

Trust Board Paper P

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 3 November 2016

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr A Johnson, Non-Executive Director

DATE OF COMMITTEE MEETING: 6 October 2016

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

- Minute 35/16 – the Charity Annual Report 2015-16 be supported, and recommended to the Trust Board (acting as Corporate Trustee) on 3 November 2016 for approval further to the availability of the Leicester Hospitals Charity accounts.

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

- None

DATE OF NEXT COMMITTEE MEETING: 1 December 2016

A Johnson, Non-Executive Director and CFC Chair  
27 October 2016

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 6 OCTOBER 2016  
AT 2:00PM IN ROOMS A AND B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

- Present:** Mr A Johnson – Non-Executive Director (Chair)  
Col (Ret'd) I Crowe – Non-Executive Director  
Mr R Moore – Non-Executive Director  
Mr B Patel – Non-Executive Director (from Minute 38/16/5)  
Mr K Singh – Non-Executive Director/Trust Chairman (until and including Minute 39/16/1)  
Mr M Traynor – Non-Executive Director  
Mr P Traynor – Chief Financial Officer
- In Attendance:** Mr T Diggle – Head of Fundraising  
Mr D Gorrod – Patient Partner (non-voting member)  
Miss B Kotecha – Deputy Director of Learning and Organisational Development (for Minute 38/16/3)  
Mrs H Majeed – Trust Administrator  
Mr N Sone – Financial Controller  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Communications and External Relations (non-voting member) (until and including Minute 41/16/1)

**RECOMMENDED ITEM**

**35/16 CHARITY ACCOUNTS AND CHARITY ANNUAL REPORT 2015-16**

Paper I presented the 2015-16 draft Leicester Hospitals Charity Accounts and Charity Annual Report, for Charitable Funds Committee endorsement and recommendation on for Trust Board approval (as Corporate Trustee). However, it was noted that the Leicester Hospitals Charity accounts had not yet been audited, which was also required for Trust Board approval – it was noted that the audit had been commenced but not yet completed and was expected to be submitted for approval to the Trust Board meeting on 3 November 2016. It was noted that the Charity Annual meeting was scheduled on 10 November 2016.

Responding to a query from Mr R Moore, Non-Executive Director, the Charity Finance Lead undertook to liaise with the Director of Corporate and Legal Affairs outwith the meeting and agree a form of words and amend the wording in respect of the role of the Audit Committee in relation to risk management (page 11 of the Annual Report refers).

**CFL/  
DCLA**

**Recommended – that (A) the Charity Annual Report 2015-16 be supported, and recommended to the Trust Board (acting as Corporate Trustee) on 3 November 2016 for approval further to the availability of the Leicester Hospitals Charity accounts, and**

**(B) the Charity Finance Lead be requested to liaise with the Director of Corporate and Legal Affairs outwith the meeting and agree a form of words and amend the wording in respect of the role of the Audit Committee in relation to risk management (page 11 of the Annual Report refers).**

**CFL/  
DCLA**

**RESOLVED ITEMS**

**36/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms J Smith, Chief Nurse.

**37/16 MINUTES**

**Resolved** – that the Minutes of the 4 August 2016 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as correct records.

**38/16 MATTERS ARISING FROM THE MINUTES**

Paper B detailed both the actions from the most recent meeting, and also any which remained outstanding from previous Committee meetings.

Minute 25/16/1a (maintenance of water coolers) – the Committee was content to close this action.

**TA**

Minute 29/16/1 (proposal for major refurbishment in the Outpatients' clinic area in the Osborne Building, LRI) – the Head of Fundraising advised that he had made contact with the Regional Manager, Macmillan who had provided a new contact with whom to discuss this matter. The Head of Fundraising would be progressing this.

**HoF**

**Resolved** – that the matters arising report (paper B refers) be confirmed as a correct record and any associated actions, as noted above, be appropriately progressed.

