

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 27 November 2014

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr P Panchal, Non-Executive Director

DATE OF COMMITTEE MEETING: 17 November 2014

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

- Leicester Hospitals Charity Accounts and Annual Report 2013-14 (Minute 56/14 refers), and
- Items for Approval (Minute 57/14 refers).

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 November 2014**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON MONDAY 17 NOVEMBER 2014 AT 11AM IN THE LARGE COMMITTEE ROOM, LEICESTER GENERAL HOSPITAL

Present: Mr P Panchal – Non-Executive Director (Chair)
Ms R Overfield – Chief Nurse (until and including Minute 69/14)
Mr P Traynor – Director of Finance (until and including Minute 69/14)
Ms J Wilson – Non-Executive Director

In Attendance: M T Diggle – Head of Fundraising
Mrs H Majeed – Trust Administrator
Mr N Sone – Charity Finance Lead (until and including Minute 63/14)
Mr P Spiers – Chairman of the Medical Equipment Executive (MEE) (until and including Minute 69/14)
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Assistant Financial Accountant

RECOMMENDED ITEMS

ACTION

56/14 LEICESTER HOSPITALS CHARITY ACCOUNTS AND ANNUAL REPORT 2013-14

Further to Minute 41/14 of 15 September 2014, paper C was re-presented, however, now included the External Audit's ISA 260 report alongside the 2013-14 audited accounts for Leicester Hospitals Charity, the Trustee's annual report, and the letter of representation for Charitable Funds Committee endorsement and recommendation on for Trust Board approval (as Corporate Trustee).

The Financial Controller drew members' attention to section 4 (management responses to three external audit recommendations contained in the ISA 260 report) of paper C. The response to recommendations 1 and 2 were noted and agreed. In respect of recommendation 3, the Director of Corporate and Legal Affairs advised that the Trust was in the process of reviewing the terms of reference of all Board level committees and this review would consider the membership of the Committees to ensure that they remained quorate at all times. The Financial Controller undertook to update the response to recommendation 3 and the deadline to reflect the update provided by the Director of Corporate and Legal Affairs.

The Head of Fundraising expressed concern over KPMG's commitment to meeting deadlines in terms of the audit of the Leicester Hospitals Charity accounts, noting that this was third time in a row that there had been a delay in the completion of the audit. The Director of Finance undertook to raise this issue with the External Auditors at his introductory meeting with them.

DoF

Recommended – that (A) the Leicester Hospitals Charity 2013-14 final accounts, annual report, External Audit ISA 260 report and letter of representation be endorsed and recommended for Trust Board approval (as Corporate Trustee) on 27 November 2014, and

CFC
CHAIR

(B) the Director of Finance be requested to liaise with the External Auditors regarding concerns in their meeting deadlines in respect of the audit of the Leicester Hospitals Charity accounts.

DoF

57/14 ITEMS FOR APPROVAL

Paper F outlined the grant applications received since the September 2014 Charitable Funds Committee meeting, noting that all bids received had been pre-reviewed as per current guidelines. The Charity Finance Lead considered that all applications fell within the scope of the funds, were affordable, and had been appropriately authorised by the fund advisers. Applications totalling £177,745 had been approved by the Charity Finance Lead

through the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper F. Appendix 2 outlined one application which had been rejected by the Charity Finance Lead. Appendix 3 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).

