

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD**

**DATE OF TRUST BOARD MEETING: 2 November 2017**

**COMMITTEE: Charitable Funds Committee**

**CHAIRMAN: Mr B Patel, Non-Executive Director**

**DATE OF COMMITTEE MEETING: 5 October 2017**

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

- Minute 39/17/1 (Items for Approval).

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

- None.

**DATE OF NEXT COMMITTEE MEETING: 7 December 2017**

**Mr B Patel – Non- Executive Director and CFC Chair**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 5 OCTOBER 2017  
AT 2.00PM IN SEMINAR ROOMS A/B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL**

**Present:** Col (Ret'd) I Crowe, Non-Executive Director  
Mr A Johnson – Non-Executive Director  
Mr B Patel – Non-Executive Director (Chair)  
Mr K Singh – Trust Chairman  
Mr P Traynor – Chief Financial Officer

**In Attendance:** Mr T Diggle – Head of Fundraising  
Mrs S Everatt – Interim Corporate and Committee Services Officer  
Mr D Gorrod – Patient Partner (non-voting member)  
Mr N Sone – Financial Controller / Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs

**RECOMMENDED ITEMS**

**39/17 APPROVALS**

39/17/1 Items for Approval

Paper C outlined the grant applications received since the August 2017 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 managers and CMG leads.

Applications totalling £69,749 had been approved by the Charity Finance Lead under the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper C.

The Committee undertook detailed consideration of the following applications for funding:

- (i) (subject to Trust Board confirmation) application 6669 (appendix 4) was an application for £76,497 from the Surgery-Breastcare Services Fund to purchase 4 breast imaging workstations – the Committee approved this application subject to it being funded from CMG specific funds; **CFL**
- (ii) (subject to Trust Board confirmation) application 6670 (appendix 5) was an application for £174,000 from the Nursing-RVS Fund to provide 3 years of funding for the Buggy Co-ordinator post, Project and Placement Co-ordinator post and buggy repairs – this was approved under the current proposed terms whilst noting that in the event of an alternative future contractual arrangement with RVS that this would need to be revisited. The risk of only one qualified buggy trainer was also noted; **CFL**
- (iii) (subject to Trust Board confirmation) application 6671 (appendices 7, 8 and 9) was an application for £72,000 from general purpose charitable funds to fund conversion of public toilets into disabled toilet and adult disabled changing facilities – this was approved subject to confirmation of the actual funding required following discrepancy in the numbers cited and following confirmation that future reconfiguration requirements had been taken into consideration, and **CFL**
- (iv) (subject to Trust Board confirmation) application 6674 (appendix 11) was an application for £95,000 from the Cardiac funds (£15k), Hybrid Theatre appeal fund (£24k) and general purpose charitable funds (£56k) for an Acuson Ultrasound system for the hybrid theatres at Glenfield Hospital – this was approved subject to confirmation of why it did not feature in the original hybrid theatre business case. **CFL**

In discussion of this item, it was agreed that in future iterations of the report contextual

information was required at the beginning of the report which detailed the balance of the general purpose charitable funds available to understand precisely which items could be approved within the fund limits following difficulty experienced in the meeting to determine whether there were sufficient funds available to fund all of the items. It was also agreed that a cash flow forecast to the end of March 2018 would be produced to understand if items for approval required deferring until quarter 4 following identification at the meeting that the current funds available would only just cover all of the items being requested. CFL

**Recommended – that (A) the contents of paper C be received and noted;**

**(B) application number 6669 be approved, subject to it being funded from CMG specific funds;** CFL

**(C) application number 6670 be approved under the current proposed terms whilst noting that in the event of an alternative future contractual arrangement with RVS that this would need to be revisited. It was also noted that there was a risk in having only one qualified buggy trainer;** CFL

**(D) application number 6671 be approved, subject to confirmation of the actual funding required following discrepancies in the numbers cited in the funding request and following confirmation that future reconfiguration requirements had been taken into consideration;** CFL

**(E) application number 6674 be approved, subject to confirmation of why this funding request did not feature in the original hybrid theatre business case;** CFL

**(F) that contextual information relating to the balance of the general purpose charitable funds be provided at the beginning of all future iterations of the report to better understand if items are affordable, and** CFL

**(G) to produce a cash flow forecast to the end of March 2018 to understand if any of the items for approval require deferring until quarter 4.** CFL

### **RESOLVED ITEMS**

#### **40/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Ms J Smith, Chief Nurse, Mr M Wightman, Director of Strategy and Communications, and Ms J Wooley, Charity Finance Manager.

