

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

**DATE OF TRUST BOARD MEETING:** 2 February 2012

**COMMITTEE:** Charitable Funds Committee

**CHAIRMAN:** Mr M Hindle, Chairman

**DATE OF COMMITTEE MEETING:** 16 January 2012

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

- Items for Approval (Minute 01/12 refers).

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

- Investment Balance and Cash Requirements (Minute 11/12 refers).

**DATE OF NEXT COMMITTEE MEETING:** 16 March 2012

M Hindle, Chairman  
27 January 2012

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON MONDAY 16 JANUARY  
2012 AT 12 NOON IN THE LARGE COMMITTEE ROOM,  
LEICESTER GENERAL HOSPITAL**

**Present:** Mr M Hindle – Trust Chairman (Chair)  
Mr M Lowe-Lauri – Chief Executive  
Mr P Panchal – Non-Executive Director  
Mr A Seddon – Director of Finance and Procurement

**In Attendance:** Mrs G Belton – Trust Administrator  
Mr P Burlingham – Patient Adviser  
Dr A Crucean – Senior Registrar, Paediatric Cardiac Surgery (for Minute 01/12 only)  
Mr T Diggle – Head of Fundraising  
Dr E Ross – Consultant Paediatric Oncologist (for Minute 08/12 only)  
Mr N Sone – Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs

**RECOMMENDED ITEMS**

**ACTION**

**01/12 ITEMS FOR APPROVAL**

The Charity Finance Lead presented paper 'G', which outlined the grant applications received since the last Committee meeting.

Appendix 1 to the report detailed applications totalling £177k which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. Mr Panchal, Non-Executive Director, queried the amount applied for in relation to application 3838 as the figure seemed a large amount for the purpose described, and the Charity Finance Lead undertook to review the details of the application and inform Mr Panchal, Non-Executive Director, accordingly. In relation to another application (for the funding of artwork) Mr Panchal noted the opportunities that existed for the Trust to borrow artwork. Appendix 2 to the report detailed three applications which had been rejected since the last Committee meeting. Appendix 3 detailed any transfers between funds which had been approved in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee.

**CFL**

An update in respect of the outcome of the various actions agreed during discussion of the Items for Approval report submitted to the previous meeting of the Charitable Funds Committee held on 4 November 2011 was provided in the Matters Arising Report (paper B refers) and the Charity Finance Lead also provided further information in respect of application 3751 as submitted to the previous meeting (which was an application for £79,950 for a Fibroscan from cardiac funds). The Committee had approved this application in principle, subject to the Charity Finance Lead discussing aspects of this application with the Head of Operations and presenting the application to the Trust Board, as Corporate Trustee, for formal approval. The Charity Finance Lead notified members that this application would not be presented to the Trust Board for approval until a local price had been agreed with commissioners.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 12 respectively):

- (a) **application 3774** (appendix 4 refers) was an application for £24,501 jointly funded from Haematology and Oncology patient funds for the salary costs of the 'Time for a Treat' Co-ordinator for one year. This service continued to provide complementary therapy to patients undergoing chemotherapy. This application was approved by the Committee;
- (b) **application 3777** (appendix 5 refers) was an application for £23,802 from the

**CFL**

WRVS Fund for a Volunteer Services Support and Placement Co-ordinator pilot post for one year to further support and co-ordinate the volunteer service. Whilst the Committee was supportive of the post, the application was not approved pending confirmation that there was not an external fund that the Trust could apply to for the funding of such a post. Members noted that they wished to see evidence (in relation to all applications for approval) that all possible alternative sources of funding had been explored;

- (c) **application 3818** (appendix 6 refers) was an application for £25,000 from the Urology Equipment Fund for a thulium laser upgrade for prostate surgery. At least £10,000 had been pledged by the Prostaaid Charity towards these costs. This application was approved by the Committee (with note also being made of the need to adopt a strategic perspective on the purchase of such items); CFL
- (d) **application 3864** (appendix 7 refers) was an application for £750 from the general purposes fund to support the clinical audit awards scheme which was designed to recognise team achievements, good practice and boost morale. In view of particular issues raised in the discussion of this application, it was agreed that the application should be remitted to the Chief Operating Officer / Chief Nurse and Medical Director for them to take a view on whether it was appropriate; CFL
- (e) **application 3865** (appendix 8 refers) was an application for £7,664.26 to the general purposes fund for the decoration and furnishing of the Windsor Pharmacy waiting area, and was approved by the Committee;
- (f) **application 3866** (appendix 9 refers) was an application for £17,068 to the general purposes fund for computer equipment and software to enhance the patient information design service. The Committee agreed to defer their consideration of this item and remit this application to the Trust's Chief Information Officer for his views; CFL
- (g) **application 3885** (appendix 10 refers) was an application for £4,500 to the general purposes fund for further stress resilience workshops previously funded by the Charity. The Committee approved this application, and requested that the Charity Finance Lead determined whether it would be possible to seek to re-charge the Directorate / Division of any staff members who had booked a place but did not attend the workshop (given that this was being funded by charitable funds); CFL
- (h) **application 3888** (appendix 11 refers) was an application for £52,104 from the Cardio-Respiratory Equipment fund for theatre video equipment for congenital heart surgery, £25,000 of which had been specifically raised by a previous patient for this purpose. Dr Crucean attended the meeting to present this item for approval to members. Following discussion, members thanked Dr Crucean for the significant work he had undertaken in relation to this project and for his paper, and approved this application. During general discussion members made note of the benefits to be achieved by undertaking an audit of theatre equipment in order to determine a strategic approach to equipment replacement and enhancement, and it was noted that the Theatre Service formed one of a series of projects being taken forward by the Transformation Board, and CFL
- (i) **application 3889** (appendix 12 refers) was an application for £1,004 to the general purposes fund for a standing aid for patients. This equipment would be loaned out to wards by the manual handling unit to address mobility issues with specific patient groups. This application was approved.

