


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: 28 February 2013

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle

DATE OF COMMITTEE MEETING: 18 January 2013

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

- Charity Accounts and Annual Report (Minute 1/13 refers – as submitted to and endorsed by the Trust Board on 31 January 2013), and
- Items for Approval over the Charitable Fund Committee's delegated limit (Minute 2/13 refers).

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

None.

DATE OF NEXT COMMITTEE MEETING: 15 March 2013

Mr M Hindle
22 February 2013

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 18 JANUARY 2013 AT 2.00PM IN THE LARGE COMMITTEE ROOM, LEICESTER GENERAL HOSPITAL

Present: Mr M Hindle – Trust Chairman (Chair)
Mr J Adler – Chief Executive
Ms K Jenkins - Non-Executive Director
Mr P Panchal – Non-Executive Director

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

RECOMMENDED ITEMS

ACTION

1/13 CHARITY ACCOUNTS AND ANNUAL REPORT

The Charity Finance Lead submitted paper 'H', which presented the audited annual accounts (appendix 1), Trustee's annual report (appendix 2) and Letter of Representation (appendix 3) for the Leicester Hospitals Charity for the year ending 31 March 2012. Members were informed that KPMG had yet to sign off the accounts, although the reason for the delay was not known, and it was agreed that the Director of Corporate and Legal Affairs would discuss this matter with KPMG.

DCLA

The Committee approved the Charity Annual Reports and Accounts, and recommended them onto the Trust Board for formal approval.

Resolved - :

(A) that the Charity's Annual Reports and Accounts be approved for onward transmission to the Trust Board, and

CFL

(B) that the Director of Corporate and Legal Affairs be requested to discuss with KPMG the reason for the delay in signing off the accounts.

DCLA

2/13 ITEMS FOR APPROVAL REPORT

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

Appendix 1 to the report detailed applications totalling £298,703 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).

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

- (i) application 3747 (appendix 4 refers) was an application for £21,066 from CFB and LRE funds for development of a Virtual Ward for the Acute Division to be used for training purposes. In view of the potential for income generation arising from the project, the Committee discussed whether a loan would be more appropriate. Further to debate, the Committee determined to refer the application to Executive Team for a strategic view of the applications merits.
- (ii) application 4187 (appendix 5 refers) was an application for £3,000 from the general purpose fund toward conference costs in respect of the health needs

and experiences of the LGB&T community. In considering the request the Committee were mindful that matters of this nature were more appropriately funded from core funding, but determined to defer the application pending further information to determine the appropriateness of utilising charitable funding in this instance.

- (iii) Application 4195 (appendix 6 refers) was an application for £9,168 from the general purpose fund for the purchase of high backed chairs for all waiting areas in the Central Outpatients Department at LGH. Approved by the Committee.
- (iv) Application 4200 (appendix 7 refers) was an application for £26,000 from the Patients / Staff / Research to fund the salary of the Buggy Coordinator to oversee the continued use of buggies at all three sites. Approved by the Committee.
- (v) Application 4217 (appendix 8 refers) was an application for £12,372 from the patients fund for various electrical and other works to enable the fixing of televisions with secured remotes in ward 10. Approved by the Committee.
- (vi) Application 4252 (appendix 9 refers) was an application for £24,950 from the CFB fund the development of an ECMO training system to facilitate ECMO simulation. Approved by the Committee.
- (vii) Application 4305 (appendix 10 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 committee noted the potential for income generation but as the applicant had been unable to attend, the Committee deferred consideration off the application.
- (viii) Application 4340 (appendix 11 refers) was an application for £14,828 from the patients fund for the purchase of an Olympic 6000 Cerebral Function Monitor for managing sick born infants looked after within the neonatal service. Approved by Committee.
- (ix) Application 4349 (appendix 12 refers) was an application for £24,000 from the patients fund for the purchase of a radiofrequency ablation controller device to assist in the delivery of a Bronchial Thermoplasty clinical service. The applicant was present and answered questions from Committee members. Approved by the Committee.
- (x) Application 4307 (appendix 13 refers) was an application for £27,279 from the Lord Mayors Stroke Appeal toward specific fundraising initiatives for Stroke. Approved by Committee. Committee deferred pending further information.

In considering application 3747 the Committee considered whether it was appropriate for the Committee to examine the formulation of a statement of Intent for the use of the charitable funds. It was agreed that the Director of Corporate & Legal Affairs be asked to examine whether this would be beneficial to the outcomes of the charity.

The Committee also received notification from WRVS that it was proposing to make a gift of £35,000 to UHL, subject to the WRVS and Charity Commissions audit requirement of receiving a record as to how the funds would be used. This matter would be dealt with by the Head of Fundraising.

Recommended - _:

(A) that the contents of paper 'I' and the items in appendices 1 and 2 of the report be received and noted;

(B) that applications 4195, 4217, 4252, 4340 and 4349 be approved;

(C) that application 4200 be recommended onto the Trust Board for formal approval (due to its value being over the Charitable Funds Committee's delegated authorisation limit of £25,000),

CFL

(D) that application 3747 (appendix 4 refers) be referred to the Executive Committee for a strategic view on the nature of the application;

CFL

- | | |
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| (E) that application 4187 (appendix 5 refers) be deferred to the next meeting pending further information on the nature of the application; | CFL |
| (F) that application 4305 (appendix 10 refers) be deferred to the next meeting to enable the applicant to attend the meeting; and | CFL |
| (G) that application 4307 (appendix 13 refers) be deferred pending further information. | CFL |

RESOLVED ITEMS

ACTION

3/13 APOLOGIES

Apologies: An apology for absence was submitted by Mr A Seddon – Director of Finance and Business Services.

