

Trust Board Paper R

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

DATE OF TRUST BOARD MEETING: 1 September 2016

COMMITTEE: Charitable Funds Committee
CHAIRMAN: Mr A Johnson, Non-Executive Director
DATE OF COMMITTEE MEETING: 4 August 2016

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

- None

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

- None

DATE OF NEXT COMMITTEE MEETING: 6 October 2016

A Johnson, Non-Executive Director and CFC Chair
26 August 2016

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 4 AUGUST 2016 AT 2:15PM IN ROOMS A AND B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Present: Mr A Johnson – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Mr R Moore – Non-Executive Director (excluding part Minute 32/16/2-34/16)
Mr B Patel – Non-Executive Director
Mr K Singh – Non-Executive Director/Trust Chairman
Ms J Smith – Chief Nurse (excluding part Minute 31/16/1-34/16)
Mr M Traynor – Non-Executive Director
Mr P Traynor – Chief Financial Officer

In Attendance: Mr T Diggle – Head of Fundraising
Mr D Gorrod – Patient Partner (non-voting member)
Mrs H Majeed – Trust Administrator
Mr N Sone – Financial Controller
Mr S Ward – Director of Corporate and Legal Affairs

RESOLVED ITEMS

27/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Wightman, Director of Communications and External Relations (non-voting member).

28/16 MINUTES

Resolved – that the Minutes of the 5 May 2016 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as correct records.

29/16 MATTERS ARISING FROM THE MINUTES

Minute 24/16/2 (funding for 25 Year Annual Celebration Event) – the Chief Financial Officer advised that he will liaise with the Director of Workforce and Organisational Development and the Deputy Director of Learning and Organisational Development and ensure that this matter was resolved corporately. Therefore, it was agreed that this action could be marked as 'closed' on the action log. It was also noted that the Director of Workforce and Organisational Development/ Deputy Director of Learning and Organisational Development would be submitting a report to the Committee in October 2016 re. sustainability of staff events, such as: Caring at its Best, the Annual Training Awards and the 25 Year Club in the future. The Head of Fundraising undertook to liaise with the Director of Workforce and Organisational Development/ Deputy Director of Learning and Organisational Development in respect of this action.

**DWOD/D
DLOD/
HoF**

Minute 25/16/1 (well-being at work update – allocation of staff lottery funds/prizes/activities and events) – the Director of Corporate and Legal Affairs advised that Charity Commission Guidance suggested that, as far as Trustees could agree that the staff benefit proposals also inferred patient benefit, these proposals could be approved. It was agreed that the Well Being at Work Committee needed to be informed of this position.

**DCLA/
HoF**

Minute 25/16/1a (provision of staff water coolers) – it was noted that the Director of Estates and Facilities had advised that provision of drinking water for staff was a legal requirement, however, the provision of chilled water was not a requirement. The provision of drinking water had been addressed as all of the Trust's mains potable water was safe to drink and compliant with the required regulations.

Minute 1/16 of 4 February 2016 (Review of Funds) – the Head of Fundraising advised the need for the fundraising team to have a structured relationship with CMGs, therefore, he proposed that a member of the fundraising team would engage with CMGs and attend the CMG Board meetings to discuss the (re) allocation of funds. It was agreed that a further report on this matter needed to be presented to an Executive Board prior to 16 September 2016 and the outcome of that discussion be presented to the Committee in October 2016.

CFL/
HoF

Minute 1/16d of 4 February 2016 (funding for the Meaningful Activity Coordinator posts) – the Chief Nurse confirmed that the funding for the Meaningful Activity Coordinator posts had been budgeted through Exchequer funds. Therefore, it was agreed that this action could be marked as ‘closed’ on the action log.

TA

Minute 48/15 of 1 October 2015 (Charity Funds for staff training) – due to long term sickness absence of a member of the Charity Finance team, the Head of Fundraising requested that this item be deferred to the Committee meeting in October 2016.

HoF

Minute 9/15e of 19 January 2015 (provision of wheelchairs for the Occupational/Physiotherapy departments for patients with complex needs) – the Head of Fundraising undertook to pursue this matter with the Director of Estates and Facilities and provide an update to Committee members outwith the meeting, prior to the October 2016 Committee meeting. The Chief Nurse highlighted that the CQC Inspectors had also raised the issue of lack of wheelchairs and their upkeep and location.

HoF

Resolved – that the matters arising report (paper B refers) be confirmed as a correct record and any associated actions, as noted above, be appropriately progressed.

DWOD/
DDL0D/
DCLA/
HoF/CFL/T
A

29/16/1 Update from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

29/16/2 Update from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

29/16/3 Review of process for legacy funds and considering any marketing opportunities that might be available (Minute 23/16/4 of 5 May 2016)

The Head of Fundraising advised that an update on legacies was included within paper H. It was noted that the fundraising team would be using stories of gifts received to promote the value of leaving a gift in a will. In respect of marketing opportunities, the team would be contacting local Funeral Directors and Solicitors to liaise with them about gifts and legacies.

Resolved – that the verbal update be noted.

