

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD**

**DATE OF TRUST BOARD MEETING: 30 October 2014**

**COMMITTEE: Charitable Funds Committee**

**CHAIRMAN: Mr P Panchal, Non-Executive Director**

**DATE OF COMMITTEE MEETING: 15 September 2014**

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

- The Trust Board are invited to endorse all recommendations.

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

- None

**DATE OF NEXT COMMITTEE MEETING: 17 November 2014.**

**P Panchal, Non-Executive Director  
24 October 2014**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF A PART-INQUORATE\*\* MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON  
MONDAY 15 SEPTEMBER 2014 AT 11AM IN THE LARGE COMMITTEE ROOM,  
LEICESTER GENERAL HOSPITAL**

***\*\* inquorate items are therefore recommended***

**Present:** Mr P Panchal – Non-Executive Director (Chair)  
Col (Ret'd) I Crowe – Non-Executive Director (up to and including Minute 43/14)  
Mr S Sheppard – Acting Director of Finance

**In Attendance:** M T Diggle – Head of Fundraising  
Mr M Khan – Consultant Urological Surgeon (for Minute 43/14)  
Ms L Napier – Cazenove Investment Managers (for Minute 55/14)  
Mr N Sone – Charity Finance Lead  
Mr P Spiers – Chairman of the Medical Equipment Executive (MEE)  
Ms H Stokes – Senior Trust Administrator  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Marketing and Communications

**RECOMMENDED ITEMS (\*\* denotes inquorate items)**

**ACTION**

**41/14 LEICESTER HOSPITALS CHARITY ACCOUNTS AND ANNUAL REPORT 2013-14**

Paper D presented the 2013-14 audited accounts for Leicester Hospitals Charity, the Trustee's annual report, and the letter of representation for Charitable Funds Committee endorsement and recommendation on for Trust Board approval (as Corporate Trustee). However, it was noted that the ISA 260 report had not yet been received from the Auditors, which was also required for Trust Board approval – it was agreed to chase this accordingly. In response to a query from the Charitable Funds Committee Chair, it was confirmed that the charity's accounts and annual report 2013-14 would then also be presented to the Leicester Hospitals Charity AGM on 9 October 2014, following Trust Board approval on 25 September 2014 (subject to receipt of the ISA 260 as outlined above).

CFL/  
DCLA

**Recommended** – that (A) subject to receipt of the ISA 260 report from Auditors, the Leicester Hospitals Charity 2013-14 final accounts, annual report and letter of representation be endorsed and recommended for Trust Board approval on 25 September 2014, and

CFC  
CHAIR

(B) receipt of the ISA 260 report be chased accordingly.

CFL/  
DCLA

**42/14 SPENDING PLANS/FUTURE SIZE AND STRUCTURE OF UHL CHARITABLE FUNDS\*\***

Paper E updated members on progress in reviewing the structure of the Charity's funds and on the production of future spending plans. The overall thrust of the proposal was to reduce the number of funds from 189 to 55 or below (removing any dormant and *de minimus* funds), and to simplify the fund types, whilst ensuring that all funds had a valid purpose which met the current aims of the Charity. If supported by the Charitable Funds Committee then the charitable funds team would meet with CMGs and explain what the proposals meant for their particular areas. The Committee endorsed the proposals as detailed in paper E, and emphasised the importance of dialogue with CMGs to discuss the implications – it was agreed therefore to receive a further update at the November 2014 Charitable Funds Committee, to include detail on how the changes were being implemented and any feedback received. The Acting Director of Finance also suggested contacting R&D colleagues for any 'lessons learned' from their similar exercise some 18 months previously. In response to a query from the Committee Chair, the Charity Finance Lead agreed to confirm the number of UHL's restricted funds outside the meeting, noting that this number was also intended to reduce. It was also agreed to submit a report on the changes to the Executive Team prior to November 2014.

CFL

CFL

ADF

- |   |     |
|---|-----|
| <b><u>Recommended</u> – that (A) the proposals re: the future size and structure of UHL’s charitable funds be endorsed as outlined in paper E, and a report be presented accordingly to the Executive Team for information;</b> | ADF |
| <b>(B) contact be made with R&amp;D colleagues, to learn any appropriate lessons from their recent consolidation of funds;</b>  | CFL |
| <b>(C) a further report on the implementation of the changes be provided to the 17 November 2014 Charitable Funds Committee, and</b>  | CFL |
| <b>(D) the current number of restricted funds be advised to the Charitable Funds Committee Chair outside the meeting.</b>   | CFL |

43/14 **ITEMS FOR APPROVAL \*\***

Paper F outlined the grant applications received since the June 2014 Charitable Funds Committee meeting, noting that all bids received had been pre-reviewed as per current guidelines. The Charity Finance Lead considered that all applications fell within the scope of the funds, were affordable, and had been appropriately authorised by the fund advisers. Applications totalling £275,661 had been approved by the Charity Finance Lead through the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper F.