**TA/HoF**

**38/16/1 Availability of Wheelchairs (Minute 9/15e of 19 January 2015)**

The Head of Fundraising reported verbally and queried whether, that given the current state and availability of wheelchairs across the Trust, whether it would be appropriate for charitable funds to be used for the maintenance of wheelchairs. He highlighted that the management and maintenance of the buggy service was currently funded through the Leicester Hospitals Charity and it might be that this service was extended to include the maintenance of wheelchairs as well. The view of Committee members' was that although it was a good idea to pump-prime this initiative, they highlighted that maintenance of wheelchairs was the responsibility of the Estates and Facilities Directorate.

In discussion, it was agreed that the Director of Estates and Facilities should be requested to submit a proposal to the Quality Assurance Committee meeting on 27 October 2016 on how to improve the standard of wheelchairs (i.e. plans for repair/restoration) across the Trust. This report should also cover (a) stock count of wheelchairs, (b) stock count of disability mobility aids/ bariatric wheelchairs, and (c) usage (i.e. demand) for wheelchairs. In parallel, it was suggested that the Director of Estates and Facilities and the Head of Fundraising liaised about the idea of (e.g. liveried wheelchairs) and how the Charity might be able to assist with this.

**DEF**

**DEF/  
HoF**

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

**(B) given the current state and availability of wheelchairs, the Director of Estates and Facilities be requested to submit a proposal to the QAC meeting on 27 October 2016 on how to improve the standard of wheelchairs (i.e. plans for repair/restoration) across the Trust. This report to also cover (a) stock count of wheelchairs, (b) stockcount of disability mobility aids/ bariatric wheelchairs, and (c) usage (i.e. demand) for wheelchairs, and**

**DEF**

**(C) the Director of Estates and Facilities and the Head of Fundraising be requested to liaise about the idea of e.g. liveried wheelchairs and how the Charity might be able to assist with this.**

**DEF/  
HoF**

**38/16/2 Charity Funds for Staff Training – Concept of Centrally Managed Fund (Minute 48/15 of 1 October 2015)**

The Head of Fundraising presented paper C and advised that each year the Leicester Hospitals Charity had awarded grants totalling approximately £50,000 for staff training. However, he suggested that at this stage, it was not believed that there was a case for creating a separate fund for training. He suggested that if each CMG created a plan for charitable funds investment, the requests for training could be linked to the plan, where practicable. The Learning and Organisation Development team could assist by offering

advice as to whether the training was appropriate and act as a referral point for the Charity. Members noted that there was a perception that some grades of staff had much readier access to training than others and therefore it would be better if the CMG Boards determined whether the training request fitted in with the CMG business plan. This was agreed by the Committee.

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

38/16/3

Sustainability of Staff Events in future and sustainability of staff Christmas meal after 2016 (Minute 29/16 of 4 August 2016)

The Deputy Director of Learning and Organisational Development attended the meeting to present paper D, an update on securing alternative funds to cover key staff celebration events (i.e. Caring at its Best Awards, Training and Development Awards and Long Service Recognition Awards). These events had been previously funded through general purposes funds.

In respect of the 2016 Annual Caring at its Best Awards event, sponsorship had been secured to cover the full event. The Human Resources team were confident that through support from the Procurement team, it would be possible to secure external sponsorship for future Caring at its Best awards events. In discussion on the award category 'Caring at its Best – Public Nominated', it was suggested that external sponsorship be sourced and if this was proven not to be possible then the Leicester Hospitals Charity would fund this award.

**DDL0D**

In relation to the Annual Training Awards, members were advised that actions had been taken to reduce the cost of the event with the most recent event which was held in July 2016 costing a total of £5,988. Whilst full funding for this event was secured through Health Education East Midlands, it had not been possible to identify recurrent funding to support the continuation of this event. It was initially suggested that the Annual Training Awards should be funded through the Human Resources budget or sponsorship should be sought from the Trust's payroll provider. However, in discussion, Mr M Traynor, Non-Executive Director undertook to contact colleagues in Leicester College to seek to source recurrent funding for this event. He requested the Deputy Director of Learning and Organisational Development to email him with the details of the event.

