

Trust Board paper N

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 5 September 2019**

**COMMITTEE: Charitable Funds Committee (CFC)**

**CHAIR: Mr B Patel, Non-Executive Director and CFC Chair**

**DATE OF COMMITTEE MEETING: 1 August 2019**

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

- **Revision to CFC terms of reference (Minute 31/19).**

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

- **None**

**DATE OF NEXT COMMITTEE MEETING: 5 September 2019 (extraordinary meeting)**

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

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST****DRAFT MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 1 AUGUST 2019 AT 1.30PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

- Present:** Mr B Patel – Non-Executive Director (Chair)  
Col (Ret'd) I Crowe – Non-Executive Director  
Mr K Singh – Trust Chairman (*ex officio*)  
Mr P Traynor – Chief Financial Officer
- In Attendance:** Ms L Davies – Director of Leicester Hospitals Charity  
Mr D Gorrod – Patient Partner (non-voting member)  
Mr N Sone – Financial Controller (from Minute 36/19/2 [part])  
Ms H Stokes – Corporate and Committee Services Manager  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Strategy and Communications  
Ms J Woolley – Charity Finance Manager

**RECOMMENDED ITEMS****31/19 REVISION TO CHARITABLE FUNDS COMMITTEE (CFC) TERMS OF REFERENCE**

Reflecting the new UHL Patient and Public Engagement Strategy as approved by the Trust Board on 6 June 2019 (Minute 120/19/5 refers), CFC members endorsed the proposed change to the terms of reference of the Charitable Funds Committee (involving the removal of the clause relating to Patient Partner attendance). The CFC Non-Executive Director Chair proposed that this change would take effect at the end of the current CFC Patient Partner representative's term of office – this was endorsed.

**CFC  
CHAIR**

**Recommended – that the proposed change to the CFC terms of reference – removing the clause relating to Patient Partner attendance at CFC (to take effect from the end of the current Patient Partner representative's term of office) – be endorsed, and recommended for approval by the Trust Board as Corporate Trustee.**

**CFC  
CHAIR****RESOLVED ITEMS****32/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms C Fox Chief Nurse, and Mr A Johnson, Non-Executive Director.

**33/19 DECLARATIONS OF INTERESTS**

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director and Mr P Traynor Chief Financial Officer all declared their positions as voting members of the UHL NHS Trust Board. As these were judged by the Committee to be non-prejudicial interests, they remained present at the meeting.

**34/19 MINUTES**

**Resolved – that the Minutes of the 6 June 2019 Charitable Funds Committee (CFC) be confirmed as a correct record.**

**35/19 MATTERS ARISING FROM THE MINUTES**

In respect of item 6 on the action log (Minute 11/19 of 4 April 2019), the Corporate and Committee Services Manager provided an update from the Senior Staff Engagement Manager confirming that the new feedback form had been introduced on 1 August 2019. With regard to item 9 of the action log (Minute 18/19/1 of 4 April 2019), the Charity Finance Manager confirmed that the auditors were aware of the timetable for auditing the 2018/19 Charity accounts; that process would begin on 5 August 2019.

**Resolved – that the matters arising log update and any associated actions, be noted.**

**36/19 KEY ISSUES FOR DISCUSSION/DECISION**

**36/19/1 Items for Approval**

Paper D sought approval for grant applications received since the June 2019 CFC meeting, noting the CFC's remit to approve bids up to £50,000 (decision-making on bids below £10,000 was delegated to the Charity Finance Manager and was shown in appendix 1). Bids above the delegated limit of £50,000 required recommendation to the Trust Board for approval as Corporate Trustee. Paper D also advised that no bids had been rejected since the June 2019 CFC.

Discussion took place on the applications in paper D as detailed below:-

- (a) application 7315: Learning Disability project worker and co-worker (£30,000) – from fund number P802 General Purposes. CFC members considered that further detail was needed on the sustainability of and future funding streams for this post (voicing concern over charitable funds being used for staffing costs), on the specific remit/projects to be covered, and on whether the application was supported by the UHL Equality and Diversity Board. It was agreed therefore to revisit this application at a future CFC meeting, once that further information was available; **CFM**
- (b) application 7319: Innovation Awards for non-clinical\* academics (£85,000) – from fund number P802 General Purposes. \*It was clarified that the awards were for non-medical rather than non-clinical academics. Although supportive of the principle behind the application, CFC did not approve the bid, and agreed instead that the applicant should explore funding sources other than charitable funds, suggesting (eg) a potential role for the newly-formed Leicestershire Academic Health Partnership, or seeking a private philanthropic donation. CFC also considered that a greater focus was needed on the patient benefits/outcomes of the innovation research projects; **CFM**
- (c) application 7310: ankle fracture and Lis franc study (£27,000) – from fund number B919. This was to be funded by a specific grant from the British Orthopaedic Foot and Ankle Society (BOFAS), and the application was now approved by CFC; **CFM**
- (d) application 7314: dialysis machine, LGH Haemodialysis Unit (£11,200) – from fund number LRE1. This application was approved by CFC;
- (e) application 7316: funding for the Charity Shops Manager post (£27,000) – from fund number N715. Following a detailed discussion and in light of key links to the Pears Foundation young volunteers programme, this application was approved by CFC on the basis that funding was to be for a further 12month period only (and subject to any legal/contractual issues arising from the continuation of the post for that period). In discussion, the Director of Corporate and Legal Affairs queried whether the application's reference to years 3 and 4 of the young volunteers project meant that a repeat application would be received after 12 months. Wider discussion also took place on the broader community and volunteer value of the charity shops, and on the Charity's longer-term vision, which was discussed further in Minute 38/19/1 below, and **CFM**
- (f) application 7321: hysteroscopy fluid management system (£12,112.72) – from fund number CFJ1 (there was also a possibility of monies from an external fundraising group). This application was approved by CFC. **CFM**

