

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 5 March 2015

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr P Panchal, Non-Executive Director

DATE OF COMMITTEE MEETING: 19 January 2015

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

- All items are recommended as the meeting was Inquorate.

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

- None

DATE OF NEXT COMMITTEE MEETING: 2 April 2015.

**P Panchal, Non-Executive Director
27 February 2015**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF AN INQUORATE* MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON MONDAY
19 JANUARY 2015 AT 2PM IN TEACHING ROOM 2, CLINICAL EDUCATION CENTRE,
LEICESTER ROYAL INFIRMARY**

*** all items are therefore recommended*

Present: Mr P Panchal – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director

In Attendance: M T Diggle – Head of Fundraising
Mr N Sone – Charity Finance Lead
Mrs A Hunte – Interim Trust Administrator
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Marketing and Communications

RECOMMENDED ITEMS

ACTION

01/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P Traynor, Director of Finance; Mrs R Overfield, Chief Nurse; Dr S Dauncey, Non-Executive Director, and Mr M Traynor, Non-Executive Director.

02/15 MINUTES

Recommended – that the Minutes of the 17 November 2014 Charitable Funds meeting be confirmed as a correct record.

03/15 MATTERS ARISING FROM THE MINUTES

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

The following actions be closed and removed from the log as they had either been completed or superseded:

- 17 November 2014 – Minutes 56/14, 57/14b, 57/14c, 57/14e, 60/14a, 57/14e, 60/14a, 63/14, 64/14, 70/14/2
- 15 September 2014 – Minutes 47/14, 51/14, 54/14a, 55/14

TA

The following matters were also progressed by the Committee as stated below:

(a) Minute 56/14a of 17 November 2014 – Charity Finance Lead to provide meeting date outwith the meeting;

CFL

(b) Minute 57/14a of 17 November 2014 – to provide an update on applications 5212 & 5279 at the next Charitable Funds Committee on 2 April 2015;

CFL

(c) Minute 57/14d of 17 November 2014 – to re submit application 5241 to the next Charitable Funds Committee meeting on 2 April 2015;

CFL

(d) Minute 42/14 of 17 November 2014 – to present a report on the new approach to the size and structure of UHL's charitable funds (as now endorsed by the Committee) to the Executive Team to ensure CMG awareness and buy in;

CFL

(e) Minute 60/14 of 17 November 2014 – the Charity Finance Lead provided a brief update advising that the funds were provided as a loan but the demonstration had only recently gone live. Therefore, it was too early to review any income, a report on the repayment of the loan to be presented at the next Charitable Funds Committee;

CFL

(f) Minute 43/14c of 15 September 2014 – Bid 5088 (Women’s and Children’s CMG) – as no re-submission had been received by the Committee a further four weeks would be allowed and then the bid would be removed from the Matters Arising Log if no further updates received;

CFL

(g) Minute 43/14d of 15 September 2014 – as no re-submission had been received by the Committee a further four weeks would be allowed and then the bid would be removed from the Matters Arising Log if no further updates received, and

CFL

(h) Minute 54/14 15 September 2014 – to send contacts for Leicester Community groups to the Head of Fundraising outwith the meeting.

CFC
CHAIR

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

03/15 POLICY FOR ACCESS OF CHARITABLE FUNDS FOR TRAINING PURPOSES

Further to Minute 62/14 of 17 November 2015 paper C outlined a draft policy that detailed Leicester Hospitals Charity’s proposed policy towards funding training for UHL staff. Members of the Charitable Funds Committee were invited to comment.

The Head of Fundraising advised that there was still more work to be done and he had sought collaboration on the policy from Ian Stephens of the Local Education Group today who had offered support with developing the policy. The Committee was supportive of the initial draft proposals.

In discussion, the Director of Marketing and Communication proposed that the fund be centrally managed. The Committee endorsed this approach in principle. It was agreed that the Director of Marketing and Communications liaise with the Head of Fundraising, Director of Corporate and Legal Affairs and Director of Finance and report back thereon to the next meeting of the Committee.