The Committee then considered the applications presented for approval, as detailed in appendices 4-17 of paper F. Mr M Khan, Consultant Urological Surgeon attended in support of applications 5138, 5139, and 5154 (appendices 9, 10 and 11 respectively). The Committee’s recommendations on the applications were as detailed below:-

- |   |                      |
|---|----------------------|
| (a) applications <b>supported</b> by the Charitable Funds Committee (for onwards approval by the Trust Board as Corporate Trustee):-  | CFC<br>CHAIR/<br>ADF |
| (i) Staff Christmas meal 2014 (appendix 3 of paper F, involving a transfer between unrestricted funds and being a precommitment on UHL’s General Purpose Charitable Fund) – supported up to a maximum cap of £10 spend per head;  |                      |
| (ii) <b>application 5065</b> (LIIPS unit lead) for £24,872 from General Purpose Funds – supported on the basis that it was for a 1-year post;   |                      |
| (iii) <b>application 5078</b> (provision of secure turn patient turners [rotundas] for use in ED and Acute Medicine clinical areas) for £1007.88;   |                      |
| (iv) <b>application 5090</b> (purchase of 10 i-Pads and lockable cases to enable patients to complete the Patient Reported Outcome Measures independently) for £4553.08 – supported in principle, subject to receiving confirmation that the purchase of i-Pads was justified (exploring therefore cheaper alternatives) and fitted with UHL’s overall IM&T strategy (that confirmation to be provided outside the meeting);  | CFL                  |
| (v) <b>application 5138</b> (cryoprobe for performing transperineal template prostate biopsies) for £13,500 – supported on the understanding that half the money being requested was being funded by ProstAid. It was also agreed that this bid would be reviewed at the Medical Equipment Executive on 17 September 2014, thus providing additional assurance to the Charitable Funds Committee that the purchase aligned with UHL’s overall equipment strategy;                         | MEE<br>CHAIR         |
| (vi) <b>application 5139</b> (TRUS probe) for £13,500 – noting that this bid would also be reviewed by the supported on the understanding that half the money being requested was being funded by ProstAid. As with application 5138 above, it was agreed that this bid would be reviewed at the Medical Equipment Executive on 17 September 2014, thus providing additional assurance to the Charitable Funds Committee that the purchase aligned with UHL’s overall equipment strategy; | MEE<br>CHAIR         |
| (vii) <b>application 5154</b> (urology ultrasound machine to treat kidney stones) for £37,150 – noting that this bid would also be reviewed by the Medical Equipment Executive on 17 September 2014, thus providing additional assurance to the Charitable Funds Committee that the purchase aligned with UHL’s overall equipment strategy;   | MEE<br>CHAIR         |
| (viii) <b>application 5157</b> (bedside tables and lockers for LRI wards 17 and 18) for   | CFL                  |

£27,643.80 – supported subject to further confirmation on the costs, which the Committee considered were expensive. It was approved on the basis that the funding was sourced from an appropriate CMG fund rather than General Purposes;

(ix) **application 5158** (vernacare commodes with pulp liner to promote independence) for £2,985;

(x) **application 5160** (upgrade of changing cubicles in the LRI outpatients department) for £8454.30 – noting a query from the Charitable Funds Committee Chair on whether Same Sex Accommodation breaches affected any other areas of the Trust;

(xi) **application 5040** (GE iDXA Advance with corescan) for £94,140 – this application addressed the queries raised at the June 2014 Charitable Funds Committee (Minute 37/14 refers);

(xii) **application 4419** (refurbishment of parents' accommodation for the Children's Intensive Care Unit) for £32,700 [retrospective approval sought for the remaining balance of expenditure which was now available as a result of a donation, and

(b) applications **not supported** by the Charitable Funds Committee:-

(i) **application 5088** (conversion of Sister's office into a medicines/IV drug preparation room and upgrading of an existing storage area into a clinical treatment room, converting current administration area into a new Sister's office and upgrading the existing nurses' station – elective gynaecology service) for £37,806.42 – consideration was deferred to the November 2014 Charitable Funds Committee to enable checking of the costs, which the Committee considered seemed overly expensive;

CFL

(ii) **application 5099** (improvement of office facilities for the Breast Administration Team) for £14088.09 – consideration was deferred to the November 2014 Charitable Funds Committee to enable checking of the costs, which the Committee considered overly expensive, and

CFL

(iii) **application 5159** (pump-priming of a research project to assess a need for a chaplaincy service for non-religious patients) for £38,100 – consideration was deferred to a meeting when the Chief Nurse was present, noting also the need for an impact assessment if this project was approved.

