

Trust Board paper M

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 6 September 2018

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 2 August 2018

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 October 2018

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 2 AUGUST 2018 AT 1.30PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Mr A Johnson – Non-Executive Director
Mr K Singh – Trust Chairman
Mr P Traynor – Chief Financial Officer
Mr M Wightman - Director of Strategy and Communications

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms T Blick – Deputy Financial Controller
Mr T Diggle – Head of Fundraising
Mr D Gorrod – Patient Partner (non-voting member)
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Charity Finance Manager

RESOLVED ITEMS

19/18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

20/18 MINUTES

Resolved – that the Minutes of the 7 June 2018 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

21/18 MATTERS ARISING FROM THE MINUTES

Matters Arising

Paper B detailed both the actions from the most recent meeting, and also any which remained outstanding from previous Committee meetings. Discussion took place regarding the specific entry outlined below.

- Minute 14/18/2 from 7 June 2018 (relating to the International Volunteering Project) – Mr Patel, Non-Executive Director and CFC Committee Chairman reported verbally to advise that he had met with representatives from Uganda who were keen to work with UHL. There were three Regional Hospitals in Uganda to be involved and the three likely areas of focus were Children's, Diabetes and Acute Medicine. The Trust was looking to focus on two areas initially and take a team out to Uganda later in the year. Particular focus would be on 'frugal innovation' with learning from Uganda that could be shared with UHL. A report would be submitted to a future CFC meeting, as appropriate.

Resolved – that the contents of paper B, and the additional verbal update referenced above, be received and noted.

22/18 APPROVALS

22/18/1 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.

Appendix 1 of paper D detailed applications totalling £123k, which had been approved by the Charity Finance Manager under the Scheme of Delegation and these did not, therefore, require Charitable Funds Committee approval. No applications had been rejected. In discussion relating to appendix 1, the CFC Committee Chairman questioned the seemingly high cost of the washer machines referenced under application 6920 and the Charity Finance Manager was requested to determine the reason for this and inform the Committee accordingly via the Matters Arising log at the next CFC meeting in October 2018.

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The Committee undertook detailed consideration of the following applications for funding (section 2.5 of paper C 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 6961 (appendices 2 and 3) was an application for £30,500 from the general purpose fund to fund 50% of the cost of the refurnishment works to the Adult Research Space at the LRI (the remaining cost would be met from UHL research funds) – the Committee approved this application for funding, noting that Research and Innovation (R&I) approval had now been confirmed in relation to this bid;
- (ii) application number 6962 (appendix 4) was an application for £12,000 for a 2 year license for the Trust to operate the Schwartz Rounds programme – in discussion of this application, initial support, in principle, was expressed. It was agreed that formal approval regarding this application would be sought outwith the meeting (via email) involving relevant CFC members (as per the agreed process for approvals between CFC meetings) subject to satisfactory responses being provided to the following questions / further information being provided as follows:-
 - why the application related to a two-year, rather than one-year license?
 - the provision of the scope of the initiative (would this be trust-wide?), and
 - the provision of the expected patient benefit in implementing this initiative.Subject to satisfactory responses being received in relation to the above-referenced points and this application subsequently being approved, the Charity Finance Manager was requested to look at the possibility of Health and Well-Being charity monies being utilised for this purpose, with general purpose funds only being utilised if Health and Well-being funds could not be utilised. Subject to this application being subsequently approved and the initiative implemented, the Head of Fundraising was requested to seek an update on its use within the Trust six months from implementation, and
- (iii) application number 6963 (appendix 5) was an application for £27,100 for six recliner chairs plus bedside cabinets for ward 32 at Glenfield from a specific donation made to the cardiology fund – this application was approved.

The Committee also approved the establishment of the following new funds: S008 (NHS 70 Fund), which was a short term unrestricted fund with an anticipated closure date of December 2018 and S009 (Pears Foundation Big Lottery Fund Grant) which was a short term restricted fund with an anticipated closure date of May 2021.

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

(B) application numbers 6961 and 6963 be approved;

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(C) application number 6962 be supported, in principle, at this stage with further information sought (as described under point ii above) prior to formal approval being sought outwith the CFC meeting (via the formal process for approvals between CFC meetings);

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(D) subject to approval subsequently being granted to application number 6962, the Charity Finance Manager be requested to determine the possibility of using Health and Well-Being Charity funds (rather than general purpose funds) for this purpose,

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(E) also subject to approval subsequently being granted to application number 6962, the Head of Fundraising be requested to seek an update on its use within the Trust six months from the date of implementation, and

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(F) the establishment of new funds S008 and S009 be approved.

