

Trust Board paper M

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 2 May 2019**

**COMMITTEE: CHARITABLE FUNDS COMMITTEE**

**CHAIR: Mr B Patel, Non-Executive Director and CFC Chair.**

**DATE OF COMMITTEE MEETING: 4 April 2019**

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

- Wellbeing at Work annual plan and budget 2019-20 (Minute 11/19)
- Leicester Hospitals Charity annual plan 2019-20 (Minute 12/19)
- Items for approval (Minute 13/19)

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR NOTING BY THE TRUST BOARD AS CORPORATE TRUSTEE:**

- None

**DATE OF NEXT COMMITTEE MEETING: 6 June 2019**

**Mr B Patel  
Non-Executive Director and CFC Chair**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 4 APRIL 2019 AT 1PM IN ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

**Present:** Mr B Patel – Non-Executive Director (Chair)  
Col (Ret'd) I Crowe – Non-Executive Director  
Ms C Fox – Chief Nurse  
Mr A Johnson – Non-Executive Director  
Mr P Traynor – Chief Financial Officer

**In Attendance:** Ms T Blick – Deputy Financial Controller  
Ms L Davies – Director of Leicester Hospitals Charity  
Mr D Gorrod – Patient Partner (non-voting member)  
Ms L Milnes – Senior Staff Engagement Manager (for Minute 11/19)  
Ms A Reynolds – Volunteer Services Coordinator (for Minute 13/19 [part])  
Ms H Stokes – Corporate and Committee Services Manager  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Strategy and Communications  
Ms J Woolley – Charity Finance Manager

**RECOMMENDED ITEMS**

**11/19 WELLBEING AT WORK UPDATE**

The Senior Staff Engagement Manager attended to provide an update on UHL's wellbeing at work programme and expenditure for 2018-19, and to present the 2019-20 annual wellbeing at work annual plan and budget for approval (commitments listed of £93,760 [the available money for 2019-20 was anticipated to be £106,500 taking account of the bring-forward amount from 2018-19 and forecast income in 2019-20]). As requested by CFC in June 2018, the report at paper E now also included a section on the patient benefits of looking after staff health and wellbeing (based on staff's own comments collected at the most recent UHL staff quiz night. CFC noted the view of the Director of Corporate and Legal Affairs that it would also be useful to have comments from other wellbeing at work events.

The Director of Leicester Hospitals Charity outlined her discussions with the Senior Staff Engagement Manager on how the Charity could contribute to fundraising by staff to improve staff areas (eg potential match funding). The Chief Nurse welcomed this, noting that good staff facilities were crucial in attracting and retaining staff, and illustrated that the Trust valued its staff.

The CFC Non-Executive Director Chair and the Chief Financial Officer requested that the feedback form used at the wellbeing at work events be amended, to provide more focused information on the number of staff attending the events and their area(s) of work. In response to a query from the CFC Non-Executive Director Chair, the Senior Staff Engagement Manager confirmed that the annual budget could be used appropriately flexibly, and thus respond to in-year suggestions. In light of comments from Mr D Gorrod Patient Partner, it was clarified that although staff choirs were still in place within UHL, they were not listed in the report because they had not requested any wellbeing at work funding. The Senior Staff Engagement Manager also then clarified that monies for the wellbeing at work events were drawn from the Health and Wellbeing Fund.

**SSEM**

In response to comments from Mr A Johnson Non-Executive Director regarding the 2018 national NHS staff survey (and although acknowledging a national drop on health and wellbeing scores generally), the Senior Staff Engagement Manager noted that UHL's scores had improved in respect of staff feeling that managers supported health and wellbeing activities. With regard to benchmarking, the Senior Staff Engagement Manager advised that UHL already undertook all of the wellbeing at work activities carried out by the highest scoring Trusts. It was also confirmed that the rise in Wellbeing at Work Coordinator costs reflected the increased hours of that post due to the rise in demand. In response to further comments from Mr A Johnson Non-Executive Director, the Chief Financial Officer agreed to confirm the position re: taxable benefits in respect of the wellbeing at work activities.