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

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| (i) | application 5000 (appendix 4 refers) was an application for £6,639 for two Nippy Clearway machines in Physiotherapy. The Committee queried whether the CMG had budgeted the annual maintenance costs for these machines – the Financial Controller undertook to check this with CMG colleagues. The Director of Finance highlighted that such machines would usually fall under the medical equipment replacement programme. Ms J Wilson, Non-Executive Director requested a report to be submitted to the Charitable Funds Committee on the framework for expenditure of Charitable Funds on medical equipment. The Director of Finance noted the need for a mechanism to be in place whereby the applications for such equipment needed to be put forward in the beginning of the year so that prioritisation could take place on which equipment could be approved via general purpose funds. The Committee approved the purchase of 4 machines subject to confirmation that the CMG had budgeted the annual maintenance costs for these machines. Members noted that the CMG had only applied for the funding to purchase two (although the requirement was 4 machines), in the hope that this would increase the possibility of the application being approved; | CFL |
| (ii) | application 5193 (appendix 5 refers), was an application for £15,491 for works to create a courtyard garden adjacent to Ward 16 of Glenfield Hospital. The Committee was supportive of this bid, however, noted the need for additional quotes to be obtained to confirm the value for money. The Committee also noted the need for any estates related applications to be linked with the Estates Strategy in order to ensure it was sustainable. The Head of Fundraising reported orally on a recent development which meant that the call on charitable funds for these works might be reduced; | CFL |
| (iii) | application 5212 (appendix 6 refers) – £7,176 for the provision of 12 new wheelchairs to be used at the LRI. The Committee approved the purchase of 12 wheelchairs subject to confirmation that the CMG had budgeted the annual maintenance costs; | DoF |
| (iv) | application 5216 (appendix 7 refers) was an application for £1,230 for a bariatric training suit to be used by the Manual Handling Service – this was approved; | CFL |
| (v) | application 5228 (appendix 8 refers) was an application for £5,975 for a bladder scanner for use in the fracture clinic – this was approved; | CFL |
| (vi) | application 5241 (appendix 9 refers) was an application for £176,000 for two EUS scopes for Hepatobiliary and Pancreatic Surgery. The Committee requested details to be submitted regarding any site reconfiguration implications that needed to be taken into account due to the nature of this application. The application was not approved but deferred pending clarification; | CFL |
| (vii) | application 5243 (appendix 10 refers) was an application for £19,308 for the creation of a wet room from an existing shower room at ward 15 of the LGH. The Committee suggested that this application be referred to the Director of Estates and Facilities to check whether it could be taken forward through Estates monies. The application was not approved; | DoF |
| (viii) | application 5263 (appendix 11 refers) was an application for £10,735 for the rebuilding of three blocks of changing cubicles within the radiology department at the Glenfield Hospital site. The Committee supported the application, however, noted the need for the application to be discussed with the Director of Estates and Facilities to confirm that it appropriately linked with the Estates Strategy; | |

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| (ix) | application 5269 (appendix 12 refers) was an application for £11,084 for an asset tracking system to be used in the ED/AMU to track bladder scanners in real time that were shared across a number of areas. The application was approved; | DoF |
| (x) | application 5271 (appendix 13 refers) was an application for £16,825 for works to extend the Haemostasis and Thrombosis Centre into the current palliative care suite to create a new examination room and office space for Haemostasis Consultants. The Committee supported the proposal, however, noted the need for confirmation to be sought from the Director of Estates and Facilities that such works were compatible with the Trust's Estates strategy. The Director of Finance undertook to liaise with the Director of Estates and Facilities in respect of this application and applications 5193 and 5263 (as noted in points (ii) and (viii) above); | CFL |
| (xi) | application 5275 (appendix 14 refers) was an application for £15,359 for the redecoration of Medical Physics offices within the Sandringham Building at the LRI. This application was not approved by the Committee noting that a number of ward areas also required redecoration. It was suggested that this application be referred to the Director of Estates and Facilities; | Chair,
MEE |
| (xii) | application 5276 (appendix 15 refers) was an application for £44,454 for various items of equipment to enable the Odames Library at the LRI to be fully functioning with 24 hour access for staff. This application was approved; | CFL |
| (xiii) | application 5277 (appendix 16 refers) was an application for £49,442 for a Transonic Vascular Access Monitor for Renal Services. The application was approved subject to confirmation from Mr P Spiers, Chairman of the Medical Equipment Executive regarding practicalities in transferring the equipment to off-site dialysis units; | CFL |
| (xiv) | application 5279 (appendix 17 refers) was an application for £12,111 for a Physiotherapy light treatment system in the Neonatal Unit for the treatment of severe jaundice. A specific donation from the Islamic Dawah Academy had been received to pay for this equipment. The Committee approved the application subject to confirmation that the CMG had budgeted the annual maintenance costs, and | |
| (xv) | application 5159 (appendices 18 and 18a) was an application for a non-religious spiritual care giver. The Chief Nurse provided an update on this application and re-iterated that charitable funds was being sought to pilot this post for a year to ascertain the demand for this service. Further to a brief discussion on any potential issues in relation to Chaplaincy services, the application was approved noting that objective impact assessments and audits to evidence the demand would need to be factored in, as appropriate. | |