23/18 FUNDRAISING

23/18/1 Report from the Head of Fundraising

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

23/18/2 Report from the Head of Fundraising

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

23/18/3 Emergency Floor Update

The Head of Fundraising presented paper F, which made reference to the charitable funding of £360,479.81 worth of enhancements to the Emergency Floor Project based upon a list of requirements from the teams and estimated values of each item. Following the procurement process and testing the market for all items, the amount spent on the enhancements was £326,856.74, an underspend of £33,623.07. During the settling in period since opening, a number of items had been identified by the staff as possible areas that would benefit from charity supported enhancements. A list of identified items and estimated costs was detailed in appendix B to the report. The total request for additional funds was £8,582, which would leave an overall project underspend of £25,041.07, if approved. The Charitable Funds Committee was requested to note the underspend of the Charity's commitment to the project and approve the requested spend of £8,582 on further enhancements.

The Committee approved this additional funding, noting that the Charity Shop would be providing pre-loved china for use in the Dementia Café.

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

(B) the request for £8,582 on further enhancements be approved.

23/18/4 Fundraising Update – Performance Report (including financial position statement)

The Head of Fundraising presented paper 'G', which detailed recent fundraising and promotional activities, plus upcoming events and plans, with contributions made by different members of the fundraising team.

Specific note was made of a meeting held between the Head of Fundraising and newly appointed Head of Privacy regarding the implications of GDPR for the Charity. In discussion, Col (Ret'd) I Crowe, Non-Executive Director, suggested that permission to contact patients in the future could be sought from them as part of the discharge process.

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

24/18 CHARITY GOVERNANCE

24/18/1 Finance and Governance Report

Paper H, as presented by Ms Woolley, Charity Finance Manager, provided an update on the financial position of the Charity for the year to date ending 30 June 2018, including analysis of the general purpose fund.

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

24/18/2 Investment Managers Report

Paper I, as presented by the Charity Finance Manager, presented an update on the Charity's investment portfolio as at the end of June 2018 together with up-to-date performance summaries from the Trust's current Investment Managers (Cazenove).

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

24/18/3 New Investment Managers Report

Paper J, as presented by the Charity Finance Manager, updated the Committee on the intended movement of the Charity's investment assets following the appointment of Brewin Dolphin as Investment Managers for the Charity. Brewin Dolphin required the Trustees to confirm the levels of risk they wished to assign to the portfolio and confirm which individuals they wished to authorise to act on behalf of the Charity.

Following discussion on this item, the Committee agreed to convene a sub-group of CFC members (to include Mr A Johnson, Non-Executive Director, the Director of Corporate and Legal Affairs, the Director of Strategy and Communications and the Chief Financial Officer) to meet at a mutually convenient time (potentially after the next Trust Board meeting on 6 September 2018) with a representative of Brewin Dolphin to discuss their recommendations (including the nomination of signatories) and agree a course of action, for reporting back to the October 2018 Charitable Funds Committee meeting.

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

(B) a sub-group of CFC members be convened (to include Mr A Johnson, Non-Executive Director, the Director of Corporate and Legal Affairs, the Director of Strategy and Communications and the Chief Financial Officer) to meet at a mutually convenient time (potentially after the next Trust Board meeting on 6 September 2018) with a representative of Brewin Dolphin to discuss their recommendations (including the nomination of signatories) and agree a course of action, for reporting back to the October 2018 Charitable Funds Committee meeting.

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nominated
CFC
members

25/18 **ANY OTHER BUSINESS**

Resolved – that there were no further items of business.

26/18 **DATE OF NEXT MEETING AND MEETING DATES FOR 2019**

Resolved – that (A) the next meeting of the Charitable Funds Committee be held on Thursday 4 October 2018 from 2 – 4pm in Seminar Rooms 2/3, Clinical Education Centre, Glenfield Hospital, and

(B) the provisional meeting dates for the Charitable Funds Committee in 2019 be agreed as follows (paper K refers), noting that that all of the below-referenced meetings would follow on from the monthly Trust Board meetings:-

- Thursday 7 February 2019 from 2-4pm;
- Thursday 4 April 2019 from 2-4pm;
- Thursday 6 June 2019 from 2-4pm;
- Thursday 1 August 2019 from 2-4pm;
- Thursday 3 October 2019 from 2-4pm, and
- Thursday 5 December 2019 from 2-4pm.

The meeting closed at 2.55pm.

Gill Belton
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>	3	3	100	<i>B Patel (Chair)</i>	3	3	100
<i>A Johnson</i>	3	3	100	<i>K Singh (ex-officio)</i>	3	2	75
<i>E Meldrum</i>	2	0	0	<i>P Traynor</i>	3	3	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>	3	3	100	<i>S Ward</i>	3	3	100
<i>D Gorrod</i>	3	3	100	<i>M Wightman</i>	3	3	100
<i>N Sone / T Blick</i>	3	3	100	<i>J Woolley</i>	3	3	100
<i>C Sutton</i>	3	0	0				