

Trust Board paper M

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 9 January 2020

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 5 December 2019

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

- Minute 55/19 – Item for Approval – recommendation (A).

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/ RESOLUTION BY THE PUBLIC TRUST BOARD:

- None

DATE OF NEXT COMMITTEE MEETING: 6 February 2020

**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 DECEMBER 2019 AT 2.30PM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Ms C Fox – Chief Nurse
Mr A Johnson – Non-Executive Director
Mr K Singh – Trust Chairman (*ex officio*)

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms L Davies – Director of Leicester Hospitals Charity
Mr D Gorrod – Patient Partner (non-voting member)
Mr N Sone – Financial Controller and Charity Finance Lead
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

ACTION

55/19 ITEMS FOR APPROVAL

Paper C sought approval for grant applications received since the October 2019 Charitable Funds Committee 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 to the report). Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee.

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

- (i) application Number 7414 (appendix 2 refers) which was a bid for £900 from general purposes charitable funds to support the NHS Retirement Fellowship (3 years support at £300 per annum) – following discussion, the Committee rejected this application on the basis that it was not compatible with the objects of the Charity, however they requested that the Director of Leicester Hospitals Charity facilitate an alternative solution to assist the submitting group;
- (ii) application number 7408 (appendices 3a-c) which was a bid for £28,000 from a specific CMG fund for the Vascular Limb Salvage Academy – following discussion, this bid was approved by the Committee, and
- (iii) application number 7410 (appendix 4) which was a bid for £52,000 from specific CMG funds for a rolling programme of staff room makeover projects – following consideration, the Committee approved this application for onward recommendation onto the Trust Board for formal approval (it being above the £50k designated threshold for CFC approval). The Committee also noted the benefit in establishment of a template for such refurbishments, the materials relating to which could then be purchased in bulk to facilitate cost-savings, where appropriate.

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Recommended – that (A) application number 7410 – referenced under point (iii) above – be supported for onward recommendation onto the Trust Board for formal approval given its value being above the £50k delegated limit below which bids could be authorised by the Charitable Funds Committee,

(B) application number 7408 (point (ii) above refers) be approved and

(C) application number 7414 (point (i) above refers) be rejected on the basis that it was not compatible with the objects of the Charity and the Director of Leicester Hospitals Charity be requested to facilitate an alternative solution to assist the submitting group.

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RESOLVED ITEMS

ACTION

56/19 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr C Benham, Acting Chief Financial Officer.

57/19 DECLARATIONS OF INTERESTS

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, Ms C Fox Chief Nurse and Mr A Johnson Non-Executive Director all declared their positions as voting members of the UHL NHS Trust Board. Ms Fox, Chief Nurse also declared her interest in an item for approval (Minute 55/19, application 7410). As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.

58/19 MINUTES

Resolved – that the Minutes of the 3 October 2019 Charitable Funds Committee (papers A & A1) be confirmed as a correct record.

59/19 MATTERS ARISING FROM THE MINUTES

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

59/19/1 Application for Refurbishment of the Surgical Admin Office (Minute 51/19/1.2)

The Director of Corporate and Legal Affairs reported verbally to confirm that discussions continued in relation to the above-referenced matter, and he undertook to report on this item at the next meeting of the Charitable Funds Committee.

Resolved – that (A) this verbal information be noted, and

(B) the Director of Corporate and Legal Affairs be requested to report on progress in relation to this item at the next meeting of the Charitable Funds Committee.

**DCLA/
CCSM**

60/19 KEY ISSUES FOR DISCUSSION/DECISION

60/19/1 Fundraising Policy

The Director of Leicester Hospitals Charity presented paper C, which detailed an updated draft Fundraising Policy for comment by the Committee, in light of the fact that the previous version was outdated and no longer reflected the structure of the Charity or its strategic direction. It was intended to present the full policy, with all of its associated appendices, at the February 2020 Charitable Funds Committee meeting. Some areas of the current Charity Policy were more appropriate for local guidance (i.e. Charity Operations) and would be re-drafted and included in a new Charity Operations Guidelines document for review in draft form in February 2020. Included alongside the draft Fundraising Policy was a proposed framework for evaluating grant applications (the LHC Grant Application Review Form) which had been developed for use by Charity staff to help evaluate and rank applications in a more structured manner prior to presenting them to the Charitable Funds Committee for a decision. This would provide an increased level of assurance to the CFC that grant applications were of an appropriate nature to be considered and also provide a fairer means of evaluating and providing feedback. This form had been drafted using criteria currently detailed in the existing Charity Policy and incorporated aspects of the new Quality Strategy for the Trust.

In discussion on this item, the following actions were agreed:

- (i) the Director of Leicester Hospitals Charity was requested to update the draft policy presented to incorporate comments received at the meeting as follows:-
 - (a) to consider amending the title to 'Charity Fundraising Policy';
 - (b) to include further details under section 5.1 (accessing funds) including clarification on items that could be considered (or not) as potential items for charitable funding – noting the intention to add a guideline which could also be accessed as a standalone document and
 - (c) to include reference to the Trust's Investment Policy and fund management (including items the Trust will not invest in based upon ethical grounds) and the general principles (not day-to-day management) around the management of sub-funds, including the right reserved by the Charity to move any sub-funds not utilised within one year into the general purpose fund;
- (ii) upon completion of the updates referenced under point (i) above, the Director of Leicester Hospitals Charity was requested to re-submit the updated draft Fundraising Policy to the next meeting of the Charitable Funds Committee, and

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- (iii) the updated Leicester Hospitals Charity Grant Application Review Form was approved as presented.