**CFO**

Following due consideration, the CFC endorsed the 2019-20 wellbeing at work annual plan and budget, and recommended it for Trust Board approval as Corporate Trustee.

**CFC  
CHAIR  
SSEM**

**Recommended – that (A) the wellbeing at work feedback form be amended to capture focused information on the number of staff attending the wellbeing at work events, and their UHL area of work;**

**(B) the position re: taxable benefits in respect of the wellbeing at work activities be confirmed outside the meeting, and**

CFO

**(C) the 2019-20 wellbeing at work annual plan and budget (commitments of £93,760) be endorsed for Trust Board approval as Corporate Trustee.**

CFC  
CHAIR

12/19

## CHARITY ANNUAL PLAN 2019-20

Paper F set out the 2019-20 annual plan for the charity, following a preliminary scoping analysis by the new Director of Leicester Hospitals Charity – that exercise had identified both areas of strength, and areas requiring additional investment to support the growth of the charity. Investment of an additional £41,500 in staff costs and approximately £17000 in non-pay costs was therefore sought for 2019-20, and the Director of Leicester Hospitals Charity considered that such investment had the scope to significantly grow the Charity's income by approximately £864000 over the next year while keeping the 'cost to income' ratio at the sector benchmark average. The Charity would also be able to focus on ensuring that its appeals aligned appropriately with the Trust's priorities.

As detailed in paper F, the Director of Leicester Hospitals Charity proposed filling the currently-vacant Head of Fundraising role, in addition to creating a Major Giving Manager post and giving more permanence to a number of charity administrative functions currently covered by bank staff. The 2019-20 charity annual plan was supported by both the CFC Non-Executive Director Chair and the Chief Financial Officer, who also noted the importance of Trustees keeping the cost to income ratio under appropriate review. Supporting the investment, the Director of Strategy and Communications also noted the need for an appropriate level of ambition in terms of what charity staff were expected to deliver.

In further discussion, it was confirmed that a report on grant-making recommendations was already scheduled for discussion at the June 2019 CFC.

**Recommended – that the charity annual plan 2019-20 (including the requested staffing investment and non-pay costs) be endorsed for Trust Board approval as Corporate Trustee.**

CFC  
CHAIR

13/19

## ITEMS FOR APPROVAL

Paper G sought approval for grant applications received since the February 2019 CFC meeting, noting the CFC's remit to approve bids up to £50,000 (decision-making on bids below £10,000 was delegated to the Charity Finance Manager and was shown in appendix 1).

As requested at the February 2019 CFC (Minute 5/19/1 refers), Ms A Reynolds Volunteer Services Coordinator attended to provide further information on applications 7100 (Time for a Treat Facilitator - £23,637) and 7092 (new patient transport buggies for the LRI/Glenfield Hospital - £30,000). She provided a very detailed description of the background to and purpose of the Time for a Treat service in particular, noting its benefits to patients and the significant rise in demand. CFC members reiterated their support for this application, and welcomed the clarity provided on the increased facilitator/coordinator post cost (as members had requested in February 2019). In response to queries from the CFC Non-Executive Director Chair, it was confirmed that a team of 50 volunteers was anticipated to be involved, all of whom would receive safeguarding training (which was part of the core training for all UHL volunteers). CFC Non-Executive Directors noted their hope that the coordinator post would help to grow the service further, and agreed therefore to fund that post for 12 months; an update on the service growth achieved would then be provided to CFC. In respect of application 7092, the Volunteer Services Coordinator confirmed that market value, competitive quotes had been received. In response to a query from Mr D Gorrod Patient Partner, the CFC Non-Executive Director Chair advised that he wished to give wider consideration to the issue of potential sponsorship opportunities in general, rather than only in the context of this bid.