**Recommended – that (A) the contents of paper G and the items in appendices 1 – 3 of the report be received and noted,**

**(B) the Charity Finance Lead be requested (in respect of application number 3838 as listed in appendix 1 to paper G) to review the details of the application and inform Mr Panchal, Non-Executive Director, accordingly;** CFL

**(C) applications 3774, 3865, 3885 and 3889 be supported,**

**(D) applications 3818 and 3888 be supported and recommended onto the Trust Board for formal approval (as they were above the limit of £25,000 for which the** Chair/TA

Charitable Funds Committee had the delegated authority to approve),

(E) in respect of application 3885 (as approved by the Committee), the Charity Finance Lead be requested to determine whether it would be possible to seek to re-charge the Directorate / Division of any staff members who booked onto a stress resilience workshop but did not attend (given that this was being funded through charitable funds);

(F) application 3777 not be supported pending confirmation that there was not an external fund that that the Trust could apply to for the funding of such a post;

(G) application 3864 not be supported and instead be remitted to the Chief Operating Officer / Chief Nurse and Medical Director for them to take a view on whether it was appropriate, and

(H) application 3866 not be supported and instead be remitted to the Trust's Chief Information Officer for his views.

**RESOLVED ITEMS**

**ACTION**

**02/12 APOLOGIES**

Apologies for absence were received from Ms K Jenkins, Non-Executive Director.

**03/12 MINUTES**

**Resolved** – that (A) the Minutes of the meeting held on 4 November 2011 (paper A refers) be confirmed as a correct record, and

(B) the action notes of the meeting held on 4 November 2011 (paper A1 refers) be received and noted.

**04/12 MATTERS ARISING**

**04/12/1 Matters Arising Report**

Members received and noted the contents of paper 'B', which detailed outstanding matters arising from previous meetings, a number of which were discussed further as follows:-

- (a) Minute 58/11 (Item for Approval – application 3747 relating to a virtual ward) – it was anticipated that this application would be re-submitted for approval to the March 2012 meeting of the Charitable Funds Committee following the outcome of review by the Medical Director and relevant Executive Director colleagues; **CFL/TA**
- (b) Minute 58/11 (relating to a general point raised about the usefulness of providing ward safes for patients' use during consideration of the Items for Approval report at the previous meeting) – the Chairman undertook to seek clarification regarding the Trust position in respect of the provision of ward safes and report back to the Committee accordingly; **Chair**
- (c) Minute 61/11/1 (relating to the need to review and amend the signage in the Eye Department) – it was agreed that the Charity Finance Lead would notify the Ophthalmology Department of the Committee's request for the Patient Adviser to be involved at the design stage, and **CFL**
- (d) Minute 7/11/5 (relating to Leicester Hospitals Charity Review) – the Head of Fundraising and Mr Panchal, Non-Executive Director were requested to continue to progress this item and present a report at the next meeting of the Charitable Funds Committee in March 2012. **HoF/PP/TA**

**Resolved** – that the matters arising report (paper B) be received and noted and the actions described above (under points (a) to (d) respectively) be taken forward **CFL/TA/Chair/**

accordingly.

HoF/PP

**05/12 REPORT BY THE HEAD OF FUNDRAISING (1)**

**Resolved** – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

**06/12 REPORT BY THE HEAD OF FUNDRAISING (2)**

**Resolved** – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

**07/12 FUNDRAISING UPDATE REPORT**

The Head of Fundraising presented paper 'D', which updated members on current fundraising activities.

Note was made of the need for the Head of Fundraising to determine the process for the formal closure of appeals (particularly in relation to item 2.2 – the Newborn Baby Appeal). Members also commented on the volume of on-going fundraising activity against a background of depleted resource within the fundraising team.