29/16/4 Update from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

30/16 CHARITY GOVERNANCE

30/16/1 Report from the Charity's Investment Managers

Resolved – that this Minute be classed as confidential and reported in private accordingly.

30/16/2 Leicester Hospitals Charity – Policy and Guideline Update

Further to Minute 23/16/1 of 5 May 2016, Colonel (Retired) I Crowe, Non-Executive Director presented the second draft of the policies and guidelines (paper E) of the Leicester Hospitals Charity (LHC) highlighting that work was still in progress to finalise this. It was noted that the aim was to provide a clear vision statement and objectives of the LHC. The policy and guidelines would provide clarity on 'Corporate Trustee' business and day to day operational aspects of the fundraising team. The Head of Fundraising noted his thanks to Colonel (Retired) I Crowe for his support in drafting this policy. The final version would be submitted to the Committee meeting in October 2016.

NED
(IC/
HoF)

Resolved – that (A) the contents of paper E be received and noted, and

(B) the final version of the Leicester Hospitals Charity policy and guidelines be presented for review at the Committee meeting in October 2016.

NED
(IC/
HoF)

30/16/3 Finance and Governance Report

Paper F detailed the financial position of the Charity for the period ending 30 June 2016 and also provided a specific update on the general purposes charitable fund. The Charity's income for the year to date was £5,44,000 which was £28,000 below plan.

Colonel (Retired) I Crowe, Non-Executive noted that there were still a high number of funds and noted the need for these to be consolidated.

In response to a query, the Head of Fundraising acknowledged that the legacies received had been less than planned, and it was a difficult area of income to forecast with any great accuracy. It was suggested that an average of the legacies received in previous years be used to forecast the number that would be received in the future. The Chief Nurse suggested that the colleagues in the fundraising team worked with bereavement team colleagues to discuss any legacy funds left to UHL from deceased patients. In response to this suggestion, it was noted that a Legacy Management Administrator was now in post and would be taking forward this workstream proactively.

The Chief Financial Officer highlighted some discrepant figures in appendix 2 of paper F – in response, the Charity Finance Lead undertook to review and amend the figures appropriately.

CFL

Resolved – that (A) the contents of paper F be received and noted, and

(B) the Charity Finance Lead be requested to review and amend the figures in appendix 2 of paper F as some discrepancies were highlighted.

CFL

30/16/4 Report from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

30/16/5 Leicester Hospitals Charity Annual General Meeting (AGM)

The Head of Fundraising advised that the plan was to finalise the Charity Accounts and Annual Report 2015-16 by October 2016 and therefore hold the Leicester Hospitals Charity Annual General Meeting in October 2016.

HoF

Colonel (Retired) I Crowe, Non-Executive Director suggested that the Trust's AGM and Charity AGM be held on the same day (split into morning and afternoon session, as appropriate). The Head of Fundraising was requested to seek the views of the Executive Team in respect of bringing together the Trust's AGM and Charity AGM in 2017 and onwards, as appropriate.

HoF

Responding to a query, the Head of Fundraising undertook to also liaise with the Deputy Director of Communications and Engagement regarding the governance arrangements in respect of bringing together the Trust's AGM and Charity AGM.

HoF

Resolved – that (A) the verbal update be received and noted, and

(B) the Charitable Funds Accounts and Annual Report be presented to the Committee in October 2016 and recommended for Trust Board approval in November 2016;

HoF

(C) the Head of Fundraising be requested to seek the views of the Executive Team in respect of bringing together the Trust’s AGM and Charity AGM in 2017 and onwards, as appropriate, and

HoF

(D) the Head of Fundraising be requested to also liaise with the Deputy Director of Communications and Engagement regarding the governance arrangements in respect of bringing together the Trust’s AGM and Charity AGM.

HoF

31/16 FUNDRAISING

31/16/1 Report from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

31/16/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper H, a report providing an update on recent fundraising and promotional activities including upcoming events and plans. Appendix A provided an overview on the current projects.

The Head of Fundraising undertook to circulate to Committee members outwith the meeting, an application for funding (which was currently not available), made possible through the fundraising initiative by Brown Dog, for approval.

HoF

A brief discussion took place regarding the £2m pledge from the Leicester City Football Club (LCFC) and the Trust had agreed that this money would be used for the Children’s Hospital, although LCFC would ideally like it to start benefiting patients during this football season, with potentially more offers of support to come. The Head of Fundraising was requested by the Committee Chair to draw up a draft list of initial smaller projects for consideration by CFC that could be implemented and visibly attributed to LCFC during the forthcoming football season in order that future support was encouraged.

HoF

It was noted that Thomas Cook Children’s Charity had been kept up to date with design concepts that they could fund for the new Children’s Emergency Department. They had invited the Trust to their 175 year celebrations and had confirmed that the final contribution of £140,000 would be available imminently.

Resolved – that (A) the contents of paper H be received and noted;

(B) the Head of Fundraising be requested to circulate to CFC members outwith the meeting, an application for funding, made possible through the fundraising initiative by Brown Dog, for approval, and

HoF

(C) the Head of Fundraising be requested to draw up a draft list of initial smaller projects for consideration by CFC that could be implemented and visibly attributed to LCFC during the forthcoming football season in order that future support was encouraged.