CFM

DLHC

Following due consideration, the following bids within paper G were also approved (noting the support of the Medical Equipment Executive Chair for bids 7169 and 7170 – in response to a query, the Chief Financial Officer advised that although supported, those bids had not achieved the priority needed for funding from the MEE capital allocation and were therefore seeking charitable funding):-

CFM

(a) application 7098: 8 recliner chairs for ED Frail Elderly Unit (£15,072.96) – from fund number Q837;

(b) application 7169: transnasal endoscope for endoscopy services (£36,219.15) – from fund number CFC5;

- (c) application 7170: ECMO simulation systems (£18,000) – 50:50 split from fund numbers ECM1 and CC01. In response to a query from Col (Ret'd) I Crowe Non-Executive Director, it was confirmed that an ECMO Fellowship programme was in existence, and
- (d) application 7171: specialised surgery trolley [Urology patients] (£11,740) – from fund number LUR1.

CFC also endorsed application 7172: volunteer coordinator for the Young Volunteers Programme plus associated costs (£78,252.75 over 3 years) – from fund number S009 – for approval by the Trust Board as Corporate Trustee (due to the amount involved). This was funded specifically by the Pears Foundation Big Lottery Fund Grant, and the coordinator was already in place.

**CFC  
CHAIR**

In further consideration of paper G, CFC also approved the creation of new fund SS01 Specialist Surgery to fund improvements to patients within Specialist Surgery services, and noted the list of rejected applications as per appendix 2 of the report.

**CFM**

**Recommended – that (A) the following applications be approved as presented:-**

**CFM**

- (1) application 7092: new patient transport buggies for LRI/GH (£30,000) – from fund number N908**
- (2) application 7098: 8 recliner chairs for ED Frail Elderly Unit (£15,072.96) – from fund number Q837**
- (3) application 7169: transnasal endoscope for endoscopy services (£36,219.15) – from fund number CFC5**
- (4) application 7170: ECMO simulation systems (£18,000) – 50:50 split from fund numbers ECM1 and CC01**
- (5) application 7171: specialised surgery trolley [Urology patients] (£11,740) – from fund number LUR1;**

**(B) in respect of application 7100: Time for a Treat Facilitator (£23,637) from fund number N908, funding be approved for a 12 month-period, following which feedback would be provided to the CFC on the resulting service delivery/growth;**

**CFM**

**(C) wider consideration be given to the issue of potential sponsorship opportunities in general;**

**DLHC**

**(D) application 7172: volunteer coordinator for the Young Volunteers Programme plus associated costs (£78,252.75 over 3 years) – from fund number S009, be endorsed for approval by the Trust Board as Corporate Trustee, due to the amount involved, and**

**CFC  
CHAIR**

**(E) the creation of new fund SS01 Specialist Surgery to fund improvements to patients within Specialist Surgery services, be approved.**

**CFM**

### **RESOLVED ITEMS**

#### **14/19 APOLOGIES AND ANNOUNCEMENTS**

Apologies for absence were received from Mr K Singh, Trust Chairman (non-voting ex-officio), and Mr N Sone, Financial Controller. The Charitable Funds Committee (CFC) Non-Executive Director Chair notified the Committee that Mr A Johnson Non-Executive Director, had been appointed as CFC Deputy Chair at the Trust Board meeting held on 7 March 2019.

#### **15/19 DECLARATIONS OF INTERESTS**

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, Ms C Fox Chief Nurse, Mr A Johnson Non-Executive Director, and Mr P Traynor Chief Financial Officer, all declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson, Non-Executive Director and Mr P Traynor Chief Financial Officer also declared their respective roles as Non-Executive Chair and Non-Executive Director of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, they remained present at the meeting.

**Resolved – that the declarations of interests be noted.**

#### **16/19 MINUTES**

The CFC Chair advised that Minute 5/19/1 of 7 February 2019 should have been a recommended item, as application number 7125 within that Minute required Trust Board approval due to the

amount involved (£68,500). A paper seeking (and obtaining) the requisite Trust Board approval for application 7125 had therefore been submitted to the Trust Board earlier on 4 April 2019 accordingly.

