

Trust Board Paper AA

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

**DATE OF TRUST BOARD MEETING:** 27 February 2014

**COMMITTEE:** Charitable Funds Committee

**CHAIRMAN:** Mr P Panchal, Non-Executive Director

**DATE OF COMMITTEE MEETING:** 3 February 2014

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

- Items for Approval (Minute 01/04 refers) – specifically application numbers 4816, 4824 and 4844 due to their value being over the Charitable Fund Committee’s delegated authorisation limit of £25,000.

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

- None

**DATE OF NEXT COMMITTEE MEETING:** To be confirmed.

P Panchal, Non-Executive Director  
21 February 2014

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON MONDAY 3 FEBRUARY 2014 AT 11AM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

**Present:** Mr P Panchal – Non-Executive Director (Chair)  
Mr P Hollinshead – Interim Director of Financial Strategy  
Ms R Overfield – Chief Nurse

**In Attendance:** Mrs G Belton – Trust Administrator  
Mr P Burlingham – Patient Adviser  
Dr W Chung – Clinical Research Fellow (for Minute 01/04 – point (iii))  
M T Diggle – Head of Fundraising  
Ms J Foxon – Matron (for Minute 01/14 – point (ii))  
Ms J Smith – Superintendent Radiographer (for Minute 01/04 – point (viii))  
Mrs M Tuddenham – Charitable Funds Assistant  
Mr M Wightman – Director of Marketing and Communications  
Ms J Woolley – Assistant Financial Accountant

**RECOMMENDED ITEMS**

**ACTION**

**01/14 ITEMS FOR APPROVAL**

The Assistant Financial Accountant presented paper 'G', which outlined grant applications received since the last Committee meeting.

Appendix 1 to the report detailed applications totalling £455,587 which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. Appendix 3 detailed those applications which had been rejected by the Charity Finance Lead. Appendix 2 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). It was noted that the reports continued to present information by the former Divisional / Directorate structure, rather than in the new Clinical Management Group (CMG) / Corporate Directorate structure, and that work would be required to align the relevant systems to the new CMG structure. It was agreed that the Director of Marketing and Strategy would discuss with the Charity Finance Lead the resource required in re-structuring the data so as to present this information by CMG.

**DMC**

Section 2.6 of the report provided the details of an application approved by members outside the meeting, as per the required process for the seeking of urgent approval between formal Committee meetings, and related to the approval of £16,056 being utilised from the Forget-Me-Not Appeal to fund two Meaningful Activity Co-ordinators for a further six-month period in addition to the twelve months previously funded by the Charity.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 18 inclusive):

- (i) application 4496 (appendix 4 refers) was an application for £19,599 from the Women's and Children's Equipment Fund for the provision of computer workstations for use within the Neonatal Unit to allow for an increase in capacity of cots. This application had the approval of the CMG Deputy Clinical Director and General Manager, and sufficient funds were available to support the application. The Committee approved this application (noting also its relation to application 4550 (note (ii) below refers);
- (ii) application 4550 (appendix 5 refers), as presented by Ms J Foxon, Matron, was an application for £20,240 from the Women's and Children's Equipment Fund for the provision of eight Neopuff Resuscitation Devices for use within the Neonatal Unit to allow for an increase in the capacity of cots (and related to

