

Trust Board paper O

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 7 March 2019**

**COMMITTEE: Charitable Funds Committee (CFC)**

**CHAIR: Mr B Patel, Non-Executive Director**

**DATE OF COMMITTEE MEETING: 7 February 2019**

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

- None

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/ RESOLUTION BY THE PUBLIC TRUST BOARD:**

- None

**DATE OF NEXT COMMITTEE MEETING: 4 April 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 7 FEBRUARY 2019  
AT 1.45PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

**Present:** Mr B Patel – Non-Executive Director (Chairman)  
Col (Ret'd) I Crowe – Non-Executive Director (until part-Minute 05/19/1)  
Ms C Fox – Chief Nurse (until and including Minute 06/19/2)  
Mr A Johnson – Non-Executive Director  
Mr K Singh – Trust Chairman (non-voting ex-officio)  
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 K James – Interim Commercial Services Manager (for Minute 04/19/3)  
Mrs H Majeed – Corporate and Committee Services Officer  
Mr K Mistry – Community and Events Fundraising Manager  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Strategy and Communications  
Ms J Woolley – Charity Finance Manager

**RESOLVED ITEMS**

**01/19 APOLOGIES AND WELCOME**

Apologies for absence were received from Mr N Sone, Financial Controller. The CFC Chairman welcomed Ms L Davies, Director of Leicester Hospitals Charity who had recently commenced in post and introductions took place. The Director of Strategy and Communications thanked Mr K Mistry for his efforts whilst he was the Interim Head of Fundraising.

**02/19 DECLARATIONS OF INTERESTS**

**Resolved** – that there were no declarations of interest.

**03/19 MINUTES**

The Charity Finance Lead highlighted an amendment to Minute 42/18/1 of 6 December 2018 in respect of the income, costs and balance in respect of the appeal in question.

**Resolved** – that, subject to the amendment noted above, the Minutes of the 6 December 2018 Charitable Funds Committee meeting (papers A1 and A2 refers) be confirmed as a correct record.

**04/19 MATTERS ARISING FROM THE MINUTES**

04/19/1 Matters Arising

Paper B detailed the status of all matters arising from the 6 December 2018 CFC meeting and any outstanding matters arising from previous meetings. During a page-by-page review, progress reports were provided against the following items:-

- (a) ***item 1c (Minute 35/18c of 6 December 2018 refers)*** – the Charity Finance Manager was requested to follow-up this action (i.e. confirmation that forms had been distributed to Trustees for completion pending submission to Brewin Dolphin);
- (b) ***item 9 (Minute 23/18/3 of 2 August 2018 refers)*** – it was agreed that the Community and Events Fundraising Manager would provide an update on the spend that was approved in relation to further enhancements to the Emergency Floor, and

- (c) **item 11 (Minute 14/18/1 of 7 June 2018 refers)** – the CFC Chair advised that a 24 hour vending machine had almost been secured, therefore, the Director of Estates and Facilities be requested to present a proposal to the CFC in April 2019 for the possibility of establishing a Charity shop at LRI in an area that was currently used for out of hours catering.

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

04/19/2 Confidential report by the Director of Strategy and Communications

**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 effective conduct of public affairs.

04/19/3 Update on Secret Garden

Ms K James, Interim Commercial Services Manager attended the meeting to provide a verbal update on the Secret Garden project which was an approved Leicester Hospitals Charity Appeal. Ms James provided a very elaborate detail on the background, re-submission of request for funding, Steering Group and opportunities in relation to this project. Members commended Ms James' enthusiasm in taking this project forward. She highlighted that the project was now gaining momentum and resource was required to ensure that the project was managed by the right expertise to continue the development and delivery of the project.

**Resolved** – that the verbal update be noted.

## **05/19 APPROVALS**

05/19/1 Items for Approval

Paper C, as presented by the Charity Finance Manager, detailed the grant applications received since the last Charitable Funds Committee meeting, all of which had been reviewed as per the agreed guidelines determined by the Committee. All applications fell within the scope of the fund, were affordable and had been appropriately authorised by the fund managers and CMG Leads. A summary of the general purposes fund had been included for reference.

Appendix 1 of paper C detailed applications totalling £75k, which had been approved by the Charity Finance Manager under the Scheme of Delegation and these did not, therefore, require Charitable Funds Committee approval. Appendix 2 detailed one application which had been rejected.