**Resolved** – that, subject to the amendment noted above, the Minutes of the 7 February 2019 Charitable Funds Committee meeting be confirmed as a correct record.

## 17/19 MATTERS ARISING FROM THE MINUTES

### 17/19/1 Matters Arising Log

Paper B detailed the status of all matters arising from the 7 February 2019 CFC meeting and any outstanding matters arising from previous meetings. In response to a query on Minute 22/18/1 from 2 August 2018, the Chief Nurse confirmed that the Schwartz round pilots just beginning (led by the Medical Director) were complementary to the nursing accreditation work, the UHL Quality Strategy, and to health and wellbeing initiatives. Further specific updates are itemised below.

**Resolved** – that the matters arising report and any associated actions above, be noted.

#### 17/19/1.1 Secret Garden Project Manager Post (Minute 5/19/1 of 7 February 2019)

The Director of Leicester Hospitals Charity advised of a potential arrangement with the Arts and Heritage team for a 2-days per week shared project manager post for 35 weeks (eg working 1 day per week for Arts and Heritage, and the other 1 day per week on the Secret Garden project). In response to a query from the Director of Strategy and Communications, the Director of Leicester Hospitals Charity clarified that this arrangement would be predicated on Estates and Facilities match-funding the 1 day Arts and Heritage budget commitment. In discussion, Mr D Gorrod Patient Partner, queried the scope for seeking artistic contributions from patients (for the Trust), which it was agreed to explore further outside the meeting.

DLHC

**Resolved** – that contact be made with the Arts Heritage Programme Development Officer to explore the scope for seeking artistic contributions from patients for the Trust.

DLHC

#### 17/19/1.2 Heartwize Restricted Fund Update (Minute 5/19/1 of 7 February 2019)

Paper C comprised a Letter of Understanding and Agreement from the Director of Leicester Hospitals Charity to the Heartwize Co-Director. Although noting that the arrangement was likely to be very shortlived, Mr A Johnson Non-Executive Director voiced concern over any potential residual liability and asked that the need for an appropriate disclaimer be reviewed.

DLHC

**Resolved** – that the need for a disclaimer from Heartwize (to avoid any potential residual liability) be appropriately reviewed.

DLHC

#### 17/19/1.3 Refurbishment of Ward 28 LRI – Application 7127 (Minute 5/19/1 of 7 February 2019)

As requested at the February 2019 CFC, the Chief Financial Officer had explored the circumstances behind this issue, which were now set out for members accordingly. The estates team had now changed their processes to require explicit written confirmation of approval prior to works starting. The Chief Financial Officer considered that phase 2 of the application was likely to require a resubmission to the CFC, and he noted the potential for the project to result in an overspend for estates due to the process issues discussed at the February 2019 CFC.

**Resolved** – that the position be noted.

#### 17/19/1.4 Charity-Funded Insurance Policies – Confirmation of Cost (Minute 5/19/2 of 7 February 2019)

Paper D confirmed the cost of the 2 insurance policies funded from charitable funds for 2019-20, namely (i) Directors' and Officers' Liability and Crime (£6409.76 including insurance premium tax) and (ii) Group Personal Accident (£10,421.60 including insurance premium tax).

**Resolved** – that the confirmed costs be noted.

## 18/19 KEY ISSUES FOR DISCUSSION/DECISION

### 18/19/1 Charity Annual Accounts and Annual Report 2018-19 – Timetable

Paper H presented a draft timetable for the preparation of the Charity's year end accounts for 2018-19, reflecting the CFC's wish for the 2019 AGM to take place earlier in the year than December (to help increase attendance and interest). The Charity's auditors (Grant Thornton) were undertaking planning and income sample testing work in April 2019, which it was hoped would make the annual accounts process smoother than previously. However, due to their staff availability, Grant Thornton were unable to perform the main Charity audit any earlier than August 2019, and the CFC noted the resulting tight timescale ahead of the AGM planned for early October 2019.

In light of the required sequencing of various meetings to review the accounts ahead of the AGM, it was agreed to approve the draft timetable as presented, and therefore progress arrangements for holding a CFC meeting in September 2019.