**CFA**

- application 4496, point (i) above refers). This application had the approval of the CMG Deputy Clinical Director and General Manager, and sufficient funds were available to support the application. The Committee approved this application, in light of its duty to utilise the funds raised by families for this specific purpose, on the basis that future replacements and on-going maintenance costs were met by the Trust. In light of the specific questions raised during the discussion on this application regarding the items that had been included or excluded from the original business case, and the particular process that had been followed, it was agreed that the Director of Marketing and Communications would feed back to the Women's and Children's Clinical Director and General Manager accordingly. It was further noted that more specific information was required on such future applications from across the Trust regarding issues relating to the maintenance of equipment;
- (iii) application 4592 (appendix 6 refers), as presented by Dr Chung, Clinical Research Fellow, was an application for £42,024 for the provision of a Cytometer to aid research into the early detection of pancreatic cancer to be partially funded from the Pancreatic and Hepatobiliary research fund and the Marks and Spencer Pancreas Research Fund. The shortfall of approximately £20,000 was requested from general purpose charitable funds. Other potential funds within the Cancer and Haematology area had been identified however discussions had confirmed that these funds were earmarked for another purpose. Following discussion, the Committee did not approve this application at the current time on the basis that they would first wish to have evidence of the following: (a) confirmation that this application was supported by the CMG's Clinical Director (b) confirmation that this application was supported by the Trust's Medical Equipment Panel and (c) confirmation that this application was supported by the CMG's Research Lead / the Research and Development Executive. It was agreed that this decision would be fed back to the applicant by the Charitable Funds Assistant;
- (iv) application 4660 (appendix 7 refers) was an application for £14,617 from general purpose charitable funds to refurbish the Radio Fox studio including a new mixing desk. The radio station was a registered charity run by volunteers providing a radio station to the LRI and Glenfield Hospitals. Their limited income was insufficient to enable them to carry out a refit. Following discussion, the Committee did not approve this application at the current time on the basis that they considered that further information would be helpful, particularly in terms of the future strategy in respect of the two separate radio station services provided at the Trust (one at the Glenfield and LRI, and the other at the LGH). It was also considered that it would be helpful to seek feedback from patients on this issue, through the incorporation of a question into the patient surveys. It was agreed that the Head of Fundraising would make contact with the providers of Radio Fox and Radio Gwendolen for this purpose;
- (v) application 4670 (appendix 8 refers) which was an application for £16,841 from the Breast Care Centre fund for the provision of a perometer had been withdrawn, and this was noted by the Committee;
- (vi) application 4675 (appendix 9 refers) was an application for £23,398 from the Renal Unit Patient Benefit Fund for the provision and installation of televisions for patients on Ward 15N at the Leicester General Hospital. This application had the approval of the CMG General Manager and there were sufficient funds within the Fund to support this. This application was approved by the Committee;
- (vii) application 4686 (appendix 10 refers) was an application for £10,500 from general purpose funds for additional high back chairs for the central outpatients department at the Leicester General Hospital to enhance patient experience. The Committee approved this application, albeit noting the requirement for a debate at a future point in time regarding the potential establishment of a central fund for bedside kit;
- (viii) application 4816 (appendix 11 refers), as presented by Ms J Smith, Superintendent Radiographer, was an application for £112,757 from the Breast Care Centre Fund for the provision of an ultrasound machine to enable the service to expand. This was to be funded by a patient legacy of £173,000. This

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CN

	application had the approval of the Medical Equipment Panel and the CMG General Manager. The Committee approved this application;	<b>CFA</b>
(ix)	application 4824 (appendix 12 refers) was an application for £100,292 from the Oncology Equipment Fund for the provision of eight scalp cooling units for patients undergoing chemotherapy treatment. The funding for these had been donated by the Walk the Walk Charity specifically for this equipment. The application had the approval of the Medical Equipment Panel and the CMG Deputy General Manager. The Committee approved this application;	<b>CFA</b>
(x)	application 4836 (appendix 13 refers) was an application for £10,000 from general purpose charitable funds to refit the two junior doctor rooms in the Obstetrics and Gynaecology departments at the LRI and Leicester General Hospitals to ensure the facilities were functional for the staff. This application was approved in principle, subject to confirmation being sought by the Assistant Financial Accountant that this funding was not being utilised to comply with health and safety requirements, as this was a statutory function which should be met from exchequer funds;	<b>AFA</b>
(xi)	application 4837 (appendix 14 refers) was an application for £2,050 from general purpose charitable funds to purchase additional red dignity pegs. These had previously been funded by the charity and were a useful tool to ensure patients' privacy and dignity. This application had the support of the Director of Nursing and was approved by the Committee;	<b>CFA</b>
(xii)	application 4838 (appendix 15 refers) was an application for £831 from general purpose charitable funds to fund the translation of electronic patient surveys into Polish, Punjabi and Gujarati and had been requested by the Patient Experience Team in order to enable more patients to provide feedback about the Trust. The Committee approved this application, albeit noting that it would have been helpful if this additional requirement had been made explicit at the time at which the i-pads (for use by patients completing the electronic surveys) had been agreed for purchase;	<b>CFA</b>
(xiii)	application 4839 (appendix 16 refers) was an application for £20,000 from general purpose charitable funds to support a research study in which the Trust was a co-applicant to the EnRich project. This application had the approval of the Director of Nursing. The Committee did not approve this application at the current time as it was considered that further additional information was required. It was agreed that the Chief Nurse would provide confirmation of the additional information required for this application to be re-submitted to the Committee;	<b>CN</b>
(xiv)	application 4842 was an application for £4000 from general purpose charitable funds to fund stress resilience workshops for newly qualified nurses and midwives. The Committee did not approve this application at the current time as it was considered that further additional information was required. It was agreed that the Chief Nurse would provide confirmation of the additional information required, and	<b>CN</b>
(xv)	application 4844 (appendix 18 refers) was an application for £29,475 from the Foxtrot Restricted Fund for the provision of an Instron Biomechanical testing system for orthopaedic research. There were sufficient funds within the foxtrot fund to support this purchase, as raised by patients and their families at the Foxtrot Walk. This application had the support of the Clinical Director and was approved by the Committee.	<b>CFA</b>

