

Trust Board paper N5

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD AS
CORPORATE TRUSTEE**

DATE OF TRUST BOARD MEETING: 1 July 2021

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 18 June 2021

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

- **Minute 19/21/1 Items for Approval – specifically approval of applications 7779, 7823, 7867, 7827 and 7825**

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/
RESOLUTION BY THE PUBLIC TRUST BOARD AS CORPORATE TRUSTEE:**

None.

DATE OF NEXT COMMITTEE MEETING: 6 August 2021

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

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF THE CHARITABLE FUNDS COMMITTEE VIRTUAL MEETING HELD ON
FRIDAY 18 JUNE 2021 AT 9.30AM**

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director and People, Process and Performance Committee Non-Executive Director Chair
Ms C Fox – Chief Nurse
Mr A Johnson – Non-Executive Director and Finance and Investment Committee Non-Executive Director Chair

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms L Davies – Director of Leicester Hospitals Charity
Mr K Muccheke – Financial Accountant (excluding Minutes 20/21 to 23/21 inclusive)
Mr M Wightman – Director of Strategy and Communications
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS**19/21 KEY ISSUES FOR DISCUSSION/DECISION****19/21/1 Items for Approval**

Paper C, as presented by the Charity Finance Manager, sought approval for grant applications received since the April 2021 Charitable Funds Committee (CFC) meeting, noting the CFC's remit to approve bids up to £50,000. Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee. Decision-making on bids below £10,000, within an agreed overall programme, was delegated to the Charity Finance Manager and was shown in appendix 1 of the report [36 applications totalling £70,712]. Appendix 2 detailed one application which had been rejected.

Ten applications were presented for CFC approval at this meeting, as outlined below:-

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|---|----------------------|
| (a) application 7779 (appendix 3 refers – Respiratory Physiology equipment for Children's - £84,175 was requested from general purpose funds as there were insufficient funds within the general Children's fund) – it was noted that the application had the required support, including IT support and that the on-going costs had been signed off. Particular note was made that the application presented was very well written and could potentially be used as a template for others to use on how to structure an application. The application was supported as presented and, due to it being over £50,000 in value, was recommended onto the Trust Board for formal approval; | CFC
Chair |
| (b) application 7866 (appendix 4 refers – Caring at its Best Awards Sponsorship - £3000 was requested from general purpose funds) - the application was approved as presented; | CFM |
| (c) application 7868 (appendix 5 refers – 'Golden Tickets' grants promotion on the NHS Birthday - £6500 was requested from general purpose funds) – members considered this to be an excellent initiative and the application was approved as presented; | CFM |
| (d) application number 7808 (appendix 6 refers – creation of a staff shower room at the X-Ray Department, Glenfield Hospital - £16,300 was requested from fund CV19; the Covid-19 Response Fund) – the application was approved in principle, subject to the Chief Nurse receiving appropriate assurances from a nursing perspective that the unused patient toilet facility proposed for conversion was indeed no longer required; | CN/CFM |
| (e) application number 7821 (appendix 7 refers – purchase of parent beds for Ward 27, LRI - £11,520 was requested from fund Q827; Ward 27 fund) – it was noted that considerable work had been undertaken to receive the best possible value for money in respect of this purchase and the application was approved as presented; | CFM |
| (f) application number 7823 (appendix 8 refers – Optos Silverstone Retina Screening Machine - £145,000 was requested from fund CFC7; Specialist Surgery – Ophthalmology) - the application was supported as presented and, due to it being over £50,000 in value, was recommended onto the Trust Board for formal approval; | CFC
Chair |
| (g) application 7827 (appendix 9 and 9a refer – Patient Toilet, changing rooms and Theatre Reception Area Upgrade at Glenfield Theatres - £279,755 was requested from the following funds – CC01 (ITAPS CMG Fund), CFB1 (RRCV Fund), CFC6 (Breast Care Fund), Q816 | |