**DDL0D  
NED (MT)**

The Deputy Director of Learning and Organisational Development advised that the Executive Workforce Board had supported a proposal to continue with the 25 years' service celebration, advising that this was affordable within the context of recognising this significant achievement. It was noted that discussion would be held at the Well Being at Work Committee and consideration would be given to the use of staff lottery funds to fund this event.

**HoF/DD  
LOD**

The Head of Fundraising advised that the cost of the Annual Christmas Lunch in 2016 had been significantly reduced as the catering service had been brought back into UHL. Members noted that it had been agreed at the Charitable Funds Committee in August 2016 that the 2016 Christmas Lunch would be funded by the Leicester Hospitals Charity. It was noted that an alternative sponsor had not been identified to fund the Annual Christmas meal for future years. The Patient Partner suggested that re-branding the 'Christmas Lunch' to a 'Festive Lunch' might help in securing sponsorship. Members noted that the Christmas Lunch had been perceived as a benefit to staff of longstanding, one that benefitted more staff than any other initiative. In discussion on this matter, members agreed that the Leicester Hospitals Charity should continue funding the Annual Christmas Lunch. Members also agreed that there was no merit in re-branding the 'Christmas Lunch' and therefore the name would remain the same.

**HoF**

The following actions were also agreed:-

- (a) Leicester Hospitals Charity (LHC) – Policy and Guideline document to include that the LHC was committed to funding the following based on affordability:- Annual Christmas Lunch for staff, and 'Caring at its Best- Public Nominated category

**NED (IC)/  
HoF**

- award' (if sufficient external sponsorship could not be sourced);
- (b) the Charity Finance Lead to ensure that general purpose funds were ear-marked for the following events in the future:- (a) Annual Christmas Lunch for staff, and (b) 'Caring at its Best- Public Nominated category award'.

CFL

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

(B) the Deputy Director of Learning and Organisational Development be requested to source external sponsorship (i.e. £3,000) for the 'Caring at its Best- Public Nominated category award' in future, however, if this was proven not to be possible then the Leicester Hospitals Charity would fund this award;

DDL0D

(C) it be approved that the Leicester Hospitals Charity would continue funding the Annual Christmas Lunch for staff;

HoF

(D) it be included within the Leicester Hospitals Charity (LHC) – Policy and Guideline document that the LHC was committed to funding the following based on affordability:- Annual Christmas Lunch for staff, and 'Caring at its Best- Public Nominated category award' (if sufficient external sponsorship could not be sourced);

NED (IC)/  
HoF

(E) the Charity Finance Lead be requested to ensure that general purpose funds were ear-marked for the following events in the future:- (a) Annual Christmas Lunch for staff, and (b) 'Caring at its Best- Public Nominated category award';

CFL

(F) the Deputy Director of Learning and Organisational Development be requested to provide Mr M Traynor, Non-Executive Director with the details/costs of the Annual Training Awards;

DDL0D

(G) further to the above action, Mr M Traynor, Non-Executive Director be requested to contact colleagues in Leicester College in respect of seeking recurrent funding for sponsorship of the Annual Training Awards, and

NED  
(MT)

(H) the Head of Fundraising and Deputy Director of Learning and Organisational Development be requested to discuss at the Well Being at Work Committee and give consideration to the use of staff lottery funds to fund long service awards.

HoF/  
DDL0D

38/16/4 Update from the Head of Fundraising

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

38/16/5 Update from the Head of Fundraising

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

38/16/6 Update from the Head of Fundraising

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

## 39/16 APPROVALS

39/16/1 Items for Approval

Paper H outlined the grant applications received since the August 2016 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 £53,000 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 H.