The Committee undertook detailed consideration of the following applications for funding from general purpose charitable funds (section 2.5 of the report refers) and specific charitable funds (section 2.6 of the report refers) which did not require specific Trust Board approval as they were under £50k and therefore within the delegated limits of the Charitable Funds Committee to authorise:-

- (i) application number 7053 (appendices 3 and 3a refers) was an application for £41,584 from the general purpose fund for the appointment of a project manager for the Secret Garden project – following consideration, the Committee did not approve this application and the view was that it should be funded from the restricted fund established for this project and not from general purpose funds. The Committee suggested that the applicant sought alternative sources of funding, contacted the Volunteer Services Manager to check if she would be able to offer any support and contacted the Director of Estates and Facilities and Director of Leicester Hospitals Charity to check if costs could be shared. An update on this matter be provided to CFC in April 2019 including the business plan accompanying this bid;
- (ii) application number 7092 (appendix 4 refers) was an application for £27,984 from a

**CFM**

- specific CMG fund for the purchase of new buggies for LRI-Inside & GGH & grounds – following consideration, the Committee did not approve this application, it was suggested that the requestor be encouraged to seek commercial sponsorship to fund the vehicles and also contact Procurement colleagues to undertake value for money considerations. An update on this matter be provided to CFC in April 2019;
- (iii) application number 7097 (appendix 5 refers) was an application for £21, 829 from a specific CMG fund for a roaming dialysis service – following consideration, the Committee approved this application;
- (iv) application number 7099 (appendix 6 refers) was an application for £42,936 from a specific CMG fund for a Ultrasound Scanner in AICU, Glenfield Hospital – following consideration, the Committee approved this application;
- (v) application number 7100 (appendix 7 refers) was an application for £20,608 from a specific CMG fund for a Time For A Treat facilitator and supplies for service – following consideration, the Committee supported the idea in principle, however, deferred consideration of the application as there was no clarity on the take-up or usage of this service, whether alternative sources of funding had been sought, whether value for money considerations had been given. The Committee suggested that the applicant (Volunteer Services Manager) be invited to attend the CFC meeting in April 2019 to give the Committee a clear understanding of the application;
- (vi) application number 7101 (appendix 8 refers) was an application for £18,000 from a specific CMG fund for the purchase of a Sonosite Ultrasound Scanner for Loughborough Renal Unit – following consideration, the Committee approved this application subject to confirmation from the Chair of the Medical Equipment Executive (MEE) regarding the MEE’s support for this equipment;
- (vii) application number 7125 (appendices 9 and 9a refer) was an application for £68,500 relating to Heartwize Project costs – following consideration, the Committee approved this application noting that it was being funded through the Heartwize restricted fund and the value of the application was higher than the current fund balance (it was noted that additional funds were expected shortly). The Committee noted the need for a clear governance process in respect of the Heartwize restricted fund to be established (i.e. a letter stating the Leicester Hospitals Charity’s view of the position) and an update on their official status was requested to be provided to CFC in April 2019;
- (viii) application number 7128 (appendices 10, 10a and 10b refer) was an application for £4,350 from a specific CMG fund to enable 10 kidney transplant/renal patients to attend the British Transplant Games in July 2019 – following consideration, the Committee approved the application only for the year 2019 with the following caveats. The applicant be requested to (i) provide feedback following the event (given that charitable funds have been used to support it); (ii) not assume that charitable funding would be provided every year for this event; (iii) explore alternative fundraising opportunities to fund this event, and (iv) use Leicester Hospitals Charity logo on the fundraising material.
- (ix) application number 7127 (appendices 11, 11a, 11b and 11c refer) was an application for £50,000 from a specific CMG fund for refurbishment works to Ward 28, LRI – the Committee expressed disappointment that approval not been sought in advance of starting works and now work was nearing completion. In further discussion, the Chief Financial Officer undertook to explore the reasons and provide feedback at the April 2019 CFC meeting in respect of how the refurbishment work had commenced without being authorised.

The Committee also approved the establishment of new fund CFW1 (Arts and Heritage Project Fund), Section 3.1 of the report referred.

**Resolved** – that (A) the contents of paper C and its appendices be received and noted,

**(B) application number 7053 (Project Manager for the Secret Garden Project) not be approved, the applicant be requested to: - seek alternative sources of funding, contact the Volunteer Services Manager to check if she would be able to offer any support and contact the Director of Estates and Facilities and Director of Leicester Hospitals Charity to check if costs could be shared. An update on this matter be**

provided to CFC in April 2019 including the business plan accompanying this bid;

**(C) application 7092 not be approved, the applicant be encouraged to seek commercial sponsorship to fund the vehicles and also contact Procurement colleagues to undertake value for money considerations. An update on this matter be provided to CFC in April 2019;** **CFM**

**(D) applications 7097 and 7099 be approved;** **CFM**

**(E) consideration of application 7100 be deferred , the applicant (Volunteer Services Manager) be invited to attend the CFC meeting in April 2019 to give the Committee a clear understanding of the application;** **CFM**

**(F) application 7101 be approved, subject to confirmation from the Chair of the Medical Equipment Executive (MEE) regarding the MEE's support for this equipment;** **CFM**

**(G) application 7125 be approved noting that it was being funded through the Heartwize project fund;** **CFM**

**(H) a clear governance process in respect of the Heartwize restricted fund be established (i.e. a letter stating the Leicester Hospitals Charity's view of the position) and an update on their official status be provided to CFC in April 2019;** **CFM**

**(I) application 7128 be approved only for 2019, with the following caveats. The applicant be requested to:-** **CFM**

- (i) provide feedback following the event (given that charitable funds have been used to support it);**
- (ii) not assume that charitable funding would be provided every year for this event;**
- (iii) explore alternative fundraising opportunities to fund this event, and**
- (iv) use Leicester Hospitals Charity logo on the fundraising material.**

