

Trust Board Paper HH

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST
REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 24 April 2014

COMMITTEE: Charitable Funds Committee
CHAIRMAN: Mr P Panchal, Non-Executive Director
DATE OF COMMITTEE MEETING: 14 April 2014

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

- Inquorate items (Minutes 12/14, 13/14, 14/14 and 15/14)
- Items for Approval (Minute 16/14 refers) – specifically application numbers 4949, 4952, 4892 and 4893 due to their value being over the Charitable Fund Committee’s delegated authorisation limit of £25,000.

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

- None

DATE OF NEXT COMMITTEE MEETING: 9 June 2014

P Panchal, Non-Executive Director
16 April 2014

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A PART-INQUORATE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON
MONDAY 14 APRIL 2014 AT 3PM IN THE ASH ROOM, KNIGHTON STREET OFFICES,
LEICESTER ROYAL INFIRMARY**

** asterisked items were inquorate*

Present: Mr P Panchal – Non-Executive Director (Chair)
Mr R Kilner – Acting Trust Chairman
Ms R Overfield – Chief Nurse (excluding Minutes 12/14 – 15/14 inclusive)

In Attendance: Mr P Burlingham – Patient Adviser
M T Diggle – Head of Fundraising
Mr P Hollinshead – Interim Director of Financial Strategy
Mr N Sone – Charity Finance Lead
Dr P Spiers – CMG Director, ITAPS
Ms H Stokes – Senior Trust Administrator
Mr M Wightman – Director of Marketing and Communications

RECOMMENDED ITEMS

ACTION

*** 12/14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr S Ward, Director of Corporate and Legal Affairs and Ms K Jenkins, Non-Executive Director.

The Committee Chair welcomed Mr R Kilner, Trust Acting Chair to the meeting.

*** 13/14 MINUTES**

Recommended – that the Minutes of the 3 February 2014 Charitable Funds Committee meeting be confirmed as a correct record.

*** 14/14 MATTERS ARISING FROM THE MINUTES**

Members reviewed the matters arising report at paper B, which covered both the immediately preceding and historic Charitable Funds Committee meetings. Specific discussion took place in respect of the following items:

(a) Minute 1/14 – it was agreed to clarify this issue to members outside the meeting (confirmation that the funding within previously-approved application 4836 [Women's and Children's CMG] was not being used for health and safety issues);

CFL

(b) Minute 1/14 – the resource needed to enable restructuring of the approvals report (to mirror the new CMG structure) was close to being agreed;

(c) Minute 1/14 – the Director and General Manager, Women's and Children's CMG had acknowledged the business case issues within application 4550 and had agreed to ensure that all appropriate issues were covered in future submissions;

(d) Minute 1/14 – a reserve was included in the 2014-15 financial plan for non-capital items below £5000 – the plan was being reported accordingly to the April 2014 Trust Board. The Committee welcomed this approach, noting the challenges faced by staff to fund small equipment items below the £5000 capital threshold. The Interim Director of Financial Strategy emphasised that an appropriate prioritisation process would still apply when considering such bids;

(e) Minute 4/14 – the review of progress against historic Charitable Funds Committee actions would be pursued outside the meeting;

**HoF/
CFC
CHAIR**

(f) Minute 4/14 – KPMG had confirmed that its audit of UHL’s charitable funds accounts would be in sufficient time to observe the accounts deadline;

(g) Minute 5/14 – discussions on contacts with Leicester community groups would take place outside the meeting. The Charitable Funds Committee Chair noted the need for further consideration on how to link the charity into events such as the festival of Eid;

CFC
CHAIR/
HoF

(h) Minute 8/14 – a report on individual fund balances and movements over the last 12 months and the status of any spending plans by fund, would be presented to the June 2014 Charitable Funds Committee, and

CFL

(i) Minute 47/13 of 13 September 2014 – in response to a query from the Patient Adviser, the Head of Fundraising outlined his discussions with the Lead Matron for Leicester’s Baby Loss Appeal re: the further training available for staff when dealing with women experiencing miscarriage or stillbirth. The Committee Chair suggested that further information on this training could be sought from the Chief Nurse outside the meeting.

CN

Recommended – that the discussion above and any associated actions, be noted and progressed by the appropriate lead.

ALL

* 15/14 **FUNDRAISING UPDATE**

Paper C outlined both recent and planned future fundraising activities by Leicester Hospitals Charity, particularly noting a successful bid to the Department of Health for £161,000 for the Baby Loss Appeal. The Head of Fundraising clarified that this money would not appear on the charity’s balance sheet. Staff Lottery numbers were at record levels within UHL, which was also welcomed.

