

Trust Board Paper CC

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 26 September 2013

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr P Panchal, Non-Executive Director

DATE OF COMMITTEE MEETING: 13 September 2013

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

- Meeting was inquorate therefore all items are for recommendation.

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR NOTING BY THE PUBLIC TRUST BOARD:

- None

DATE OF NEXT COMMITTEE MEETING: 15 November 2013

P Panchal, Non-Executive Director
20 September 2013

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF AN INQUORATE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 13 SEPTEMBER 2013 AT 2PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY

Present: Mr P Panchal – Non-Executive Director (Acting Chair)
Mr T Diggle – Head of Fundraising
Dr P Spiers – Chair of the Medical Equipment Executive
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Marketing and Communications

In Attendance: Mr P Burlingham – Patient Advisor
Miss C Hughes – Trust Administrator
Mr N Sone – Charity Finance Lead

RECOMMENDED ITEMS

ACTION

41/13 APOLOGIES

Apologies for absence were received from Mr M Hindle, Chairman, Ms R Overfield, Chief Nurse, Ms K Jenkins, Non-Executive Director, Mr A Seddon, Director of Finance and Business Services, Mr J Adler, Chief Executive.

42/13 COMMITTEE MEMBERSHIP

The Committee was invited to consider and approve the proposal for Dr Spiers in his capacity as Chairman of the Medical Equipment Executive, to join as a non-voting, co-opted adviser member of the Committee (for onward recommendation onto the Trust Board in its capacity as Corporate Trustee)

Recommended – that the Trust Board approve the appointment of Dr Spiers to join the Committee as a non-voting, co-opted adviser member.

43/13 MINUTES

Resolved – that the public and private Minutes of the meeting held on 17 May 2013 (paper A refers) be confirmed as a correct record.

44/13 MATTERS ARISING

44/13/1 Matters Arising Report

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 32/13 of 17 May 2013 (regarding Application 4307) be deferred as the Acting Chief Nurse was absent;
- (2) Minute 35/13 of 17 May 2013 (regarding the Committee approach to applications involving staffing resources) The Director of Corporate and Legal affairs reported that the Director of Human Resources had confirmed that any staffing appointments involving the proposed use of charitable funds should first be processed through the normal internal processes before being referred to the Charitable Funds Committee for consideration;
- (3) Minute 23/13 of 15 March 2013 (relating to the Safe Storage for Patients), it was noted that the revised disclaimer had been approved;
- (4) Minute 23/13 of 15 March 2013 relating to the Use of the Molemax Equipment), the Head of Fundraising reported that test screening applications carried out on patients was not yet operational and that application feedback had been approved as part of the application process; and

- (5) Minute 23/13 of 15 March 2013 – the Trust Administrator was requested to remove this item from future Matters Arising Reports presented to the Committee.

Recommended – that (A) the matters arising report (paper B refers), and the additional verbal information provided, be received and noted,

(B) the Acting Chief Nurse be requested to report further in respect of the matter detailed under item (1) at the next meeting of the Charitable Funds Committee in October 2013;

ACN

(C) the Trust Administrator be requested to remove the items detailed under point (6) above in future iterations of the Matters Arising Reports submitted to the Committee.

TA

45/13 REPORT BY THE HEAD OF FUNDRAISING

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

46/13 FUNDRAISING UPDATE REPORT (2)

Members received and noted the contents of paper 'D' which updated the Committee on progress to plan. The Head of Fundraising asked the Committee to note that the Charity would be relocating from the currently location at Hospital Close.

Recommended – that the contents of the report, and the additional verbal information provided, be received and noted.

47/13 BEREAVEMENT ROOM AT LGH (3)

The Head of Fundraising presented paper 'E', which updated the Committee on the plan to create a new Bereavement Room at the Leicester General Hospital.

A discussion took place around the need for a facility for expectant mothers to give birth and grieve for their lost child away from born babies. Cultural sensitivity of the room was further discussed and it was noted that costings and time scales had been assessed.

A general discussion took place on the issue of miscarriage/repeated miscarriage and training for staff around the topic and it was noted that this would need to be further reviewed.

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

(B) the Director of Marketing and Communications be requested to take forward the issue of staff training for patients experiencing miscarriage/repeated miscarriage – in particular around the terminology used.

DMC

48/13 FINANCE AND GOVERNANCE REPORT (4)

The Charity Finance Lead presented paper 'F', which provided an update on the financial position of the Charity for the period ending 31 July 2013. It also provided an update on the General Purpose Fund and other items of general information.