Appendix 2 outlined applications 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:-

- |       |  |             |
|-------|--|-------------|
| (i)   | Application 6230 (appendix 4 refers) was an application for £14,695 from Surgery patient benefit fund for the provision of flexi laryngoscope for ENT – this was approved subject to confirmation from the Chair of the Medical Equipment Executive (MEE) regarding the MEE’s support for this equipment;  | CFL         |
| (ii)  | application 6247 (appendix 5 refers) was an application for £40,106 from the Cardio-Respiratory patient benefit fund for the provision of bathroom improvements and new nurses’ station for Ward 31 Cardiology – this was approved;  | CFL         |
| (iii) | application 6248 (appendix 6 refers) was an application for £30,000 from the Assistant Chief Nurse and Volunteer Services Manager to employ a member of staff to manage the Glenfield Hospital Support Shop and also to research and develop funding opportunities for similar activities at both the LGH and LRI sites – this was not approved. Responding to a query, it was noted that the current fund balance in the ‘Glenfield Hospital Support Shop’ fund was £68,548. Members noted the need for a more compelling business case highlighting that this was not a one-off cost. Members also suggested that consideration be given to whether the post required a full-time member of staff or whether a part-time recruitment would suffice. Members advised that consideration be also given to whether volunteers could be used to manage the shop. In discussion on this matter, the Director of Marketing and Communications with support from the Head of Fundraising undertook to consider other options to fund the management of the Glenfield Hospital Support Shop and similar activities at the LGH and LRI, taking into account the comments now made by the Committee relating to the potential for commercial development generally as part of the Trust’s Reconfiguration Programme. Members paid tribute to Ms A Cook and her team for their contribution in running the support shop and asked that the Committee’s appreciation be conveyed to Ms Cook, and | DMC/<br>HoF |
| (iv)  | Application 6225 (appendix 7 refers) was an application for £13,442 from the general purposes fund for wireless patient rehabilitation equipment for Therapy Services – this was approved in principle, however the Charity Finance Lead was requested to undertake the following tasks and email the Charitable Funds Committee with an update prior to the Committee meeting in December 2016:-<br>(a) were CMG funds (specifically funds in Neurology) available to fund this equipment instead of using general purposes funds;<br>(b) a view be sought from Chair of the Medical Equipment Executive (MEE) regarding the MEE’s support for this equipment, and<br>(c) contact be made with Mr J Clarke, Chief Information Officer to check whether the Trust’s wireless system would support the use of this equipment.   | CFL         |

Responding to a query, the Charity Finance Lead was requested to inform all Fund Managers that the maintenance of equipment would need to be budgeted through CMG funds even if the equipment was purchased through the Leicester Hospitals Charity. CFL

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

**(B) application 6230 (flexi laryngoscope for ENT) be approved subject to confirmation from the Chair of the Medical Equipment Executive (MEE) regarding the MEE’s support for this equipment;** CFL

CFL

(C) application 6247 (bathroom improvements and creation of a new nurses station/reception desk at Ward 31, GGH) be approved and the applicant be notified;

(D) application 6248 (hospital shop/volunteer manager) not be approved and the Director of Marketing and Communications and the Head of Fundraising be requested to consider other options to fund the management of the Glenfield Hospital Support Shop and similar activities at the LGH and LRI taking into account the comments now made by the Committee relating to the potential for commercial development generally as part of the Trust's Reconfiguration Programme;

DMC/  
HoF

(E) application 6225 (wireless patient rehabilitation equipment for Therapy Services) was approved in principle, however, the Charity Finance Lead was requested to undertake the following tasks and email the Charitable Funds Committee with an update prior to the Committee meeting in December 2016:-

CFL

(a) were CMG funds (specifically funds in Neurology) available to fund this equipment instead of using general purposes funds;

(b) a view be sought from Chair of the Medical Equipment Executive (MEE) regarding the MEE's support for this equipment, and

(c) contact be made with Mr J Clarke, Chief Information Officer to check whether the Trust's wireless system would support the use of this equipment.