CFL/CN

In general discussion on the bids presented, the Charitable Funds Committee also requested that:-

(1) the Executive Team be advised of the Charitable Funds Committee's views on the need for UHL's core planning process to reflect service developments and related equipment needs, and

ADF/  
DMC

(2) for future reports, the bidding process include confirmation that future estates changes had been appropriately factored in to the bids.

ADF/CFL

**Recommended – that (A) noting the need to address any caveats raised above, applications (a) (i) –(xii) above be supported and recommended for Trust Board approval as Corporate Trustee;**

CF  
CHAIR/  
ADF/CFL

**(B) any caveats/further information sought in respect of supported applications (a) (i)-(xii) above be progressed by the relevant named lead;**

CFL

**(C) the applications in (a) (v), (vi) and (vii) above be reviewed by the Medical Equipment Executive on 17 September 2014 to provide additional assurance to the Charitable Funds Committee;**

MEE  
CHAIR

**(D) consideration of the applications in (b)(i) and (ii) above be deferred to the November 2014 Charitable Funds Committee to review the costs;**

CFL

**(E) consideration of the application in (b)(iii) above be deferred until a Charitable Funds Committee meeting when the Chief Nurse was present;**

CFL/  
CN

**(F) the Executive Team be advised of the Charitable Funds Committee's views on the need for UHL's core planning process to reflect service developments and related equipment needs, and**

ADF/  
DMC

**(G) for future reports, the charitable funds bidding process include confirmation that**

ADF/CFL

future estates changes had been appropriately factored in to the bids.

**44/14 FINANCE AND GOVERNANCE REPORT\*\***

Paper G from the Charity Finance Lead detailed the financial position of the Charity overall and of the General Purpose Fund for the month ending 31 August 2014. Additional legacies totalling £430k had been received, and certain outstanding commitments against the General Purpose Fund were outlined in Minute 43/14 above.

**Recommended – that the finance and governance report be noted.**

**45/14 FUNDRAISING UPDATE\*\***

Paper H from the Head of Fundraising detailed recent fundraising and promotional activities by the Charity, noting that a separate report on the Baby Loss Appeal was covered in Minute 47/14 below. The Head of Fundraising particularly drew members' attention to (i) a legacy bequest of £70k to buy equipment for the Glenfield breast care centre, and (ii) progress on creating a dedicated Leicester Hospitals Charity Headquarters at Belgrave House on the LGH site – 3 additional staff had now been recruited, in addition to an internal promotion to a new post of Legacy Manager. It was hoped to have the expanded charity fundraising team in place by November 2014.

**Recommended – that the fundraising update be noted.**

**46/14 LEICESTER LIFE STUDY\*\***

Further to Minute 29/14 of 9 June 2014, the Head of Fundraising provided a verbal update on his discussions with the UHL Director of R&D re: the Leicester Life Study, noting his view that the timescale was too short for a charitable capital appeal. A Leicester Life Study bid was also now under consideration by the Trust's Capital Monitoring and Investment Committee (CMIC), with a decision anticipated shortly. The Charitable Funds Committee Chair emphasised that no decision on charitable funding (including any charitable loan) could be taken until that CMIC route had been appropriately exhausted – it was agreed to clarify this process issue to the Executive Team accordingly.

DCLA/  
ADF

**Recommended – that the appropriate process for seeking charitable funding/loans be reinforced to the Executive Team.**

DCLA/  
ADF

**47/14 LEICESTER BABY LOSS APPEAL – UPDATE\*\***

A donation of £100k had been received from Leicester City Football Club to support the Baby Loss Appeal – this would enable the 3<sup>rd</sup> element of the appeal to be progressed re: provision of enhanced parent/carer accommodation facilities at the Leicester General Hospital. LCFC had also expressed an interest in supporting a children's physiotherapy gym at the LRI and was now working closely with the Trust accordingly and also considering offering UHL a share of Foxes Foundation fundraising monies at the end of the football season. The Committee welcomed this generous offer and noted the good working relationship being established with the club by the fundraising team.