**(J) application 7127 (Refurbishment of Ward 28 LRI) – the Chief Financial Officer be requested to explore the reasons and provide feedback at the April 2019 CFC meeting in respect of how the refurbishment work had commenced without being authorised, and** **CFO**

**(K) the establishment of new fund CFW1 be approved.** **CFM**

05/19/2 Renewal of Charity-Funded Insurance Policies

Paper D, as presented by the Director of Corporate and Legal Affairs, sought Charitable Funds Committee endorsement of the continued funding of two specific insurance policies from charitable funds ((1) Directors' and Officers' Liability and Crime was designed to protect charitable trustees, covering losses arising from claims brought against Officials and the charitable trust against dishonesty and (2) Group Personal Accident which was designed to protect members of the Trust's flying squad and call out teams who sustained accidental bodily injury resulting in death or disablement). The purchase of this latter insurance, which provided more generous benefits than those provided under the NHSLA scheme, was prohibited through exchequer funds. The cost of both insurance policies in the preceding financial year (2018/19) was included within the report, with note made that the cost for the forthcoming financial year (commencing 1 April 2019 to 31 March 2020) was not yet known, however would be reported at the next meeting of the Charitable Funds Committee. **DCLA**

**Resolved – that (A) funding of the above-referenced insurance policies through charitable funds, as per the practice adopted in previous years, be approved, and** **DCLA**

**(B) a report confirming the specific premiums for the 2019/20 financial year be submitted to the next meeting of the Charitable Funds Committee on 4 April 2019.**

**DCLA**

**06/19 FUNDRAISING**

06/19/1 Fundraising Update – Performance Report

Paper E, as presented by the Community and Events Fundraising Manager, detailed recent and promotional activities, plus upcoming events and plans with contributions to the report from different members of the Fundraising Team.

Mr A Johnson, Non-Executive Director noted in respect of the Staff Christmas meal, the Leicester Hospitals Charity would still be charged if any members of staff who had been booked for the meal but did not then attend and suggested that a way of tracing this should be put in place.

**CEFM**

**Resolved – that (A) the contents of this report be received and noted, and**

**(B) the fundraising team be requested to ensure that there was a way to trace staff who booked onto the Staff Christmas meal but did not then attend.**

**CEFM**

06/19/2 Post Project Grant Evaluation

Paper F, as presented by the Community and Events Fundraising Manager, detailed a post project grant evaluation in respect of the purchase of the Siemens SC2000 Echo equipment which was funded by the Charity.

The evaluations provided an indication of patient benefit, both quantitative and qualitative describing how the funds were used and how patients had benefitted, They did not provide any detail in terms of the clinical quality value and financial benefits realised and the Director of Strategy and Communications suggested that this should be included within the forms in future.

**CEFM**

**Resolved – that (A) the contents of this report be received and noted, and**

**(B) the ‘clinical quality value’ and ‘financial benefits realised’ be included within future post project grant evaluation forms.**

**CEFM**

**07/19 CHARITY GOVERNANCE**

07/19/1 Finance and Governance Report

The Charity Finance Manager presented paper G, which detailed an update on the Charity’s financial position for the period ending 31 December 2018, including analysis of the general purposes fund, with the current available balance after commitments being £44k.

Members received and noted the contents of this report and briefly discussed the likelihood of any potential donations to the general purpose fund from legacies or other such income.

**Resolved – that the contents of this report be received and noted.**

07/19/2 Charity Fund Investment Managers Report

The Charity Finance Manager presented paper H, which detailed an update on the Charity’s investment portfolio as at the end of December 2018, together with up to date performance summaries.

**Resolved – that the contents of this report be received and noted.**

**08/19 ITEMS FOR INFORMATION**

08/19/1 Revised Guidance from the Charity Commission

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

(B) Paper I be circulated to members of the Trust Board & Finance and Investment Committee.

**CFM**

**09/19 ANY OTHER BUSINESS**

There were no items of any other business.

**10/19 DATE OF NEXT MEETING**

**Resolved** – that the next meeting of the Charitable Funds Committee be held on **Thursday 4 April 2019 from 2 – 4pm in the Board Room, Victoria Building, Leicester Royal Infirmary.**

The meeting closed at 3.40pm.

Hina Majeed  
**Corporate and Committee Services Officer**

**Cumulative Record of Members’ Attendance (2018-19 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</i>	6	5	83	<i>B Patel (Chair)</i>	6	5	83
<i>C Fox</i>	3	2	67	<i>K Singh (ex-officio)</i>	6	5	83
<i>A Johnson</i>	6	6	100	<i>P Traynor</i>	6	6	100
<i>E Meldrum(until Sept 18)</i>	2	0	0				

*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>	5	5	100	<i>S Ward</i>	6	6	100
<i>D Gorrod</i>	6	6	100	<i>M Wightman</i>	6	6	100
<i>N Sone / T Blick</i>	6	6	100	<i>J Woolley</i>	6	6	100
<i>C Sutton</i>	6	0	0				