In general discussion on this item, a query was raised as to whether the policy should reference the loaning of funds (where / if applicable). In conclusion, it was determined that this was covered by the objects of the Charity and therefore did not require reference within the Policy. It was noted that this document would follow the 'Policy for Policies' and would provide details in terms of version control on its front page, when completed.

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

(B) the updated Leicester Hospitals Charity Grant Application Review Form be approved as presented,

(C) the Director of Leicester Hospitals Charity be requested to update the document presented as per the comments detailed in point (i) above, and

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(D) the Director of Leicester Hospitals Charity be requested to re-submit the updated document to the next meeting of the Charitable Funds Committee for further comment and approval thereon.

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60/19/2 Maintenance Costs

The Director of Leicester Hospitals Charity presented paper D, which detailed proposals arising from a recent meeting to consider how to better ensure that CMGs assumed the maintenance of equipment and repair of capital improvements funded by the Charity.

In considering these proposals, the Committee considered that further clarity could be provided in terms of the definitions utilised within the proposed operating procedure, including reference to 'whole life costs including disposal' rather than solely 'maintenance costs' and through highlighting the relevance of this procedure only to equipment purchases. Upon completion of this further work, the Director of Leicester Hospitals Charity was requested to re-submit the proposals to the next meeting of the Charitable Funds Committee for specific consideration as to whether the definitions / terminology, once updated, were sufficiently clear (the contents of the proposals themselves already having the support of the Committee).

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

(B) the Director of Leicester Hospitals Charity be requested to provide further clarity in terms of the definitions utilised within the proposed operating procedure, including reference to 'whole life costs including disposal' rather than solely 'maintenance costs' and through highlighting the relevance of this procedure only to equipment purchases, and

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(C) upon completion of the work referenced under resolution (B) above, the Director of Leicester Hospitals Charity be requested to re-submit the proposals to the next meeting of the Charitable Funds Committee for specific consideration as to whether the definitions / terminology, once updated, were sufficiently clear (the contents of the proposals themselves already having the support of the Committee).

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60/19/3 Finance Resource

The Charity Finance Manager presented paper F, which outlined the request to continue the additional part time 0.6 wte band 3 post working within the Charity Finance team for a further 12 month period. This additional resource (previously funded on a 12 month basis until December 2019) had allowed a backlog of work to be cleared and for the increase in activity to be processed on an on-going basis. The planned upgrade to the finance ledger system had been delayed and this had impacted upon the level of resource currently required. Improvements continued to be made to the service provided by the Charity Finance team to the fundraising team and staff across the wider Trust. Future developments continued to require the correct level of resource to fully support the development of the Charity. The need for this additional post would be reviewed in 12 months' time, taking into consideration the implementation of the upgraded finance ledger system and level of fundraising and grant funding activity the Charity was undertaking. Following consideration of this report, the Committee approved funding for an additional 12 months for the part-time Band 3 Charity Finance Assistant.

Resolved – that funding be approved for an additional 12 months for the part time Band 3 Charity Finance Assistant post.

61/19 ITEMS FOR ASSURANCE

61/19/1 Report by the Director of Leicester Hospitals Charity

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

61/19/2 Fundraising Performance Update

Paper H, as presented by the Director of Leicester Hospitals Charity, provided a general update on the fundraising activity of the Charity, the contents of which were received and noted.

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

61/19/3 Finance and Governance Report

Paper I, as presented by the Charity Finance Manager, detailed an update on the financial position for the period ending 31 October 2019, including analysis of the general purposes fund (appendix 1 to the report referred). The current available balance of the general purposes fund after commitments was £74k.

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

61/19/4 Charity Fund Investment Update

Paper J, as presented by the Charity Finance Manager, presented an update on the investment portfolio held with the Trust's Investment Managers, together with the latest performance summaries. In presenting this report, the Charity Finance Manager noted that the Trust's Investment Managers would be attending the next Charitable Funds Committee meeting to present their quarterly report.

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

(B) the Investment Managers be requested to attend the next CFC meeting to present their quarterly report.

CFM

61/19/5 Update on the Prior Year Charity Annual Accounts Audit Finding (re additional entry on the Trust's risk register)

The Financial Controller reported verbally on this item and undertook to ensure that this additional entry on the risk register was signed by the Acting Chief Financial Officer and then submitted to the Risk and Assurance Manager accordingly.

Resolved – that the Financial Controller be requested to ensure this additional entry on the risk register was signed by the Acting Chief Financial Officer and then submitted to the Risk and Assurance Manager.

FC

62/19 ITEMS FOR NOTING

Resolved – that there were no reports under this section for this meeting.

63/19 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

64/19 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 6 February 2020 from 2.30pm in Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.

The meeting closed at 3.40pm.

Cumulative Record of Members' Attendance (2019/20 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	6	5	83	<i>A Johnson</i>	6	4	67
<i>I Crowe</i>	6	6	100	<i>K Singh (ex-officio)</i>	6	4	67
<i>C Fox</i>	6	4	67	<i>P Traynor</i>	5	4	80

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	6	6	100	<i>S Ward</i>	6	6	100
<i>D Gorrod</i>	6	6	100	<i>M Wightman</i>	6	5	83
<i>N Sone /T Blick</i>	6	5	83	<i>J Woolley</i>	6	6	100
<i>C Sutton</i>	6	0	0				