The Head of Fundraising also particularly noted the installation of free wi-fi facilities in all children’s areas across UHL, funded by the charity following a substantial donation from a parent. The wi-fi was provided via Wi-Fi Spark, and the most recent data report indicated that 6400 people had used it within the last month at a cost of £420 per month for 50 points. Members agreed that the usage data was very helpful in light of ongoing discussions re: Trust-wide roll-out of free wi-fi (a further report on which would be discussed by the Executive Team in May 2014). In further discussion, the Acting Trust Chairman suggested clarifying the position re: any Interserve wi-fi provision, with the Chief Nurse.

CN

In response to a query from the Patient Adviser, the Head of Fundraising clarified the nature of the support being provided to the charity team by the external fundraising team mentioned in paper C. This was a pragmatic interim solution pending clarity on where the Trust’s team would be based in future, and he confirmed that a flat fee was being paid rather than a results-based arrangement. The external team was working on certain specific projects, and had a good track record.

Recommended – that (A) the fundraising update be noted, and

(B) the Chief Nurse be requested to confirm the position re: any potential Interserve wi-fi provision, outside the meeting.

CN

16/14 **ITEMS FOR APPROVAL**

Paper H listed the grant applications being presented for Charitable Funds Committee approval, and confirmed that all bids had been initially reviewed by the charitable funds team to ensure that they were affordable, fell within the scope of the funds, and had been appropriately authorised by the fund holders. Any applications of £25,000 or more from either general purpose or restricted funds would require Trust Board approval as above the Charitable Funds Committee’s delegated limits for approval. Appendix 1 of paper H detailed the applications (totalling £165,762) approved by the Charity Finance Lead in line with the scheme of delegation and which did not therefore require approval by the Charitable Funds Committee. Appendix 3 of the report detailed applications which had

been rejected.

Following due consideration of the applications presented for approval, the Charitable Funds Committee:-

- (i) **approved application 4887** for £1,726 from the General Purposes Fund, for bereavement room furniture at the Glenfield Hospital;
- (ii) **approved application 4921** for £809 from the General Purposes Fund for privacy screens at the Glenfield Hospital outpatients department;
- (iii) **approved application 4928** for £690 from the General Purposes Fund for a national nurses' conference. In response to a query from the Acting Trust Chairman, the Interim Director of Financial Strategy confirmed that it was acceptable for travel/conferences to be charitably funded where appropriate;
- (iv) **approved (subject to confirmed support from the Chief information Officer) application 4946** for £21,703 from the Lord Mayor's Appeal Fund for capture stroke software. It was agreed to seek confirmation from the Chief Information Officer that he supported the introduction of this software and its fit with UHL's existing IM&T infrastructure; **CFL**
- (v) **approved application 4947** for £1,150 from the Training for Clinical Ethics Committee. The Patient Adviser welcomed the involvement of lay people;
- (vi) **approved application 4948** for £10,245 from the Women's and Children's Fund for viewing screens in antenatal services;
- (vii) **approved (for recommended Trust Board support) application 4949** for £25,170 from the General Purposes Fund for funding the Caring at its Best staff awards 2014. The Head of Fundraising confirmed that sponsorship was also being sought for this event, with £5000 secured to date. Charitable funds support was needed, however, as sponsorship could not be guaranteed. Dr P Spiers, ITAPS CMG Director, suggested also holding a raffle at the event; **CFC CHAIR**
- (viii) **approved (for recommended Trust Board support) application 4952** for £163,747 from the General Purposes Fund for the funding of a meaningful activities service. Members emphasised their support for this service and reiterated their concern that this was not mainstream funded, and at the fact that the contract was only for a further 12 months. In response to comments from the ITAPS CMG Director, members noted that the Trust's older persons' strategy would be discussed at the May 2014 Trust Board. In response to a query from the Patient Adviser query, the Chief Nurse advised that the 7 staff within the meaningful activities service covered at least 10 wards across all 3 UHL sites. The Committee Chair suggested that a partnership approach with older persons' charities would be useful, in terms of accessing potential training monies; **CFC CHAIR**
- (ix) **approved (for recommended Trust Board support, and subject to the following comments) application 4892** for £49,944 from the General Purposes Fund for an LiA scheme relating to Hot Boards for every ward. Although supporting the overall cost envelope, the Charitable Funds Committee requested that the Chief Nurse consider any other potential alternatives to hot boards, which might deliver the same outcomes. In response to a query from the Charitable Funds Committee Chair, the Chief Nurse clarified that the bid had been unable to be approved through the LiA capital route as it was not for capital purposes; **CFC CHAIR**
CN
- (x) **approved (for recommended Trust Board support) application 4893** for £36,447 from the General Purposes Fund for an LiA scheme relating to adaptable crockery and cutlery. As with application 4892 above, this was not appropriate for capital funding and there was no LiA revenue fund, and **CFC CHAIR**
- (xi) **approved application 4894** for £10,800 from the General Purposes Fund for an LiA scheme relating to protected meal time pop-ups.