DCLA/  
CFM

**Resolved – that the draft timetable for approving the Charity accounts and annual report 2018-19 be approved as presented, and arrangements for holding a CFC meeting in September 2019 therefore be progressed accordingly.**

DCLA/  
CFM

## 19/19 ITEMS FOR ASSURANCE

### 19/19/1 Fundraising Update – Performance Report

In introducing paper I, the Director of Leicester Hospitals Charity reported that fund-raising activity was currently on track, and noted that she anticipated accruing the £1m ARC donation in 2018-19. She also invited all CFC members to participate in the Charity's July 2019 Butterfly Walk in aid of breast cancer. The CFC Non-Executive Director Chair welcomed the clear format of the report.

**Resolved – that the fundraising performance report be noted.**

### 19/19/2 Report by the Director of Leicester Hospitals Charity

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

### 19/19/3 Post Project Grant Evaluation – Emergency Floor Project

CFC welcomed this good example of joint UHL-Leicester Hospitals Charity working on a major innovative, patient-centred project. The Chief Nurse noted interest from other Trusts keen to visit UHL and view its Emergency Floor facility.

**Resolved – that the position be noted.**

### 19/19/4 Finance and Governance Report

The Charity Finance Manager updated CFC on the Charity's financial position for the period ending 28 February 2019. As detailed in paper L, as at February 2019 the General Purposes fund balance (after commitments) was £118k. With the anticipated ARC donation, the Charity's overall balance would potentially rise to £7.6m – noting the need for expenditure, the Chief Financial Officer requested that future reports also show all intended/planned pre-commitments.

CFM

**Resolved – that future finance and governance reports also show all intended/planned pre-commitments.**

CFM

### 19/19/5 Charity Fund Investment Managers' Report

The Charity Finance Manager presented an update on the Charity's investment portfolio as at the end of February 2019, which was noted for information.

**Resolved – that the position be noted.**

## 20/19 ANY OTHER BUSINESS

There were no items of any other business.

## 21/19 DATE OF NEXT MEETING

**Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 6 June 2019 from 2 – 4pm in Rooms A & B, Clinical Education Centre, Leicester General Hospital.**

The meeting closed at 2.45pm.

Helen Stokes  
Corporate and Committee Services Manager

**Cumulative Record of Members' Attendance (2018-19 to date):**  
*Voting Members*

| <b>Name</b>            | <b>Possible</b> | <b>Actual</b> | <b>% attendance</b> | <b>Name</b>                 | <b>Possible</b> | <b>Actual</b> | <b>% attendance</b> |
|------------------------|-----------------|---------------|---------------------|-----------------------------|-----------------|---------------|---------------------|
| <i>B Patel (Chair)</i> | 1               | 1             | 100                 | <i>A Johnson</i>            | 1               | 1             | 100                 |
| <i>I Crowe</i>         | 1               | 1             | 100                 | <i>K Singh (ex-officio)</i> | 1               | 0             | 0                   |
| <i>C Fox</i>           | 11              | 1             | 100                 | <i>P Traynor</i>            | 1               | 1             | 100                 |

*Non-Voting Members*

| <b>Name</b>            | <b>Possible</b> | <b>Actual</b> | <b>% attendance</b> | <b>Name</b>       | <b>Possible</b> | <b>Actual</b> | <b>% attendance</b> |
|------------------------|-----------------|---------------|---------------------|-------------------|-----------------|---------------|---------------------|
| <i>L Davies</i>        | 1               | 1             | 100                 | <i>S Ward</i>     | 1               | 1             | 100                 |
| <i>D Gorrod</i>        | 1               | 1             | 100                 | <i>M Wightman</i> | 1               | 1             | 100                 |
| <i>N Sone /T Blick</i> | 1               | 1             | 100                 | <i>J Woolley</i>  | 1               | 1             | 100                 |
| <i>C Sutton</i>        | 1               | 0             | 0                   |                   |                 |               |                     |