#### **41/17 MINUTES**

**Resolved – that the Minutes of the 3 August 2017 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.**

#### **42/17 MATTERS ARISING FROM THE MINUTES**

##### **42/17/1 General Matters Arising**

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

- Item 2d of Minute 30/17 of 3 August 2017 (relating to the action for the Head of Fundraising to agree that the remaining balance of £22,485.14 RVS funds should contribute towards the request for Phase 2 frailty enhancements) – the Financial Controller reported verbally to advise that there was currently nothing further to report on the balance. Discussions had been held with the project team. Further information was awaited from the RVS;
- Item 3c of Minute 34/17/1 of 3 August 2017 (relating to the Charity Finance Lead being requested to invite the author of non-approved application number 6586 to

the next meeting of the Charitable Funds Committee to explain the purpose of the study and respond to questions from members) – the Charity Finance Lead reported verbally that the application had been referred back to the applicant who was reconsidering it and may bring something back to the December 2017 Charitable Funds Committee meeting, and

- Updates for Item 2f of Minute 30/17 and item 3g of Minute 34/17/1 of 3 August 2017 would be provided on the return of the Director of Strategy and Communications from leave.

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

**(B) verbal updates on progress provided at today’s meeting be incorporated into the next iteration of the matters arising log.**

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**43/17 APPROVALS**

43/17/1 Items for Approval

In addition to the items requiring Trust Board approval as noted in Minute 39/17/1 above, the Committee undertook detailed consideration of the following new applications for funding which did not require Trust Board approval (sections 2.4 and 2.5 of paper C refers):-

- (i) application 6546 (appendix 2) was an application for £21,161 from the Renal Unit – Patient Benefit Fund to purchase a Sonosite Edge II Ultrasound system for Renal, Transplant and Vascular Access Services – the Committee approved this application subject to confirmation of outstanding information regarding future revenue cost implications); CFL
- (ii) application 6672 (appendix 3) was an application for £27,000 from the Cardio Respiratory Patient Benefit Fund to purchase a Sonosite Edge II Ultrasound system for the hybrid theatre in Cardiology at Glenfield Hospital – this was approved; CFL
- (iii) application 6661 (appendix 6) was an application for £23,185 from general purpose charitable funds for three cameras for the Medical Illustration department – this was approved, and CFL
- (iv) application 6673 (appendix 10) was an application for £2,400 from general purpose charitable funds for an online package to allow standardisation of swallowing reporting by the Adult Speech and Language Therapy department – following discussion, this was approved, subject to sign off by the Chief Information Officer. CFL

In discussion of the application form required to submit a funding request, it was agreed (in discussion of application number 6673) that a section would be added around sign off by the IM&T department (and any other departments whose impact was not currently covered in the application) and feedback from IM&T around compatibility and support for proposed systems, if required. CFL

Section 3.1 of the report detailed a short-term fund (S004 COMET [Paediatric Transport Team] for a fundraising appeal to enhance the care and facilities for critically ill children and their families during transfer to the three paediatric intensive care units based in Nottingham and Leicester, which had an anticipated closure date of July 2019, the establishment of which had been requested and required the approval of the Charitable Funds Committee. The Committee approved the establishment of the fund for closure on the date specified, subject to any future requests for extension. CFL

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

**(B) application number 6546 be approved, subject to confirmation of outstanding**

CFL

information regarding future revenue cost implications; CFL

(C) application numbers 6672 and 6661 be approved; CFL

(D) application number 6673 be approved, subject to sign off by the Chief Information Officer; CFL

(E) (also in relation to application 6673) the Charity Finance Lead be requested to include a section on the application form for IM&T department sign off, where appropriate, of funding requests, and any other departments whose impact was not currently covered in the application. The section would also include feedback from IM&T around the compatibility and support for the proposed system, if required; CFL

(F) the establishment of new fund S004 COMET [Paediatric Transport Team] to July 2019 be approved. CFL

#### 44/17 CHARITY GOVERNANCE

##### 44/17/1 Charity Fund Investment Manager's Report

The Charity Finance Lead presented paper D, which detailed an update from the Charity's Investment Manager and outlined the performance of the Charity's investment portfolio since the previous meeting and identified any risks and opportunities for the portfolio going forward. The monthly position statement for August 2017 was included as appendix 1 to the report.