In general discussion on the bids presented, the Charity Finance Lead queried whether a sub-group should be established to discuss the bids prior to its presentation at the Charitable Funds Committee – in response, the Head of Fundraising advised that it would be challenging in terms of resources to establish and organise a sub group for this purpose.

Instead, it was agreed that the Charitable Funds Committee should consider further the process for obtaining appropriate Executive Director input before submitting applications to the Committee for consideration.

Recommended – that (A) the contents of this report and its appendices be received and noted;

(B) applications 5216, 5228, 5269, 5159 be approved and 5276 be recommended onto the Trust Board for formal approval (due to its value being over the Charitable Funds Committee's delegated authorisation limit of £25,000);

(C) applications 5000, 5212 and 5279 be approved subject to confirmation being received from the CMGs that annual maintenance costs for these machines had been budgeted;

- | | |
|---|-----------------------|
| (D) application 5277 be approved subject to confirmation received from Mr P Spiers, Chairman of the Medical Equipment Executive re. the specific action outlined in point (xiii) above; | Chair,
MEE |
| (E) the Director of Finance be requested to liaise with the Director of Estates and Facilities re. applications 5193, 5263 and 5271 to seek confirmation that these schemes appropriately link with the Estates Strategy; | DoF |
| (F) applications 5241, 5243 and 5275 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 (vi), (vii), and (xi)) 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, and | CFL |
| (G) the Financial Controller be requested to present a report to the next Charitable Funds Committee on the framework for expenditure of Charitable Funds on medical equipment. | CFL |

RESOLVED ITEMS

58/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P Burlingham, Patient Adviser and Mr M Wightman, Director of Marketing and Communications.

59/14 MINUTES

Resolved – that the Minutes of the 15 September 2014 Charitable Funds Committee meeting be confirmed as a correct record.

60/14 MATTERS ARISING FROM THE MINUTES

Members reviewed the matters arising report at paper B, which covered both the immediately preceding and earlier Charitable Funds Committee meetings. Specific discussion took place in respect of the following items, noting that all items currently designated as a '5' rating (complete) would be removed from the log.

(a) Minute 43/14f of 15 September 2014 – the Financial Controller confirmed that all future 'items of approval' application forms to the Charitable Funds Committee would include a field requesting applicants to consider/factor any future estate changes. This item be removed from the log.	TA
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(b) Minute 49/14a of 15 September 2014 – the Charity AGM had now been rescheduled to take place on 18 December 2014. This item be removed from the log;	TA
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(c) Minute 54/14g of 15 September 2014 – an update on application 3747 (virtual ward for training purposes) be provided to the next meeting of the Charitable Funds Committee;	FC
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(d) Minute 37/14a of 9 June 2014 – the Chief Nurse undertook to liaise with Senior Nursing staff re. contacting organisations to donate iPads for Paediatric ED, and	CN
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(e) Minute 7/14 of 14 April 2014 – the Chief Nurse advised that a business case was being developed to fund the Meaningful Activity Coordinator posts. This item be removed from the log.	TA
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<u>Resolved</u> – that the discussion above and any associated actions, be noted and progressed by the appropriate lead.	Named leads
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61/14 FUTURE COMPOSITION OF (AND RISK APPETITE WITHIN) UHL'S CHARITABLE FUNDS INVESTMENT PORTFOLIO

The Director of Finance reported orally and advised that there was a need to confirm a formal process to renew/re-appoint Cazenove Capital Management (investment managers for Leicester Hospitals Charity), pending any decision to seek competitive tenders for such services. There was also a need to update the Trust's investment policy noting that it was currently out of date.