DMC

Recommended – that the Director of Marketing and Communications be requested to liaise with Head of Fundraising, Director of Corporate and Legal Affairs and Director of Finance to progress the concept of a centrally managed fund and report back thereon to the next meeting of the Committee.

DMC

04/15 FRAMEWORK FOR EXPENDITURE OF CHARITABLE FUNDS ON MEDICAL EQUIPMENT

Paper D provided the Committee with an update on progress along with a proposed Framework for Medical Equipment Expenditure through Charitable Funds for which approval from the Committee was sought.

The Charity Finance Lead advised that the current process was confusing, as it was unclear where the funds had been accessed from. The suggested framework in this report would make the process much clearer by identifying what the Trust could afford and whether the equipment was suitable for the Charity criteria. It would stop adhoc applications and provide the ability to prioritise equipment. Whilst the Committee supported the proposed framework in principle, it was recommended that the Charity Finance Lead consult further with the Director of Finance and the new Chairman of the Medical Equipment Executive to progress the Framework for Medical Equipment Expenditure through charitable funds.

CFL

Recommended – the Charity Finance Lead be requested to consult further with the Director of Finance and the new Chairman of the Medical Equipment Executive to progress the framework for Medical Equipment Expenditure through Charitable Funds and report again on this matter to the next meeting of the Committee.

CFL

5/15 UPDATE ON THE CHARITY'S FUNDS AND RESERVES

Further to Minute 63/14 of 17 November 2014 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 further reduce the number of funds to 31 and to propose three simple categories of funds as listed in section 3.1 of the paper. The Committee endorsed the proposals as detailed in paper E, and emphasised the importance of dialogue with UHL Fund Managers to discuss the implications. It was agreed therefore that the Charity Finance Lead would consider a Communication Strategy in liaison with the Director of Marketing and Communications to ensure that UHL Fund Managers were informed. A further review of the Charity Funds and Reserves would be presented at the 2 April 2015 Charitable Funds Committee, to include detail on how the changes were being implemented and any feedback received from Fund Managers. It was also agreed to submit a report on the changes to the Executive Team prior to April 2015.

CFL

CFL

DF

Recommended – that (A) the Charity Finance Lead be requested to consider a Communication Strategy in liaison with the Director of Marketing and Communications to ensure that UHL Fund Managers were informed of the changes now proposed and endorsed;

CFL

(B) a further review of the Charity Funds and Reserves be presented at the 2 April 2015 Charitable Funds Committee to include detail on how the changes were being implemented and any feedback received from Fund Managers, and

CFL

(C) 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.

DF

6/15 FINANCE AND GOVERNANCE REPORT

Paper F presented the financial position of Leicester Hospitals Charity for the period ending 31 December 2014 and updated members on the status of the General Purposes Fund.

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

7/15 NAMED FUND FOR NEONATAL UNIT

The Head of Fundraising gave a brief update and advised that the Director of Finance had now given his approval in this matter and the family had been updated.

Recommended – that the verbal update be noted

8/15 ITEMS FOR APPROVAL

Paper G outlined the grant applications received since the November 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 £56,141 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 G.

The Committee then considered the applications presented for approval, as detailed in appendices 3-11 of paper G. The Committee's recommendations on the applications were as detailed below:-

(a) applications **supported** by the Charitable Funds Committee (for onwards approval by the Trust Board as Corporate Trustee):-

(i) **application 5345** (room hire and facilities for a carers event in line with the Carers

Charter) for £1,500 from P802 patients fund – the Committee was supportive of this application but advised that the funds should instead be sourced from the nursing charitable fund;

(ii) **application 5346** (room hire and facilities for a patient experience celebration event) for £4,500 from P802 patients fund – the Committee was supportive of this application but advised that the funds should instead be sourced from the nursing charitable fund. The Director of Marketing and Communications agreed to liaise with Ms H Leatham, Assistant Chief Nurse with a view to reviewing the structure of the event;

DMC

(iii) **application 5356** (provision of wheelchairs for the Occupational/Physiotherapy departments for patients with complex needs) for £6,973 – the Committee supported the application but during a brief discussion the Chair raised a specific query in regards to the diminishing number of wheelchairs at the Trust and the need for tighter controls. The Director of Marketing and Communication agreed to liaise with Ms H Leatham, Assistant Chief Nurse in relation to this query, and

DMC

(iv) **application 5364** (for the provision of a Biometric Access Locker System for the Chemotherapy Suite at the LRI) for £21,670.80 – the Committee supported the application.