In discussion, the Charitable Funds Committee noted the need for appropriate communication to enhance the Charity's current and future relationships with potential donors. With regard to the specific issue of family accommodation facilities, the Committee also noted the need to ensure that the Trust's Major Projects Technical Director was appropriately sighted to such capital developments.

HoF/  
DMC

HoF

**Recommended – that (A) an appropriate communication strategy be developed to enhance Leicester Hospitals Charity's relationships with donor families and organisations, and**

HoF/DMC

**(B) UHL's Major Projects Technical Director be sighted to the intended LGH parents' accommodation (in light of the Trust's wider estates strategy).**

HoF

**48/14 PLANNED CHARITABLE APPEAL TO SUPPORT THE NEW DA VINCI ROBOT\*\***

Paper J outlined a proposed charitable appeal to secure additional funding to support the cost of consumables for (up to) the first 50 patients to benefit from the Trust's new Da Vinci robot. As the appeal was being supported by Prostaaid, it would be targeted towards prostate cancer procedures and would aim to raise up to £250k. In response to a query from the Committee Chair, the Acting Director of Finance confirmed that the Da Vinci Robot business case approved by the Trust Board was financially viable – this appeal money would be additional funding over and above that. The Charitable Funds Committee supported the proposed charitable appeal noting, however, the need for appropriately sensitive communication and messaging.

HoF/  
DMC

**Recommended – that the appropriate messaging of this appeal (as now supported by the Charitable Funds Committee) be considered by the Director of Marketing and Communications and the Head of Fundraising.**

HoF/  
DMC

**49/14 LEICESTER HOSPITALS CHARITY AGM – 9 OCTOBER 2014\*\***

Paper K outlined the proposed arrangements for the first Leicester Hospitals Charity AGM on 9 October 2014, the list of invitees for which would be circulated for information. In discussion, the Director of Marketing and Communications commented that he had anticipated a somewhat larger-scale event held off-site (more mirroring the Trust's own APM, for example) rather than the arrangements outlined in the report – this view was echoed by the Charitable Funds Committee Chair, who voiced concern, however, over the ability to change the arrangements at this relatively short notice. It was agreed that the Head of Fundraising and the Director of Marketing and Communications would discuss potential alternative options outside this meeting. If feasible, the Committee Chair noted his support for deferring the event in order to make it more of a showcase for the Charity – in any case the timing might be affected by the availability (or otherwise) of the auditors' opinion on the accounts (Minute 41/14 above refers).

HoF

DMC/  
HoF

**Recommended – that (A) the current list of invitees be circulated to Charitable Funds Committee members for their information, and**

HoF

**(B) discussions be pursued urgently outside the meeting on the scope for a more large-scale and outward facing Charity AGM event on 9 October 2014.**

DMC/  
HoF

**50/14 ANY OTHER BUSINESS\*\***

There was no other business raised.

**51/14 DATE OF NEXT MEETING AND MEETING DATES 2015\*\***

**Recommended – that (A) the next Charitable Funds Committee be held on Monday 17 November 2014 (time to be confirmed), and**

**(B) provisional 2015 meeting dates be circulated based on the same frequency as for 2014.**

STA

**RESOLVED ITEMS**

**52/14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms R Overfield, Chief Nurse, and Mr P Burlingham, Patient Adviser. Discussions continued over a potential new Patient Adviser for the Charitable Funds Committee, which would be pursued outside the meeting by the Committee Chair.

CFC  
CHAIR

**53/14 MINUTES**

**Resolved** – that the Minutes of the 9 June 2014 Charitable Funds Committee meeting be confirmed as a correct record.

**54/14 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, noting that all items currently designated as a '5' rating (complete) would be removed from the log, and that an update on all "ongoing" actions would be agenda'd for the November 2014 Charitable Funds Committee:-

**STA**

(a) **Minute 27/14** of 9 June 2014 – contacts for Leicester community groups would be sent to the Director of Marketing and Communications by the Committee Chair;

**CFC  
CHAIR**

(b) **Minute 27/14a** of 9 June 2014 – confirmation would be sought outside the meeting of whether future wi-fi provision would be by Interserve or IBM;

**CN**

(c) **Minute 27/14b** of 9 June 2014 – a briefing on the training available for staff dealing with patients experiencing miscarriage/repeated miscarriage, would be presented to the November 2014 Charitable Funds Committee;