Members received and noted the contents of this report. In discussion of this item it was noted that year to date performance was lower than the equivalent period in 2016, which had subsequently impacted on the lower cumulative return. A more detailed quarterly report would be provided at the December 2017 Charitable Funds Committee meeting. Consequently, it was agreed that the Charity Finance Lead would invite the investment managers to attend the December 2017 Charitable Funds Committee to present the 'Investment Manager's Report' and to provide an explanation as to the low investment in continental Europe and the Brexit impact. CFL

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

**(B) the Charity Finance Lead be requested to invite the investment manager to attend the December 2017 Charitable Funds Committee to present the 'Investment Manager's Report' and to provide an explanation as to the low investment in continental Europe and the Brexit impact.** CFL

##### 44/17/2 Report from the Charity Finance Lead

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

##### 44/17/3 Finance and Governance Report

The Charity Finance Lead presented paper E, which provided an update on the Charity's financial position and the general purposes fund for the month ending 31 August 2017 (the latter being provided within appendix 1 of the report). It was noted that although income was currently below plan a number of pledges were anticipated before the end of the year.

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

##### 44/17/4 Leicester Hospitals Charity AGM

The Head of Fundraising reported that on Thursday 2 November the Leicester Hospitals Charity would be holding their Annual General Meeting at Crown Hills Community College

from 6:30pm to 8:00pm and that invitations would be circulated imminently. The evening would enable the charity to show thanks and appreciation to donors for their support and to celebrate and showcase the work of the charity over the past year.

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

**45/17 FUNDRAISING**

45/17/1 Report from the Head of Fundraising

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

45/17/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper G, which referenced recent fundraising and promotional activities, plus upcoming events and plans with individual contributions made to the report by members of the Charitable Fundraising Team. Particular points of note from the report included income streams which were working well (such as the Butterfly Walk) and those where income was in decline or the event had not been as well supported as expected (Walk for Wards, and Foxtrot). The Charity shop at LGH had already raised £1k and it was anticipated that this would create a secure unrestricted income of circa £30k in its first year. The Leicester Tigers had chosen the Kidney Care Appeal as one of the charities they would like to support.

In discussion of this item it was noted by the Head of Fundraising that Key Performance Indicators (KPIs) remained iterative. Future events would be tailored by looking at trend lines which would become apparent as reporting developed.

**Resolved** – that the contents of this report and appendices (appendix 1) – quarterly planning, 2) – project list and 3) – Key Performance Indicators spreadsheet) be received and noted.

**46/17 ANY OTHER BUSINESS**

The Committee Chair asked authors of papers whether it was feasible to provide papers four days earlier to enable the scheduling of the Committee send out to be earlier. It was agreed that this would be feasible. It was thus agreed to approach Corporate and Committee Services to seek their agreement to circulate the Charitable Funds Committee papers earlier.

**Resolved** – that agreement to be sought from Corporate and Committee Services to circulate the Charitable Funds Committee papers 4 days earlier so they do not coincide with the Trust Board paper send out.

CCSO

**47/17 DATE OF NEXT MEETING**

**Resolved** – that the next meeting of the Charitable Funds Committee be held on Thursday 7 December 2017 from 2pm in the CJ Bond Room, Leicester Royal Infirmary.

CCSO

The meeting closed at 3.47pm.

Sarah Everatt  
Interim Corporate and Committee Services Officer

**Cumulative Record of Members' Attendance (2017-18 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>S Crawshaw</i>	2	0	0	<i>K Singh</i>	4	4	100
<i>I Crowe</i>	4	3	75	<i>J Smith</i>	4	1	25
<i>A Johnson (previous Chair)</i>	4	3	75	<i>M Traynor (until 3.8.17)</i>	3	3	100
<i>R Moore (until 3.8.17)</i>	3	1	33	<i>P Traynor</i>	4	4	100
<i>B Patel (current Chair)</i>	4	4	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>	4	4	100	<i>C Sutton</i>	4	0	0
<i>D Gorrod</i>	4	4	100	<i>S Ward</i>	4	4	100
<i>N Sone</i>	4	4	100	<i>M Wightman</i>	4	3	75