15 MARCH 2013
AT 2.00PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER INFIRMARY**

Present: Mr M Hindle – Trust Chairman (Chair)
Ms S Hinchliffe – Chief Nurse and Deputy Chief Executive
Ms K Jenkins - Non-Executive Director
Mr P Panchal – Non-Executive Director
Mr A Seddon – Director of Finance and Business Services

In Attendance: Mr P Burlingham – Patient Adviser
Mr T Diggle – Head of Fundraising
Mr A R Harvey – Interim Trust Administrator
Mr N Sone – Charity Finance Lead
Mr M Wightman – Director of Communications and External Relations

RECOMMENDED ITEMS**ACTION****19/13 ITEMS FOR APPROVAL REPORT**

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

Appendix 1 to the report detailed applications totalling £126,092 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 transfers between funds requested by the relevant fund managers in order to facilitate grant applications (in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee). Appendix 3 detailed applications which had been rejected.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 13 inclusive):

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| (i) | application 4305 (appendix 4 refers) was an application for £18,470 from the research fund to enable back filling a radiographer post to enable the inventor of a new method of radiography to further develop its application. The applicants were present at the meeting and gave an enthusiastic verbal outline of their proposal and responded to questions from Committee members. The committee noted the potential for income generation and requested the Director of Corporate and Legal Services to pursue issues in respect of intellectual property right. Approved by the Committee. | DCLS /
CFL |
| (ii) | application 4307 (appendix 5 refers) was an application from the Lord Mayors Stroke Fund for £27,434.85 for a stroboscopy system within stroke service. The applicants were present at the meeting and gave a verbal outline of their proposal and responded to questions from Committee members. In considering the application the Committee noted outstanding risk issues in relation to the service and requested that these be examined further. Approved by the Committee, subject to ratification by the Trust Board. | CN/DCE
/ CFL |
| (iii) | Application 4363 (appendix 6 refers) was an application from the general purposes fund for £795 for the purchase of a bariatric suit to aid training within the manual handling department. Approved by the Committee. | CFL |
| (iv) | Application 4366 (appendix 7 refers) was an application from the pathology equipment restricted fund for £64,354 toward the refurbishment of the blood transfusion laboratories, together with items for staff rooms. In considering the application the Committee felt that further clarification and consultation was required in relation to the proposed budget and accordingly deferred the application. | CFL |

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| (v) | Application 4409 (appendix 8 refers) was an application from the general purposes fund for £882 to support fees, travel and subsistence costs of two members of staff in attending the College of Occupational Therapists conference. In considering the application, the Committee was of the view that such an application should normally be met from departmental funds. However, the Committee noted the potential benefits that may accrue in this instance and requested that the applicants report back to the Committee in 6 months time detailing the benefits arising from attendance. Approved by Committee. | CFL |
| (vi) | Application 4416 (appendix 9 refers) was an application from the general purposes fund for £22,000 to support the Caring At Its Best Awards. Committee recommended that the Head of Fundraising advise the applicants of potential sponsorship routes. Approved by the Committee. | CFL |
| (vii) | Application 4418 (appendix 10 refers) was an application from the Glenfield Hospital Support Shop fund for £11,300 for a portable ventilator. The Committee considered that the application should be submitted through normal budgetary routes. Not approved by the Committee. | HoF |
| (viii) | Application 4419 (appendix 11 refers) was an application from Women's and Children's funds for £18,655 towards the refurbishment of parent rooms in the childrens intensive care unit. In considering the application the Committee was minded to approve subject to the Charity Finance Lead being satisfied as to the quality control standards to be applied in respect of decoration works within the application. Approved by the Committee. | CFL |
| (ix) | Application 4420 (appendix 12 refers) was an application from the General Purposes fund for £70,000 to establish a dedicated paediatric clinical research facility, including the refurbishment of two rooms and the provision of clinical and office support. The applicants were present at the meeting and gave a verbal outline of their proposal and responded to questions from Committee members. In considering the application the Committee noted that any approval would be subject to the applicants securing the necessary accommodation. Approved by the Committee, subject to ratification by the Trust Board. | CFL |
| (x) | Application 4187 (appendix 13 refers) was an application for £3000 to fund an awareness conference on the health issues associated with the lesbian, gay, bisexual and transgender community. The application had been deferred from the last meeting pending further information as the Committee had been mindful that matters of this nature may be more appropriately funded from core funding. The applicant was present and outlined the reasons for seeking funding from the Committee and responded to members questions. In noting the reasons for the application, and whilst mindful of granting approval, the Committee considered that training of this nature should more generally fall from Core funding and therefore requested that the Director of Human Resources look at embedding future such training/information sessions within the normal budget framework. Approved by Committee. | DHR /
CFL |
| (xi) | Application 3747 (minute 2/13/(i) refers). The Charity Finance Lead updated the Committee on the application for £21,066 for a virtual ward system within the Acute Division. Following deferral at the last meeting pending further information, due to the timing issues involved being able to move forward, the application had been approved outwith the meeting with the funding being provided in the form of a loan repayable to the Charity should the scheme make sufficient income. The scheme would be assessed after the first years operation when a determination as to whether any amounts should be repayable would be made. | CFL |