HoF

31/16/3 Report from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

32/16 APPROVALS

32/16/1 Report from the Charity Finance Lead and Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

32/16/2 Items for Approval

Paper K outlined the grant applications received since the May 2016 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 £306,000 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 O. However, the Committee expressed concern over some of the applications that had been approved querying whether there was actual patient benefit derived in the cases now identified. Particular discussion took place regarding the approval of applications relating to training and education of individual members of staff and the policy in respect of retaining such staff at least for a stipulated period after they had completed the course. Members also suggested that applications relating to training and education should be within the Clinical Management Group remit and should not routinely require Charity involvement. In discussion, it was noted that particular criteria needed to be set and clear guidance needed to be provided in respect of approving these applications in future as it was felt that there were currently some inconsistencies. It was agreed that the Leicester Hospitals Charity Policy which was currently being re-drafted (Minute 30/16/2 above refers) should include a section which provided clarity on the applications that could be approved under the scheme of delegation for bids up to £10,000.

**NED(IC)/
HoF**

Appendix 2 outlined applications which had been rejected by the Charity Finance Lead.

Appendix 3 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:-

- (i) Application 5383 (appendix 4 refers) was an application for £27,553.46 from LGH/LRI Maternity service for the provision of bariatric CTG machines – this was approved; **CFL**
- (ii) application 5753 (appendix 5 refers) was an application for £20,000 from the Neonatal Unit for transport trolleys – this was approved; **CFL**
- (iii) application 6118 (appendix 6 and paper L refers) was an application for £17,000 for funding of prototyping of intracardiac echo catheter. Members discussed the intellectual property aspects in relation to this equipment and noted the need for guidance relating to this to also be included within the Leicester Hospitals Charity Policy and Guidelines. The Head of Fundraising was given delegated authority to determine the best way forward for funding this application (i.e. grant/loan/part-loan); **NED (IC)/HoF**
- (iv) application 6135 (appendix 7 refers) was an application for £6,075 from the LGH Outpatients Department for a bladder scanner – this was approved, and **CFL**
- (v) application 6148 (appendix 8 refers) was an application for £25,054.39 from the Safeguarding Department for the appointment of an Independent Domestic Violence Advocate – the application was not approved and the Chief Financial Officer undertook to notify the applicant of the outcome of their application. **CFO**

Resolved – that (A) the contents of this report and its appendices be received and noted;

(B) the Leicester Hospitals Charity Policy and Guidelines be drafted to provide clarity on the applications that could be approved under the scheme of delegation for bids up to £10,000 and intellectual property aspects;

**NED(IC)/
HoF**

(C) application 6148 (Independent Domestic Violence Advocate) not be approved, and the applicant be notified of the outcome of their application by the Chief Financial Officer.

CFO

(D) applications 5383, 5753 and 6135 be approved, and

CFL

(E) the Head of Fundraising be given delegated authority to determine the best way forward for funding the application reference 6118 - prototyping of intracardiac echo catheter via grant/loan/part-loan option.

HoF

33/16 ANY OTHER BUSINES

33/16/1 2017 Meeting Dates

The Committee Chair advised that the former Committee Chair had suggested that the Committee should meet more frequently due to the volume of business. Therefore, it was agreed to move to meeting 6 times a year (i.e. every other month), and follow the pattern of such meetings taking place after the Trust Board meeting in that month. The next Committee meeting would therefore take place in October 2016 and not November 2016 as currently stated on the agenda. The Trust Administrator was requested to circulate the dates of the Committee meetings for the rest of 2016.

TA

Resolved – that (A) the verbal update be noted, and

(B) the Trust Administrator be requested to circulate the Committee meeting dates for the rest of 2016 as per the above discussion.

TA

34/16 DATE OF NEXT MEETING

Resolved – that the next Charitable Funds Committee be held on Thursday 6 October 2016 from 2pm to 4pm in Rooms A & B, Clinical Education Centre at General Hospital.

The meeting closed at 5.19pm

Cumulative Record of Members' Attendance (2016-17 to date):

Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>I Crowe (Chair from May 2016 meeting)</i>	2	2	100%	<i>K Singh</i>	1	1	100%
<i>S Dauncey</i>	1	1	100%	<i>J Smith</i>	2	2	100%
<i>A Johnson (Chair from August 2016 meeting)</i>	1	1	100%	<i>M Traynor</i>	2	2	100%
<i>R Moore</i>	1	1	100%	<i>P Traynor</i>	2	2	100%
<i>B Patel</i>	1	1	100%				

Non-Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>T Diggle</i>	2	2	100%	<i>S Ward</i>	2	2	100%
<i>D Gorrod</i>	2	2	100%	<i>M Wightman</i>	2	1	50%
<i>N Sone</i>	2	1	50%	<i>J Woolley</i>	2	1	50%
<i>C Sutton</i>	2	0	0%				

Hina Majeed, **Trust Administrator**