**CN/HoF**

(d) **Minute 27/14d** of 9 June 2014 – a position statement on the use of charitable funding for training would be presented to the November 2014 Charitable Funds Committee;

**CFL**

(e) **Minute 30/14a** of 9 June 2014 – information benchmarking UHL's comparative position in terms of attracting legacies, would be presented to the November 2014 Charitable Funds Committee;

**HoF**

(f) **Minute 35/14** of 9 June 2014 – the Charity Finance Lead noted that the original 2001 paperwork for the charity's endowments was yet to be located. The value of the endowments was in excess of £1m, and they could be released in consultation with the Charity Commission. The Charitable Funds Committee Chair noted the need to bear this issue in mind during the investment managers' presentation to the Committee today;

(g) **Minute 36/14** of 9 June 2014 – the Charitable Funds Committee Chair would brief the new UHL Chairman on the Committee's discussions about the approach to charitable funds spending plans and investments;

**CFC  
CHAIR**

(h) **Minute 37/14a** of 9 June 2014 – the Paediatric ED bid for i-Pads would be re-presented to the November 2014 Charitable Funds Committee, as the CMG had not yet had time to trial alternatives as requested;

**CFL**

(i) **Minute 7/14** of 14 April 2014 – the issue of longer term funding for the Meaningful Activities Coordinator posts would be discussed at the November 2014 Charitable Funds Committee, and

**CN**

(j) **Minute 2/13** of 18 January 2013 – an update on application 3747 (virtual ward for training purposes) would be provided to the November 2014 Charitable Funds Committee, noting the need to resolve this outstanding issue.

**CFL**

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

**Named  
leads**

**55/14 UPDATE FROM THE CHARITABLE FUNDS INVESTMENT MANAGERS**

Ms L Napier attended from Cazenove Capital Management (investment managers for Leicester Hospitals Charity) to provide an annual update on the performance of the Charity's portfolio and to seek the Committee's views on the investment strategy moving forward. She advised members on the current split of the Charity's portfolio (62% of which was held in equities), the spread of its exposure and the relative risk levels involved, noting

that the current approach involved maximising the return from the Charity's investments in a low risk environment. She confirmed that Cazenove had exceeded the Charity's required 3% cash yield. In discussion on the presentation, the Charitable Funds Committee:-

- (a) queried whether the Charity's exposure to the Asia markets should continue, or whether it would be preferable to have more holdings in the (more lucrative) American market. Members also queried how responsive UHL's portfolio was (eg how quickly its investments could be changed in-year to maximise returns) in reacting to both financial and political developments;
- (b) considered 3 'strategic asset allocation' options as now presented by Cazenove for managing the Charity's portfolio, each involving a varying degree of risk and potential return, and noting that if the 'progressive' risk profile was adopted (option C), the Charity would need to relinquish its current £1m cash requirement. Cazenove recommended certain changes to UHL's existing strategic asset allocation, involving (slight) rises in the levels of UK equities, fixed interest elements, and property holdings. In response to queries raised at the June 2014 Charitable Funds Committee over whether the Charity should seek to increase its property holdings, the Cazenove representative advised that she would not lift the property element above 6%, and noted that Charities should ideally avoid property investments requiring stamp duty payment;
- (c) noted the need for a Trust Board-level discussion on risk appetites in respect of the Charity's investment portfolio. The timing of that discussion would be considered outside this meeting and an update reported accordingly to the November 2014 Charitable Funds Committee (with appropriate input from the incoming Director of Finance).

**DCLA/DF  
/DMC/  
CFC  
CHAIR**

**Resolved – that (A) the annual investment managers' update be noted, and**

**(B) a strategic discussion re: the future nature of UHL's charitable investment portfolio and relative risk appetites, take place with the incoming UHL Director of Finance with a view to reporting to the November 2014 Charitable Funds Committee and then onwards to the Trust Board.**

**DCLA/DF  
/DMC/  
CFC  
CHAIR**

The meeting closed at 1pm.

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

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
P Panchal (Chair)	3	3	100
I Crowe	1	1	100
P Burlingham *	3	1	33
T Diggle *	3	3	100
P Hollinshead*	2	1	50
K Jenkins	2	0	0
R Overfield	3	1	33
S Sheppard	1	1	100
N Sone *	3	3	100
P Spiers *	3	2	67
M Wightman*	3	3	100
S Ward *	3	2	67
R Kilner	1	1	100

\* non-voting members

Helen Stokes - **Senior Trust Administrator**