DoF

Prior to engaging in a discussion about risk appetite, the Director of Finance noted the need for a discussion on the plan for UHL's charitable funds investment, also noting that the Charity did not currently have an agreed expenditure plan. He also noted the need for a report from Cazenove Capital Management (CCM) to be scheduled on the agenda for each Charitable Funds Committee (even if representatives from CCM did not attend the meeting).

DoF

CCM/CFL

Resolved – that (A) the verbal update be noted;

(B) the Director of Finance be requested to:-

DoF

(i) ensure that the contract position of Cazenove Capital Management is addressed in the short term pending consideration by the Committee of the need to seek competitive tenders for such services, and

(ii) submit a report to the next meeting of the Charitable Funds Committee to enable the Committee to consider updating the update the Charity's Investment Policy, and

(C) the Charity Finance Lead be requested to inform Cazenove Capital Management (CCM) that a standing item re. 'Update from Charitable Funds Investment Managers' would be included on the agenda for all Charitable Funds Committee meetings.

CCM/ FC

62/14 USE OF CHARITABLE FUNDS FOR TRAINING PURPOSES – POSITION STATEMENT

The Head of Fundraising presented paper D, providing draft criteria around the funding of staff training through charitable funds. The Committee approved the criteria listed in section 3 of the report advising that wording should be included to the effect that 'funding for training could only be requested every couple of years (i.e. time period to be included)'. The Director of Finance suggested that wording also be included to clarify that funding would be prioritised for groups of staff who did not otherwise have ready access to other funded training. The Head of Fundraising was requested to draft a 'Policy for access of charitable funds for training purposes' in liaison with the Director of Human Resources noting that appropriate link would need to be made with other related policies already in place within the Trust. The Head of Fundraising was also requested to give consideration to the charitable funds that would need to be set aside for this purpose.

HoF

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

(B) the Head of Fundraising be requested to:-

HoF

(i) draft and submit to the next Charitable Funds Committee for consideration a 'Policy for access of charitable funds for training purposes' in liaison with the Director of Human Resources noting that appropriate link would need to be made with other related policies already in place within the Trust, and

(ii) consider and advise the Charitable Funds Committee on the charitable funds that would need to be set aside for funding of staff training through charitable funds.

63/14 SPENDING PLANS/FUTURE STRUCTURE AND SIZE OF UHL CHARITABLE FUNDS

Further to Minute 42/14 of 15 September 2014, paper E updated members on progress in reviewing the structure of the Charity's funds and on the production of future spending plans.

The Charity Finance Lead made members aware that work had taken place on a proposed new fund structure which had reduced the number of funds from 189 to 74. However, he highlighted that further work was required to further reduce the number of funds and this would take place in consultation with Fund Managers and the Fundraising Team. The Head of Fundraising advised that the reason for the high number of funds was because

these were not closed appropriately and therefore became dormant. If funds were opened through the Fundraising Team, then there was a tracking mechanism in place, however, there was less clarity when a ward area (for example) had taken this forward. Appendix 1 outlined the structure of the existing funds with their available balances mapped across to the new proposed funds.

The Director of Finance noted the need for a decision on the total number of funds that would ideally be in place. There was a need for appropriate planning, streamlined cost centres and simplified fund types to ensure that all funds had a valid purpose which met the current aims of the Charity. A mechanism would also need to be in place to maintain the integrity of fund givers and the funds were used for the purpose for which they were donated. The Director of Finance reiterated that currently applications to the Committee requiring approval were received 'as and when' the need arose and he noted the need for better planning.

CFL

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

(B) further report on the implementation of the changes to the structure of the Charity's funds as suggested by the Director of Finance be provided to the next meeting of the Charitable Funds Committee.

CFL

64/14 FINANCE AND GOVERNANCE REPORT

Paper G detailed the financial position of the Charity overall and of the General Purpose Fund for the month ending 31 October 2014. The Director of Finance requested that consideration be given to developing a forward looking financial position of the Charity.