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

(i) **application 5240** (for the provision of an iPad to enable the theatre arrivals area at the LRI to carry out friends and family patient surveys relating to the outpatient service for high risk and difficult airway patients) for £871 – the Committee queried whether an iPad was the most appropriate and cost effective device and could not see the benefit;

(ii) **application 5331** (for upgrading works to the imaging patient waiting area at LGH) for £17,081 – consideration was deferred to the 2 April 2015 Charitable Funds Committee to enable checking of the costs, which the Committee considered expensive and with no breakdown of costs, and felt should be covered by the Capital Programme;

(iii) **application 5332** (for the provision of 3 patient TV systems for AICU at Glenfield Hospital) for £1,800 – the Committee felt that future sponsorship could support this activity and the content feed would need to be provided for all communities, and

(iv) **application 5363** (supply and fitting of window blinds to Main Workshop, Hot Desk Room and Library Decontamination Room at LGH) for £2,568.12 – the application was refused.

(c) applications **deferred** by the Charitable Funds Committee:-

(i) **application 5241** (for the provision of EUS scopes for the Hepatobiliary and Pancreatic surgery department at LGH) for £176,000 – there were currently insufficient funds in the General Purpose fund to fund this item and the Committee deferred this application.

Recommended – that subject to the comments above (A) applications 5345 (£1,500), 5346 (£4,500), 5356 (£6,973) and 5364 (£21,670.80) be supported and recommended to the Trust Board accordingly;

ALL

(B) application 5345 – that the funds should be sourced from the nursing charitable fund;

CFL

(C) application 5346 – that the funds be sourced from the nursing charitable fund and the Director of Marketing and Communications to liaise with Ms H Leatham, Assistant Chief Nurse with a view to reviewing the structure of the event;

CFL
DMC

(D) application 5356 – the Director of Marketing and Communication agreed to liaise with Ms H Leatham, Assistant Chief Nurse in relation to this matter;

DMC

(E) the Charity Finance Lead feed back to the applicants in respect of applications 5240, 5331, 5332 and 5363, advising of the decision not to support them, and

CFL

(F) application 5241 be deferred.

CFL

9/15 WELL BEING AT WORK UPDATE

Paper H from the CMG Human Resources Lead provided an update on Well Being Activity

since May 2013 and sought approval for specific items as detailed below:-

- (a) the annual schedule of prizes for the Staff Lottery shown in appendix 1 of paper H;
- (b) a lump sum transfer to the well being fund of £34,900 from the current Staff Lottery surplus of £117,000;
- (c) a permanent increase from 25% to 30% of staff lottery funds to be transferred to the Well Being Fund;
- (d) meeting from charitable funds the costs associated with the proposed increase in the Well Being Coordinators hours from 22.5 per week to 37.5 per week;
- (e) the current plans of Well Being activities and events with associated costs, as shown in appendix 2 of paper H, and
- (f) the initial plan to improve cycling facilities on all UHL sites using surplus Staff Lottery surplus funds, pending a final plan and associated costs being submitted for approval by the Committee.