Paper H also sought Charitable Funds Committee retrospective approval for the 2014-15 renewal of the following Trust insurances funded from charitable funds: (1) Directors' and Officers' Liability and Crime (£5,777) thus protecting charitable Trustees, and (2) Group Personal Accident (£9,714.90). The report clarified that under HSC1999/021, UHL was not permitted to use exchequer funds to fund (2), which had therefore been charitably funded

since UHL's inception. The Committee endorsed the renewal of both policies from 1 April 2014 and their funding from general purpose charitable funds.

CFC
CHAIR

Recommended – that (A) the approvals report at paper H be noted;

(B) (noting any issues outlined below) the applications at points (i) – (xi) above be approved, with specific applications 4496, 4550, 4675, 4686, 4837 and 4838 be approved;

ALL

(C) further to (B) above, applications 4949, 4952, 4892 and 4893 be recommended onto the Trust Board for formal approval (due to their value being over the Charitable Funds Committee's delegated authorisation limit of £25,000);

CFC
CHAIR

(D) further to (B) above, confirmation be sought from the Chief Information Officer of his support for application 4946 (CaptureStroke software);

CFL

(E) further to (B) above, the Chief Nurse be requested to explore other potential alternatives to hot boards within the overall supported cost envelope for application 4892 (£49,944), and

CN

(F) retrospective Charitable Funds Committee approval be given to the renewal and charitable funding of the following insurance policies from 1 April 2014 – 31 March 2015:-

CFC
CHAIR

- Directors' and Officers' Liability and Crime - £5,777, and
- Group Personal Accident - £9,714.90.

RESOLVED ITEMS

ACTION

17/14 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.

18/14 PROPOSALS FOR A LEICESTER HOSPITALS CHARITY ANNUAL GENERAL MEETING (AGM)

Arising from a suggestion by the Interim Director of Financial Strategy, paper E outlined proposals for a potential Leicester Hospitals Charity AGM – if supported in principle, a more detailed report would be presented to the June 2014 Charitable Funds Committee. In addition to raising the profile of the charity, the AGM would be used to present the charity's annual report and financial accounts, and was provisionally scheduled for October 2014 to reflect the accounts timetable and avoid clashing with UHL's own Trust Annual Public Meeting. In discussion on the proposals, the Charitable Funds Committee:-

HoF

- (a) supported the principle of holding a Leicester Hospitals Charity AGM;
- (b) agreed (following consideration) that it would be preferable not to hold the charity AGM and UHL's APM on the same day;
- (c) noted the significant attendance levels at similar events run by other hospitals for their charities, and
- (d) agreed the importance of inviting people who had donated and also those who had benefited from donations, to raise awareness of the work of the charity. Members further suggested inviting teams who might be thinking of applying for funding from Leicester Hospitals Charity (where this was known – eg potentially through the LiA workstreams), and also potential donors who had not previously made contributions.

Resolved – that the proposal to hold a Leicester Hospitals Charity AGM be supported in principle, with a further detailed report to be considered at the 9 June 2014 Charitable Funds Committee.

HoF

19/14 REPORT BY THE CHARITY FINANCE LEAD

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

20/14 USE OF CHARITABLE FUNDS WITHIN THE 2014-15 CAPITAL PROGRAMME

The Interim Director of Financial Strategy advised members verbally that the 2014-15 capital programme (approximately £35m) assumed approximately £300,000 for donated funds to buy capital equipment.

Resolved – that the position be noted.

21/14 REPORT BY THE CHARITY FINANCE LEAD (2)

Resolved – that this Minute be classed as confidential and taken in private accordingly on the grounds of commercial interests.

22/14 ANY OTHER BUSINESS

There were no items of any other business.

23/14 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that the issues in confidential Minutes 19/14 and 21/14 above be drawn to the attention of the private Trust Board on 24 April 2014.

CFC
CHAIR

24/14 CHARITABLE FUNDS COMMITTEE MEETING DATES 2014

Resolved – that the next Charitable Funds Committee be held on Monday 9 June 2014 from 10.30am – 1pm (venue to be confirmed) and

TA

(B) remaining Charitable Funds Committee 2014 meeting dates be circulated to members-

The meeting closed at 4.12pm.

Cumulative Record of Members' Attendance (2014-15 to date):

Name	Possible	Actual	% attendance
P Panchal (Chair)	1	1	100
P Burlingham *	1	1	100
T Diggle *	1	1	100
P Hollinshead*	1	1	100
K Jenkins	1	0	0
R Overfield	1	1	100
N Sone *	1	1	100
P Spiers *	1	1	100
M Wightman*	1	1	100
S Ward *	1	0	0
R Kilner	1	1	100

* non-voting members

Helen Stokes - **Senior Trust Administrator**