HoF

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

(B) the Head of Fundraising be requested to determine the process for the formal closure of appeals.

HoF

**08/12 REPORT BY THE HEAD OF FUNDRAISING (3)**

**Resolved** – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

**09/12 REPORT BY THE HEAD OF FUNDRAISING (4)**

**Resolved** – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

**10/12 CHARITY ANNUAL REPORTS AND ACCOUNTS**

The Charity Finance Lead presented paper 'H', which presented the audited annual accounts (appendix 1), Trustee's annual report (appendix 2) and letter of representation (appendix 3) for the Leicester Hospitals Charity for the year ending 31 March 2011. The accounts and annual report had been circulated to members of the Charitable Funds Committee on 16 December 2011 and had subsequently been approved by the Trust Board on 5 January 2012.

Subject to no adverse comments being received from the Trust's auditors, members retrospectively approved the Charity Annual Reports and Accounts, noting that they had already been approved by the Trust Board on 5 January 2012.

**Resolved** – that the Charity's Annual Reports and Accounts be retrospectively approved.

## 11/12 INVESTMENT BALANCE AND CASH REQUIREMENTS

The Charity Finance Lead presented paper 'I', which had been prepared in response to the Committee's request at its meeting held on 4 November 2011 (Minute 62/11 refers) that further information be provided in relation to determining the Charity's cash requirements for the forthcoming year. Members were particularly requested to note the potential level of additional cash required in 2012/13, and the fact that the cash element of the portfolio would therefore increase to around £500,000.

Members noted the contents of the report and requested that Cazenove, the Trust's Investment Managers, were kept briefed accordingly.

**Resolved – that (A) the contents of this report be received and noted, and (B) the Trust's Investment Managers continue to be briefed accordingly.**

## 12/12 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper 'J', which provided an update on the accounts of the Charity for the period ending December 2011. It also provided an update on the general purposes fund and other items of general information.

Following discussion at the 4 November 2011 meeting of the Charitable Funds Committee (Minute 69/11 refers) it was agreed that the Chairman and Charity Finance Lead would write to relevant Divisional Directors expressing concern regarding any apparent lack of movement in respect of relevant Divisional charitable funds and the Charity's intended proposals should these not be utilised within an agreed timeframe. Consideration had subsequently been given to the sanctions that could be taken should there be a lack of movement in funds and it was proposed to deal with this issue within the Charity's planning process, where Divisions were required to identify spending plans and fundraising requirements for the year.

In respect of the contents of appendix 2, the Committee requested that the Head of Fundraising looked into a particular Liver Cancer Research Fund in order to determine any associated fundraising opportunities.

HoF

**Resolved – that (A) the contents of this report be received and noted, (B) the proposed changes to the planning process be supported, and (C) the Head of Fundraising be requested to undertake the action described above.**

HoF

## 13/12 ANY OTHER BUSINESS

### 13/12/1 Manpower / Resources

At the request of the Chairman it was agreed that the Director of Finance and Procurement and Head of Fundraising would submit a report to the next (March 2012) meeting of the Charitable Funds Committee highlighting the required areas of focus / priority for the Fundraising Team given the current resource issues (including information in respect of the deployment of resource against anticipated return). Mr Panchal, Non-Executive Director, was requested to feed into these discussions, in particular with regard to the future relationship between the Trust and the Charity in terms of ensuring that it was properly resourced and worked productively.

DFP/  
HoF

PP

**Resolved** – that (A) the Director of Finance and Procurement and the Head of Fundraising be requested to present a report on this issue to the next (March 2012) meeting of the Charitable Funds Committee, and

DFP/  
HoF

**(B) Mr Panchal, Non-Executive Director, be requested to feed into these discussions for the purpose described above.**

PP

13/12/2 Acute Care Division

The Director of Finance and Procurement reported verbally to advise that the Acute Service Division had been requested to submit a bid for charitable funding in relation to the assessment area given that this was a pressing need for the Trust. This bid could be considered outside the meeting utilising the appropriate route for delegated authority should timescales dictate such a course of action necessary.

**Resolved** – that this verbal information be noted.

14/12 **IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD**

**Resolved** – that the following items be brought to the attention of the Trust Board:

- Items for Approval (Recommended Item – Minute 01/12 refers);
- Report by the Head of Fundraising (3) (Private Minute 08/12 refers);
- Report by the Head of Fundraising (4) (Private Minute 09/12 refers), and
- Investment Balance and Cash Requirements (Minute 11/12 refers).

15/12 **DATE OF NEXT MEETING**

**Resolved** – that the next meeting of the Charitable Funds Committee be held on Friday 16 March 2012 from 10.30am until 12.30pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 2.02pm.

Gill Belton  
Trust Administrator