Recommendations – that approval be given to the proposed charitable expenditure on the well being at work initiatives set out in paper H, now submitted

CFC

10/15 CHARITABLE GIVING – PENNIES FROM HEAVEN

Paper I presented by the Head of Fundraising sought approval from the Charitable Funds Committee to change the current payroll giving benefitting Charity HALE (Health Action Leicester and Ethiopia) to LOROS and Leicester Hospitals Charity. The Head of Fundraising advised that when the original proposal was approved by the Charitable Funds Committee in 2009 it was asked to support HALE for the first two years. Since then the benefitting Charity has not changed and neither had the staff participating which had stayed at 260 people. During a recent staff survey, staff were asked to vote on a preference for an alternative charity from a list of five charities LOROS had attracted most support with 61.5% and Leicester Hospitals Charity had come second with 47% choosing the Hospital Charity.

A discussion followed and members were supportive of the change in beneficiary but agreed that the current beneficiary HALE would need to be notified and the current members of staff participating would need to be notified also. The Head of Fundraising agreed to liaise with HALE and notify them of the change in beneficiary of the 'Pennies from Heaven Funds'. The Head of Fundraising undertook to contact all current participating staff to notify them personally of the change in beneficiaries to the 'Pennies from Heaven Fund'.

HoF

Recommended – that (A) the Head of Fundraising be requested to liaise with HALE and notify them of the change in beneficiary of the payroll giving scheme, and

HoF

(B) the Head of Fundraising be requested to contact all current participating staff to notify them personally of the change in beneficiaries of the payroll giving scheme.

HoF

11/15 FUNDRAISING UPDATE REPORT

Paper J from the Head of Fundraising detailed recent fundraising and promotional activities by the Charity. The Head of Fundraising highlighted that the RVS (formerly WRVS) had pledged £340,000 and that the Charity had not yet received the £300,000 pledged by Thomas Cook Paediatric Care. The Head of Fundraising agreed to actively pursue both donations. Also, at the next Charitable Funds Committee on Thursday 2 April 2015 the Head of Fundraising would submit a report entitled 'Establishing a Public Lottery'.

HoF

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

(B) the Head of Fundraising be requested to submit a report entitled 'Establishing a Public Lottery' to the next Charitable Funds Committee meeting on Thursday 2 April 2015.

HoF

12/15 INTERNAL AUDIT REVIEW OF CHARITABLE FUNDS

Paper K provided by the Director of Finance detailed the report findings and classifications arising from an Internal Audit review of Charitable Funds undertaken as part of the Internal Audit Plan for 2014/15.

Recommended – that the Internal Audit Review of Charitable Funds report be received and noted.

13/15 CONFIRMATION OF AUDITOR APPOINTMENT FROM 2015/16

Paper L confirmed the appointment of KPMG LLP as the external auditors for Leicester Hospitals Charity.

Recommended – that the confirmation of the Charity Auditor Appointment from 2015/16 report be noted.

14/15 ANY OTHER BUSINESS

The Director of Marketing and Communications undertook to submit a report to the next Charitable Funds Committee meeting on Thursday 2 April 2015 on a potential fundraising scheme for the Children’s Hospital.

DMC

Recommended – that the Director of Marketing and Communications be requested to submit a report to the next Charitable Funds Committee on Thursday 2 April 2015 on a potential fundraising scheme for the Children’s Hospital.

DMC**15/15 DATE OF NEXT MEETING AND MEETING DATES 2015**

Recommended – that (A) the next Charitable Funds Committee be held on Monday 2 April 2015 from 2pm to 4pm in the Teaching Room 2 Clinical Education Centre at Leicester Royal Infirmary, and

TA

(B) all other dates as listed in paper M be agreed for 2015.

ALL

The meeting closed at 4:11pm

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

Name	Possible	Actual	% attendance
P Panchal (Chair)	5	5	100
I Crowe	3	2	66
P Burlingham *	3	1	33
T Diggle *	5	5	100
P Hollinshead*	3	1	33
K Jenkins	3	0	0
R Overfield	5	2	40
S Sheppard	1	1	100
N Sone *	5	5	100
P Spiers *	4	3	75
P Traynor	2	1	50
M Wightman*	5	4	80
S Ward *	5	4	80
R Kilner	2	1	50
J Wilson	2	1	50

* non-voting members

Angela Hunte - Interim Trust Administrator