**Recommended – that (A) the contents of this report (including the withdrawal of application 4670) and its appendices be received and noted,**

**(B) applications 4496, 4550, 4675, 4686, 4837 and 4838 be approved, with applications 4816, 4824 and 4844 being recommended onto the Trust Board for formal approval (due to their value being over the Charitable Funds Committee's delegated authorisation limit of £25,000),**

**Chair**

**(C) application 4836 be approved subject to the specific action identified under point (x) to be undertaken by the Assistant Financial Accountant,**

**AFA**

**(D) applications 4592, 4660, 4839 and 4842 not be approved, with the applicants to be notified of the outcome of their application by the Charitable Funds Assistant, and the nominated staff members (full details of which are as above – please see points (iv), (xiii), and (xiv)) now to seek additional information in respect of these applications before they could be re-submitted for consideration at future meetings of the Charitable Funds Committee,**

HoF/CN

**(E) the Director of Marketing and Communications be requested to undertake the specific actions identified under paragraph two of this Minute and also point (ii) above, and**

DMC

CN

**(F) the Chief Nurse be requested to give consideration to progressing the establishment of a central fund for the purchase of bedside kit.**

### RESOLVED ITEMS

### ACTION

#### 02/14 APOLOGIES

Apologies for absence were received from Ms K Jenkins, Non-Executive Director, Mr N Sone, Charity Finance Lead, Dr P Spiers, Chair of the Medical Equipment Executive and Mr S Ward, Director of Corporate and Legal Affairs.

#### 03/14 MINUTES

**Resolved – that the public and private Minutes of the meeting held on 13 September 2013 (paper A refers) be confirmed as a correct record.**

#### 04/14 MATTERS ARISING

##### 04/14/1 Matters Arising Report

Members received and noted the contents of paper 'B', which detailed information in respect of outstanding matters arising from previous meetings. In view of the time that had elapsed since the last meeting of the Charitable Funds Committee (held in September 2013) it was agreed that the Committee Chairman and the Head of Fundraising would review the contents of this report outwith the meeting and report progress against all identified actions at the next meeting of the Committee.

Chair /  
HoF

Specific discussion took place in respect of the following items:

- (i) Minute 47/13 (Bereavement Room at the LGH, in particular the issue of staff training for patients experiencing miscarriage) – the Head of Fundraising advised that whilst the focus of the Leicester Baby Loss Appeal was on improvement of the environment in which to care for mothers giving birth to still-born babies, specific training had recently been undertaken by a number of midwives and there were other plans and initiatives underway within the service, and
- (ii) Minute 48/13 (Finance and Governance Report) – the Interim Director of Financial Strategy advised that he was due to meet with KPMG the following day and would seek to expedite the reports referenced within paper B.

IDFS

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

**(B) the Committee Chairman and the Head of Fundraising be requested to review the contents of paper B outwith the meeting and report progress against all identified actions at the next meeting of the Charitable Funds Committee, and**

Committee  
Chair / HoF

**(C) the Interim Director of Financial Strategy be requested to undertake the action highlighted under point (ii) above, and report back to the Committee accordingly.**

IDFS

## 05/14 FUNDRAISING UPDATE REPORT

The Head of Fundraising presented paper 'C', which detailed recent fundraising and promotional activities and noted future plans and fundraising events.

Specific discussion took place regarding the following points:

- (i) members noted a specific issue raised in terms of equity of provision of the Staff Christmas Meals for UHL-employed staff compared to those who worked at the Trust but were employed by other organisations, and
- (ii) the work that had commenced in respect of the Trust's new marketing and promotion strategy for legacies, including the outcome of a recent focus group that had been held, which would be used to inform a broader survey of supporters of Leicester Hospitals Charity and UHL Trust members. It was currently anticipated that the Legacy Strategy would be submitted for approval at the next meeting of the Charitable Funds Committee, along with the outcome of the planned survey (if available). Further discussion took place regarding this matter in terms of the importance of engaging with all of Leicester's diverse community groups, along with the potential to develop a partnership approach with a large organisation. It was agreed that the Committee Chairman would pass on details of relevant potential contacts to the Head of Fundraising for the purpose described. In response to a query raised, the Head of Fundraising confirmed that people leaving a legacy to the Trust were able to specify the area in which they wished the funds to be used.