4/13 MINUTES

Resolved - that the public and private Minutes of the meeting held on 14 September 2012 (Papers A and A1 refer) be confirmed as correct records subject to the Director of Corporate and Legal Services facilitating a qualitative provision of safe storage for patients in the light of actions undertaken in other trusts and report back.

DC&LA

5/13 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:

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| (1) Minute 43/12 (Charity Investment Managers). The Committee requested that the Charity Finance Lead invite Cazenove to attend the March meeting of the Committee; | CFL |
| (2) Minute 47/12/1 (Innovation Awards/Next PLC). The Committee requested that the Director of Finance and Business Services submit a report to the next meeting detailing how Next PLCs support may be tied in with other innovation awards through the Research and Development Department; | DF&BS |
| (3) (Minute 47/12/1 (Fundraising relationship development). Noted that the matter still being examined and it may be that other solutions than the database originally proposed may exist and these were being explored. Agreed that the Head of Fundraising and Director of Communications and External Relations submit an update report to next meeting; | HoF /
DC&ER |
| (4) Minute 48/12 (Dementia Strategy). The Chief Executive reported that this matter had been discussed by the Executive Team and would be dealt with in line with investment in CQUIN. | |

Resolved - :

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|--|-----------------------|
| (A) That the contents of paper B and the additional information provided at the meeting, as referenced above, be received and noted; and | CFL/
DFBS/ |
| (B) That the officers delineated in the action column undertake the actions outlined at points (1) – (3) above and report back as required. | HoF/
DCER |

6/13 PROPOSAL TO REVISE THE REGULATION OF NHS CHARITIES

The Director of Corporate and Legal Affairs presented paper C which briefed the Committee on the Department of Health (DoH) consultation on proposals to revise the regulation of NHS charities. The DoH was seeking views on proposals to revise the current governance arrangements of NHS charities by removing regulation by ministers and

allowing a more independent approach. The paper detailed the DoH preferred models and options which, if agreed could lead to revised charitable status being in place from April 2014, subject to the success of UHLs Foundation Trust application.

In considering the DoH draft models and options for change the Committee noted that the proposals would assist in overcoming current issues regard to conflicts of interest. However, the Committee considered that the Charitable Object of CFC should be reviewed to ensure they were aligned with the Trusts Strategic Priorities and Ambition. The Committee was of the view that the proposals were a positive step for the Charity and that as such the principles of the DoH review should be supported and that progress should be kept under review.

Resolved - :

(A) that the DoH proposals be welcomed and supported in principle and the Committee keep developments under review; and

(B) that the Director of Corporate and Legal Affairs review the Charity's charitable objects to ensure that they were aligned with the Trusts strategic priorities and ambition.

DC&LA

7/13 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.

8/13 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.

9/13 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.

10/13 OUR SPACE APPEAL

Further to minute 51/12 of 14 September 2012, the Head of Fundraising presented paper E which updated the Committee on the progress of the Our Space Appeal project.

It was noted that the Appeal had been very successful and the new unit was now open. To date the Charity had raised £1.1 million against a target of £1.15 million. Analysis of income over the course of the appeal and pledges of support still to be received suggests that by the end of March 2013 the project will have an estimated shortfall of £6000. A full financial schedule was submitted.

Resolved - that the report be noted and received.

11/13 FUNDRAISING UPDATE – REVIEW OF 2012

The Head of Fundraising submitted a report (paper F) detailing the achievements of the fundraising team during 2012, in particular the achievements of specific fundraisers, and also presented future plans and fundraising events.

Resolved - that the report be received and noted.

12/13 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.

13/13 REPORT BY THE HEAD OF FUNDRAISING (5)

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.

14/13 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper G which provided an update on the accounts of the Charity for the period ending 31 December 2012 and also provided an update on the general purposes fund and other items of general information.

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

15/13 ITEMS FOR APPROVAL

15/13/1 Caring at its Best – Update on Actions and Expenditure

Members received and noted the contents of paper 'J', which reported on the success of the Caring at its Best Awards evening 2012, and the Committee agreed to support the request for continued funding to the value of £18,144 in 2013 in order to be able to continue with the Awards activity.

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

(B) support be given to the continued funding of the Caring at its Best Awards in 2013 to the value of £18,144.

16/13 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

17/13 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved - that the items referenced under Minutes 1/13 and 2/13 be recommended onto the Trust Board for formal approval.

CFL

18/13 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee will be held on Friday 15 March 2013 from 2pm in the Large Committee Room, Leicester General Hospital.

Meeting closed at 15.52pm.

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

Name	Possible	Actual	% attendance
P Burlingham *	3	1	33%
T Diggle *	3	3	100%
M Hindle	3	3	100%
K Jenkins	3	3	100%
M Lowe-Lauri	1	1	100%
P Panchal	3	2	67%
A Seddon	3	2	67%
N Sone *	3	3	100%
S Ward *	3	2	67%

* non-voting members

Alan R Harvey
Interim Trust Administrator