Recommended -_: (1) that the contents of paper 'I' and the items in appendices 1, 2 and 3 of the report be received and noted;

CFL

(2) that applications 4305, 4363, 4409, 4416, 4419, 4420, and 4187 be approved, subject to the actions delineated above,

CFL

(3) that, subject to the actions delineated above, applications 4307 and 4420 be recommended onto the Trust Board for formal approval (due to their values being

CFL

over the Charitable Funds Committee's delegated authorisation limit of £25,000),

(4) that the approval outwith the meeting of a loan for application 3747 be noted and approved;

CFL

(5) that application 4418 be not approved for the reasons stated above; and

CFL

(6) that application 4366 be deferred to the next meeting to allow clarification on the issues delineated above.

CFL

20/13 **ITEM FOR APPROVAL – INSURANCE POLICIES**

The Director of Corporate Services submitted details of the policies of insurance currently funded by the Committee, in particular Directors and Officers Indemnity and Crime and Group Personal Accident and requested the Committee to approve funding of the above policies, details of which would be reported to a future meeting.

DCLS
CFL

Resolved - that approval be given to the funding of the above referred policies through charitable funds for 2013/14, with the confirmed costs being submitted to a future meeting for information.

RESOLVED ITEMS

ACTION

21/13 **APOLOGIES**

Apologies: An apology for absence was submitted by Mr S Ward – Director of Corporate and Legal Services.

22/13 **MINUTES**

Resolved - that the public and private Minutes of the meeting held on 18 January 2013 (Papers A and A1 refer) be confirmed as correct records.

23/13 **MATTERS ARISING**

Members received and noted the contents of paper 'B', which detailed information in respect of outstanding matters arising from previous meetings.

Specific discussion took place in respect of the following items:

(1) Minute 1/13 (Charity Accounts and Annual Report – Delay in sign-off). The Committee noted that following discussions between KPMG and the Director of Corporate and Legal Services, KPMG had apologised for the delay in signing off appropriate documentation.

(2) Minute 4/13 (Safe storage for patients). The Committee noted that discussions were taking place between the patient adviser and the Assistant Director of Corporate and Legal Services with a view to progressing this matter.

DCLS

(3) Minute 5/13/1 (Attendance by Cazenove). The Charity Finance Lead reported that Cazenove would be attending the May meeting of the Committee.

CFL

Resolved – (A) that the contents of paper B and the additional information provided at the meeting, as referenced above, be received and noted;

CFL/
DFBS/

(2) that the officers delineated in the action column undertake the actions outlined at points (1) – (3) above and report back as required; and

HoF/
DCER

(3) that other matters raised under 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.

24/13 CHARITY 5 YEAR PLAN

The Head of Fundraising gave a presentation (notes circulated with the minutes) highlighting the remit of the approach to a 5 year plan for the Charity.

In considering the way forward, it was noted fundraising to a level of £4m per year was required to maintain the project base. There had been an increase in activity over the last two years and the ratio of income to expenditure now stood at 4:1. Accordingly concentration was given to areas which provided the highest rate of return.

The detailed 5 year plan would be submitted to the next meeting, but the Committee noted that there needed to be the necessary strategic links in place that would tie the plan in with the Trusts strategic plans and vision.

Committee members also questioned whether the Charity was ambitious enough its approach to income generation. In response the Director of Communications and External Relations reported that future potential avenues were being examined.

Resolved - that the presentation by the Head of Fundraising on a 5 year plan be noted and the Committee receive a detailed report at its next meeting.

HoF

25/13 FUNDRAISING UPDATE REPORT

The Head of Fundraising submitted a report (paper C) detailing recent fundraising and promotional activities and future plans and fundraising events.

Resolved - that the report be received and noted.

HoF

26/13 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper D which provided an update on the accounts of the Charity for the period ending 28 February 2013 and also provided an update on the general purposes fund and other items of general information and answered questions thereon.

Resolved - that the report be noted and received.

CFL

27/13 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

28/13 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved - that the items referenced under Minute 19/13 be recommended onto the Trust Board for formal approval.

CFL

29/13 **DATE OF NEXT MEETING**

Resolved – that the next meeting of the Charitable Funds Committee will be held on Friday 17 May 2013 from 2pm in the Large Committee Room, Leicester General Hospital.

Meeting closed at 15.53pm.

Cumulative Record of Members' Attendance (2012-13 to date):

Name	Possible	Actual	% attendance
P Burlingham *	4	2	50%
T Diggle *	4	4	100%
M Hindle	4	4	100%
K Jenkins	4	4	100%
M Lowe-Lauri	1	1	100%
P Panchal	4	3	75%
A Seddon	4	3	75%
N Sone *	4	4	100%
S Ward *	4	3	75%

* non-voting members

Alan R Harvey
Interim Trust Administrator