HoF

Committee  
Chairman

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

(B) the Head of Fundraising be requested to present the Legacy Strategy to the next meeting for approval, along with the results of the planned survey (if available), and

HoF

(C) the Committee Chairman be requested to undertake the action highlighted under point (ii) above.

Committee  
Chairman

## 06/14 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.

## 07/14 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.

## 08/14 FINANCE AND GOVERNANCE REPORT

The Assistant Financial Accountant presented paper 'F', which provided an update on the financial position of the Charity for the period ending 31 December 2013, and also provided an update on the general purposes charitable fund.

The Interim Director of Financial Strategy requested that a report was submitted to a future meeting of the Charitable Funds Committee which detailed the following information:

- (a) individual fund balances and movement over the last 24 months, and
- (b) the status of any spending plans by fund.

CFL

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

(B) the Charity Finance Lead be requested to submit a report to a future meeting of the Charitable Funds Committee which documented (a) individual fund balances

and movement over the last 24 months, and (b) the status of any spending plans by fund.

CFL

09/14 ANY OTHER BUSINESS

09/14/1 Leicester and Leicestershire Secondary Schools Heartsafe Programme

The Head of Fundraising tabled a report in respect of the Leicester and Leicestershire Secondary Schools Heartsafe Programme which had been initiated by two local charities (The East Midlands Pacemaker Fund and the Joe Humphries Memorial Trust) with the aim of establishing and delivering a training programme to ensure all Year 10 pupils in Leicester and Leicestershire schools were given the opportunity to receive effective training in resuscitation skills. The initial two year programme would be hosted by the Trust. As the programme was being funded entirely out of donations and gifts there was a need to manage donations and any expenditure in a transparent and accountable manner. The creation of such a fund within Leicester Hospitals Charity would provide the appropriate level of accountability and any necessary administration, and was approved by the Committee.

**Resolved – that the creation of a fund to manage donations to the Leicester and Leicestershire Heartsafe Programme be approved.**

09/14/2 Charity Investment Managers

At the request of the Interim Director of Financial Strategy, it was agreed that the Charity Finance Lead would be requested to seek a report from the Charity's Investment Managers for submission to each meeting of the Charitable Funds Committee, with a request that the Charity Investment Managers attend a meeting of the Charitable Funds Committee on an annual basis (the latter aspect being the same arrangement as that previously in place).

CFL

**Resolved – that the Charity Finance Lead be requested to seek a report from the Charity's Investment Managers for submission to each meeting of the Charitable Funds Committee and request that they continue to attend a meeting of the Charitable Funds Committee on an annual basis.**

CFL

09/14/3 LiA Projects – Requests for Funding

The Head of Fundraising made reference to three projects which had arisen out of Listening into Action which had previously bid for capital funding. As these did not represent capital schemes, they were now seeking the use of charitable funds as an alternative source of funding. As members had not had the opportunity to review this information in detail, it was agreed that the Head of Fundraising would email members the relevant detail outwith the meeting and seek advice as to how best to progress this matter, potentially through submission of a bid to a future meeting of the Charitable Funds Committee.

HoF

**Resolved – that the Head of Fundraising be requested to email members the relevant information outwith the meeting and seek advice as to how best to progress this matter, potentially through submission of a bid to a future meeting of the Charitable Funds Committee.**

HoF

10/14 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

**Resolved – that there were no specific issues that the Committee wished to draw to the attention of the Trust Board, other than the recommended item already highlighted for the attention of the Trust Board above (Minute 01/14 – Items for Approval refers).**

It was agreed that the Trust Administrator would email members with potential dates for the Charitable Funds Committee to meet in 2014, in order that these could be confirmed and venues arranged accordingly.

**Resolved** – that the Trust Administrator be requested to undertake the action outlined above.

TA

The meeting closed at 1.11pm.

**Cumulative Record of Members' Attendance (2013-14 to date):**

Name	Possible	Actual	% attendance
P Burlingham *	3	3	100%
T Diggle *	3	3	100%
M Hindle	2	0	0%
P Hollinshead	1	1	100%
K Jenkins	3	1	33%
R Overfield	2	1	50%
P Panchal	3	3	100%
A Seddon	2	0	0%
N Sone *	3	2	67%
P Spiers *	2	1	50%
S Ward *	3	2	67%

\* non-voting members

Gill Belton  
Trust Administrator