**Resolved – that (A) the following applications be approved and progressed:** **CFM**

- (1) application 7310: ankle fracture and Lisfranc study (£27,000.00) from fund number B919;**
- (2) application 7314: dialysis machine, haemodialysis unit LGH (£11,200) from fund number LRE1;**
- (3) application 7316: funding for the Charity Shops Manager post (£27,000) from fund number N715, on the basis that the funding was to be for a further 12month period only (and subject to any legal/contractual issues arising from the continuation of the post for that period);**
- (4) application 7321: hysteroscopy fluid management system (£12,112.73) from fund number CFJ1**

**(B) application 7315 (learning disability project worker and co-worker) not be approved, but be revisited at a future CFC meeting subject to further detail being provided re: sustainability **CFM****

of the post after 12 months; support for the post from the UHL Equality and Diversity Board, and the role/function/job spec of the post, and

**(C) the applicant be informed of the CFC's decision not to approve application 7319 as detailed in (b) above.**

CFM

36/19/2 Report by the Director, Leicester Hospitals Charity

**Resolved – that this item be classed as confidential and taken in private accordingly.**

### 37/19 ITEMS FOR ASSURANCE

37/19/1 Fundraising Update – Performance Report and Charity Hub

The Director of Leicester Hospitals Charity updated CFC on progress against the Charity fundraising plan (as detailed in paper F), noting that £400,698 had been raised as of month 3 of 2019/20. Major giving income was below plan, but would increase once the new Major Giving Manager was in place in August 2019 and as the Children's Hospital Appeal profile continued to rise. The Charity Hub was now fully open and permanently staffed from the charitable appeals team. In discussion, the Patient Partner representative on CFC queried how it was planned to maintain momentum on the Secret Garden project, given the likely significant resourcing needed. In response, and although reminding members that the Charity's key focus was the Children's Hospital Appeal, the Director of Leicester Hospitals Charity noted potential options to access Heritage Funding. The CFC Non-Executive Director Chair advised that activity continued on various smaller, individual elements of the Secret Garden project.

**Resolved – that the position be noted.**

37/19/2 Charity Staffing

The Director of Leicester Hospitals Charity confirmed that all of the charity posts approved in the 2019/20 Annual Charity Plan (Minute 12/19 of 4 April 2019 refers) had now been progressed. Both the new Head of Fundraising and the Major Giving Manager would start in August 2019, with permanent administrative support posts in place from 1 September 2019, at which point the Charity team would be fully staffed.

**Resolved – that the position be noted.**

37/19/3 Finance and Governance Report

The Charity Finance Manager updated the CFC on the Charity's financial position for the period ending 30 June 2019. As detailed in paper G, as at June 2019 the current General Purpose fund balance (after commitments) was £86k. The balance of the overall Charity funds stood at £7.582m. CFC welcomed the clear format of the report. Income for the year to date was slightly below plan, as detailed in the fundraising update report at paper F above.

**Resolved – that the position be noted.**

37/19/4 Charity Fund Investment Report

The Charity Finance Manager presented an update on the Charity's investment portfolio as at 30 June 2019, noting a current cumulative return rate over the last 12-month period of 2.2%. This was the final report from Cazenove, and the Charity was therefore now in a position to move to Brewin Dolphin as its new investment fund managers.

**Resolved – that the position be noted.**

### 38/19 ANY OTHER BUSINESS

38/19/1 Report by the CFC Non-Executive Director Chair

**Resolved** – that this item be classed as confidential and taken in private accordingly.

**39/19 DATE OF NEXT MEETING**

**Resolved** – that (A) an extraordinary meeting of the Charitable Funds Committee be held on Thursday 5 September 2019 from 2pm in Rooms A & B, Clinical Education Centre, LGH site, to consider the Charity annual accounts and annual report 2018/19, and

(B) the next ordinarily-scheduled meeting of the Charitable Funds Committee be held on Thursday 3 October 2019 from 2pm in Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.

The meeting closed at 3.20pm.

Helen Stokes  
Corporate and Committee Services Manager

**Cumulative Record of Members' Attendance (2018-19 to date):**

*Voting Members*

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>	<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
<i>B Patel (Chair)</i>	3	3	100	<i>A Johnson</i>	3	1	33
<i>I Crowe</i>	3	3	100	<i>K Singh (ex-officio)</i>	3	2	67
<i>C Fox</i>	3	2	67	<i>P Traynor</i>	3	2	67

*Non-Voting Members*

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>	<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
<i>L Davies</i>	3	3	100	<i>S Ward</i>	3	3	100
<i>D Gorrod</i>	3	3	100	<i>M Wightman</i>	3	2	67
<i>N Sone /T Blick</i>	3	2	67	<i>J Woolley</i>	3	3	100
<i>C Sutton</i>	3	0	0				