In discussion on this report, it was agreed that the Director of Corporate and Legal Affairs would contact KPMG (as the Charity's External Auditor) to request that reports were

received in a timely manner.

Further discussion took place about the Charity finance charges and following discussion, it was agreed to recommend the increase in Charity finance charges as set out in the report.

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

(B) the Director of Corporate and Legal Affairs be requested to contact KPMG to request that (charitable) reports are received in a timely manner,

DCLA

(C) the increase in Charity finance charges as set out in the report be approved

(D) the list of companies in which Casenove invest be noted, and

(E) the information set out in the report in respect of loss provision be noted.

49/13 ITEMS FOR APPROVAL (5)

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

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 12 inclusive);

- i. application APP4506 (appendix 4 refers) was an application for £21,165 from the cardio-respiratory equipment fund for the provision of a Somosite Ultrasound machine to aid the insertion of central vascular access lines. This application had the approval of the medical equipment panel and Divisional Manager. There were sufficient funds within the cardio-respiratory equipment fund to support this – members approved this application,
- ii. application APP4509 (appendix 5 refers) was an application for £44,786 from the cardio-respiratory equipment fund for the provision of a portable ultrasound machine for use with the pleural disease patients to allow for enhanced imaging. This application had the approval of the medical equipment panel and the Divisional Director. There were sufficient funds within the cardio-respiratory equipment fund to support this– members approved this application,
- iii. application APP4529 (appendix 6 refers) was an application for £20,220 from General Purpose funds to support the Putting People First initiative. This request received from the Head of Nursing was to fund three events, one event per division, working with an external company to facilitate a cultural shift across the organisation leading to a patient – led culture. The “Putting People First” initiative was supported by the Chief Executive, Trust Board and Acting Chief Nurse – members approved this application,
- iv. application APP4549 (appendix 7 refers) was an application for £206,000 from the RVS fund (previously WRVS) for the continuation of support to the volunteer services for a further 3 year period. The bid included the Buggy and Volunteer Coordinator posts and purchase and repair of the buggies at the LRI and LGH. The RVS fund currently had £147,000 available. Assuming income continued to be received at the current rate (£88,000 per annum,) sufficient funds would be received over the 3 year period to fund this application. This application had the approval of the Divisional Manager – members approved this application,
- v. application APP4572 (appendix 8 refers) was an application for £9,018 from General Purpose funds to continue to support Radio Gwendolen for a further 3 year period including all licensing fees and expenses – members approved this application,
- vi. application APP4579 (appendix 9 refers) was an application for £24,000 from General Purpose funds for equipment and furnishings for the refurbished discharge lounge at the LRI to enhance the patient experience. This application had the approval of the Divisional Manager – members approved this application,
- vii. application APP4580 (appendix 10 refers) was an application for £2,558 from

General Purpose funds to purchase I pads for the patient experience team to enable direct feedback from patients to be collated in an easy and efficient manner. This application had the approval of the Divisional Manager. Members approved this application in principle with the caveat that The Charity Finance Lead provide clarification on current systems for patient feedback collation to the Trust Board,

- viii. application APP4584 (appendix 11 & 12) was an application for £27,569 from General Purpose funds to fund the setting up of a video conferencing system to enable Cardiac Consultants to be able to view HD images of patients without the need to travel to other hospitals. This application had the approval of the Divisional Manager. There were currently insufficient funds within the cardiac charitable funds to be able to fund this and therefore funding is sought from General Purpose funds – members approved this application in principle however asked for the application to be resubmitted to the Committee following clarification of running costs and savings.

Recommended – that (A) the contents of paper ‘G’, the items in appendices 4 to 12 of the report be received and noted,

(B) applications 4506, 4509, 4529, 4549, 4572, and 4579 be approved,

(C) the Charity Finance Lead be requested to seek further information in respect of application 4584, prior to seeking approval of this application via the Trust Board, and

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(D) the Charity Finance Lead be requested to seek further information in respect of application 4580 prior to re-submission to the Charitable Funds Committee for approval.

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50/13 REPORT BY THE CHARITY FINANCE LEAD

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

51/13 ANY OTHER BUSINESS

Recommended- that there were no further items of business.

52/13 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Recommended- that there were no further key issues to draw to the attention of the Trust Board

53/13 DATE OF NEXT MEETING

Recommended – that the next meeting of the Charitable Funds Committee be held on Friday 15 November 2013 from 2.00pm in the Large Committee Room, Leicester General Hospital.

The meeting closed at 4.00pm.

Cheryl Hughes
InterimTrust Administrator