(F) the Charity Finance Lead be requested to inform all Fund Managers that the maintenance of equipment would need to be budgeted through CMG funds even if the equipment was purchased through the Leicester Hospitals Charity.

CFL

#### 40/16 CHARITY GOVERNANCE

40/16/1 Update from the Charity Finance Lead

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

40/16/2 Leicester Hospitals Charity – Policy and Guideline Update

Further to Minute 30/16/2 of 4 August 2016, Colonel (Retired) I Crowe, Non-Executive Director presented the third draft of the policies and guidelines (paper K) of the Leicester Hospitals Charity highlighting that work was still in progress to finalise this. The investment strategy would be incorporated in the final version. The final version would be submitted to the Committee meeting in December 2016.

NED  
(IC)/  
HoF

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

(B) the final version of the Leicester Hospitals Charity policy and guidelines be submitted to the Charitable Funds Committee in December 2016 for consideration, endorsement and onward recommendation for adoption by the Trust Board as Corporate Trustee.

NED  
(IC)/  
HoF

40/16/3 Finance and Governance Report

Paper L detailed the financial position of the Charity for the period ending 31 August 2016 and also provided a specific update on the general purposes charitable fund. The Charity's income for the year to date was £730,000 which was £223,000 below plan. This was primarily due to less donations and fewer legacies received than planned. It was noted that legacies were a difficult area of income to forecast with any great accuracy. The Charity's expenditure to date was below plan mainly due to underspend on grant expenditure.

In response to a query from Mr R Moore, Non-Executive Director, the Head of Fundraising advised that the gift of £2m from the Leicester City Football Club had not been included in the financial position of the Charity because it was a pledge. In discussion on this matter, the Head of Fundraising undertook to include a list of pledges with amounts in future iterations of the Finance and Governance report.

HoF

In discussion on the need to include a time-limit for the take-up of grants, the following actions were agreed:-

- (a) the Leicester Hospitals Charity – Policy and Guideline document to include a section confirming that all future grants would have a time limit for take-up (i.e. if the fund was not used within a six month period then it would be withdrawn), and
- (b) the Head of Fundraising and Charity Finance Lead were requested to discuss with CMG Leads regarding the time-limit on grants as part of their discussion about ‘Review of Funds Structure’ and provide an update on this matter to the Charitable Funds Committee in December 2016.

NED  
(IC)/  
HoF

HoF/  
CFL

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

**(B) the Head of Fundraising be requested to include a list of pledges with amounts in future iterations of the Finance and Governance report;**

HoF

**(C) the Leicester Hospitals Charity – Policy and Guideline document to include a section confirming that all future grants would have a time limit for take-up (i.e. if the fund was not used within a six month period then it would be withdrawn), and**

NED  
(IC)/  
HoF

**(D) the Head of Fundraising and Charity Finance Lead be requested to discuss with CMG Leads regarding the time-limit on grants as part of their discussion about ‘Review of Funds Structure’ and provide an update on this matter to the Charitable Funds Committee in December 2016.**

HoF/  
CFL

40/16/4 Review of Funds

Further to Minute 29/16 of 4 August 2016, the Charity Finance Lead advised that an update on the planned communication of the changes in the fund structure of Leicester Hospitals Charity had been presented to the Trust’s Executive Performance Board on 27 September 2016 (paper M refers).

The plan was to reduce the number of funds that the Charity currently held in order to provide better management of those funds and access to funding within CMGs. The high-level timetable for this process was outlined in appendix 1 of paper M. It was expected that the new fund structure would be in place on 1 April 2017. The Director of Marketing and Communications requested that further to consultation with fund managers regarding this process, an update be provided to the Charitable Funds Committee in December 2016.

HoF/  
CFL

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

**(B) the Head of Fundraising and Charity Finance Lead be requested to provide an initial update to the Charitable Funds Committee in December 2016 in respect of the consultation with fund managers regarding the changes in the fund structure of Leicester Hospitals Charity.**

HoF/  
CFL

41/16 **FUNDRAISING**

41/16/1 Report from the Director of Marketing and Communications

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

41/16/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper N, a report providing an update on recent fundraising and promotional activities including upcoming events and plans. Appendix A provided an overview on the current projects.