CFL/
HoF

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

(B) the Charity Finance Lead and the Head of Fundraising be requested to develop a forward looking financial position of the Charity for presentation to the next meeting of the Committee.

CFL/
HoF

65/14 LEICESTER HOSPITALS CHARITY ANNUAL GENERAL MEETING (AGM)

Members were advised that the Charity AGM date had been rescheduled and would now be held on 18 December 2014.

Resolved – that the contents of paper H be received and noted.

66/14 FUNDRAISING UPDATE REPORT

Paper I detailed the recent fundraising and promotional activities by the Charity. Appendix 1 provided the new organogram of the Leicester Hospitals Charity. The Head of Fundraising highlighted that approximately 5000 staff had booked for the Christmas meal. An arrangement had been made for a meal to be provided to staff who worked on Christmas Day.

Resolved – that the contents of paper I be received and noted.

67/14 UPDATE ON LEGACY STRATEGY, INCLUDING BENCHMARKING OF UHL CHARITY POSITION AGAINST PEERS

The Head of Fundraising presented paper J, highlighting that as part of the Charity's five-year plan, the Charity had engaged with a fundraising consultancy to advise on a legacy strategy. Appendix 1 of paper J detailed the strategy. Appendix 2 provided details on legacy gifts to the Charity over the past years. It was noted that this would be monitored over the next five years. The Head of Fundraising made members aware of a typographical error on page 12 of paper J, in that the average legacy amount in 2012-13 had been £14,000 and not £109,597 as currently stated.

Resolved – that the contents of paper J be received and noted.

68/14 LEICESTER BABY LOSS APPEAL - UPDATE

Members were advised that the new bereavement suite (Maternity) at the Leicester General Hospital site was now complete. Patients had been using the room since May 2014.

Resolved – that the contents of paper K be received and noted.

69/14 BRIEFING RE:STAFF TRAINING IN DEALTING WITH PATIENTS EXPERIENCING MISCARRIAGE/MULTIPLE MISCARRIAGE

Resolved – that the contents of paper L be received and noted.

70/14 ANY OTHER BUSINESS

70/14/1 Chair, Medical Equipment Executive

Members thanked Mr P Spiers, Chair of the Medical Equipment Executive for his contribution to the Charitable Funds Committee and wished him well for his impending retirement.

Resolved – that the update be noted.

70/14/2 Named Fund

The Head of Fundraising advised that a patients' family had requested permission to establish a named fund to raise funds for the Trust's Neonatal Unit. Although, the funds would be raised by the family, it would be managed by the Leicester Hospitals Charity. The Committee was supportive of this subject to the approval of the Director of Finance. If approved, it was requested that regular updates on this named fund be presented to the Charitable Funds Committee.

HoF

Resolved – that the Head of Fundraising be requested to seek approval from the Director of Finance in respect of the establishment of a named fund to raise funds for the Trust's Neonatal Unit and provide a regular update on this matter to the Charitable Funds Committee, as appropriate.

HoF

70/14/3 Christmas Decoration on wards

In response to a query from the Assistant Financial Accountant, it was noted that monies for Christmas decoration on wards should be funded by the CMG.

Resolved – that the position be noted.

71/14 DATE OF NEXT MEETING

Resolved – that provisional 2015 dates be circulated based on the same frequency as for 2014.

TA

The meeting closed at 1pm.

Cumulative Record of Members' Attendance (2014-15 to date):

Name	Possible	Actual	% attendance
P Panchal (Chair)	4	4	100
I Crowe	2	1	50
P Burlingham *	3	1	33
T Diggle *	4	4	100

P Hollinshead*	2	1	50
K Jenkins	2	0	0
R Overfield	4	2	50
S Sheppard	1	1	100
N Sone *	4	4	100
P Spiers *	4	3	75
P Traynor	1	1	100
M Wightman*	4	3	75
S Ward *	4	3	75
R Kilner	1	1	100
J Wilson	1	1	100

* non-voting members

Hina Majeed, **Trust Administrator**