The Kidney Care appeal had raised just over £23,000 and the Butterfly Walk event had raised over £34,000 for the breast care centre. The ‘Walk for Wards’ event was not well attended and had raised just under £1,000. In discussion, it was suggested that the Head

of Fundraising liaised with the Director of Workforce and Organisational Development in respect of the commitment to sign-up for pledges from Executive Directors as part of the Health and Wellbeing strategy.

HoF

Collaborative working with Leicester Hospitals Charity, Nottingham Hospitals Charity and East Midlands Sarcoma Service had been planned to promote awareness and funding for research into this rare form of cancer.

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

**(B) the Head of Fundraising be requested to liaise with the Director of Workforce and Organisational Development in respect of the commitment to sign-up for pledges from Executive Directors as part of the Health and Wellbeing strategy.**

HoF

41/16/3 Report from the Head of Fundraising

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

41/16/4 Advice and Guidance to Fundraisers (staff) wishing to raise funds for a specific cause

This item had been scheduled for discussion on the agenda further to an email from a Filipino nurse to the Charitable Funds Committee on 12 September 2016 seeking advice on getting sponsorships for overseas causes.

The Head of Fundraising advised that the Leicester Hospitals Charity currently managed the bookings for all charities wishing to raise funds on the Trust's hospital sites, in order to ensure that everyone got a chance and that there was space when it was required for Leicester Hospitals Charity's events and promotions. He highlighted that his team would be able to provide advice and guidance to fundraisers wishing to raise funds for a specific cause, usually related to our own hospitals. Members noted the need to have an overarching perspective that covered personal efforts made by employees, contributions by others and how it would fit in terms of corporate social responsibility. Members also suggested that consideration needed to be given to ensuring appropriate checks were made to confirm that any charity raising funds on the Trust's sites was actually a registered charity. In response, the Head of Fundraising undertook to give consideration to this matter and include an update within the Leicester Hospitals Charity policy and guideline document (Minute 40/16/2 above also refers).

NED  
(IC)/  
HoF

**Resolved** – that (A) the verbal update be noted, and

**(B) the Leicester Hospitals Charity – Policy and Guideline document be updated to include a section on 'Advice and Guidance to Fundraisers (staff) wishing to raise funds for a specific cause'.**

NED  
(IC)/  
HoF

42/16 ANY OTHER BUSINESS

**Resolved** – that there were no items of any other business.

43/16 DATE OF NEXT MEETING

**Resolved** – that (A) the proposed schedule of 2017 meeting dates be approved (as detailed in paper P), and

- Thursday 2 February 2017;
- Thursday 6 April 2017;
- Thursday 1 June 2017;
- Thursday 3 August 2017;
- Thursday 5 October 2017, and
- Thursday 7 December 2017.

**(B) the next meeting of the Charitable Funds Committee be held on Thursday 1 December 2016 from 2pm until 4pm in the CJ Bond Room, Clinical Education Centre, LRI.**

The meeting closed at 4.25pm

**Cumulative Record of Members' Attendance (2016-17 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 (Chair from May 2016 meeting)</i>	3	3	100%	<i>K Singh</i>	2	2	100%
<i>S Dauncey</i>	1	1	100%	<i>J Smith</i>	3	2	66%
<i>A Johnson (Chair from August 2016 meeting)</i>	2	2	100%	<i>M Traynor</i>	3	3	100%
<i>R Moore</i>	2	2	100%	<i>P Traynor</i>	3	3	100%
<i>B Patel</i>	2	2	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	2	66%
<i>N Sone</i>	3	2	66%	<i>J Woolley</i>	3	1	33%
<i>C Sutton</i>	3	0	0%				

Hina Majeed, **Trust Administrator**