(Staff Lottery Fund) and P802 / CV19 (general purposes and the Covid-19 Fund). During presentation of this application, the Charity Finance Manager confirmed that the CHUGGS CMG had now also undertaken to contribute some of their restricted purpose charitable funds towards this project. The necessary prior approval had been confirmed by the contributing CMGs, as well as by Facilities and Infection Prevention. Members were extremely supportive of this application, noting the significant benefit it would provide to patients and staff, particularly given the lack of access to a patient toilet in this area currently and also with regard to the current generally poor environment in terms of lack of natural light and cramped conditions. The Chief Nurse highlighted the need to seek assurances in terms of ventilation and also undertook to check on the toileting arrangements in place for patients in this area currently ahead of the refurbishment. The Director of Strategy and Communications noted that the incorrect site name had been referenced on the Cost Plan and the Director, Leicester Hospitals Charity confirmed that this had already been communicated to the company who had produced it. Although supportive of this application, in principle, Mr A Johnson, Non-Executive Director, expressed concern at the cost to which such Trust schemes were often subject in terms of professional fees and sought assurance as to how the Trust could satisfy itself it was achieving Value for Money (VFM). It was agreed to refer this wider aspect concerning capital costs and the cost of professional fees generally onto the Trust Board for consideration. With regard to this specific application, the Director, Leicester Hospitals Charity confirmed that there had been a specific pushback on costs on three occasions to ensure appropriate challenge. She further noted the possibility of considering the employment of a Capital Projects Manager for the Charity and Mr Johnson, Non-Executive Director, also noted that employment of an Architect would cost less than was spent on professional fees. The application was supported in principle, subject to assurances being provided around ventilation, and recommended onto the Trust Board for formal approval. The Trust Board was also requested to consider its future approach to capital costs and professional fees in order to ensure VFM;

Chair,
CFC /
CFM

- (h) **application 7855** (appendix 10 refers – 2 year software license for Vascular Services - £20,229 from Fund CFB1; Cardiac Benefit Fund) – in discussion note was made of the need to consider, at some point, the general approach to the use of charitable funding for such purposes given the likelihood of receiving an increasing number of these types of request, albeit support was expressed for this specific application. Col (Ret'd) I Crowe, Non-Executive Director noted his wish for specific assurance that the IM&T directorate were supportive of this application. Subject to confirmation of IM&T support, this application was approved;
- (i) **application 7865** (appendix 11 refers – Sonosite Ultrasound Machine for Renal Services, LGH - £34,860 from fund numbers LRE1 and LTR1; Renal and Transplant Benefit Funds) – note was made that this application had the support of medical equipment, Infection Prevention etc. and it was approved as presented, and
- (j) **application 7867** (appendix 12 refers – Continuation of the Staff Room Project - £50,000 from fund Q816; Staff Lottery Fund) – the Chief Nurse expressed her strong support for this project, noting that it was even more vital post-covid and emphasised the need for equity across the piece. The Director of Strategy and Communications considered this to be an excellent approach and requested that the Director, Leicester Hospitals Charity, made contact with the Deputy Director of Communications and Engagement to publicise this project when the first Staff Room had been completed. Mr A Johnson, Non-Executive Director, supported the intention of the project and queried the overall plan for the project, suggesting the value in motivating staff to raise more funds for this purpose. In response to the query regarding the overall plan, the Director, Leicester Hospitals Charity, advised that each staff group had access to an upper limit of £20k to spend per Staff Room and had a choice from three set designs, with four rooms already identified as suitable to be part of this project to date. It was anticipated that this would be a rolling project. There was a growing Corporate Support Programme and staff rooms represented an excellent project with the potential to match a Corporate Supporter with a staff room. The Chief Nurse advised of the enthusiasm for this project from a nursing perspective, noting that it also offered opportunities for team-building etc. amongst staff. The application was supported as presented and, due its value of £50,000, was recommended onto the Trust Board for formal approval.

CFM

CFM

CFC
Chair /
CFM

Recommended – that (A) the contents of this report, including appendices 1 and 2, be received and noted,

(B) application numbers 7866, 7868, 7821, 7865 be approved and progressed accordingly,

CFM

	(C) application number 7808 be approved in principle, subject to the Chief Nurse receiving appropriate assurances from a nursing perspective that the patient toilet facility proposed to be converted was no longer required, and thereafter progressed accordingly,	paper A CFM
	(D) application number 7855 be approved in principle, subject to confirmation of IM&T support, and thereafter progressed accordingly,	CFM
	(D) application numbers 7779, 7823, and 7867 be supported and recommended onto the Trust Board for formal approval as the value of the requests was above the delegated limit of £50,000 for Charitable Funds Committee approval,	CFC Chair/ CFM
	(E) application number 7827 be supported in principle and recommended onto the Trust Board for formal approval, subject to assurances being provided around ventilation,	CFC Chair/ CFM
	(F) the Trust Board be invited to consider its future approach to capital costs and professional fees in order to provide assurances around VFM, and	CFC Chair
	(G) (specifically in relation to application 7867), the Director of Leicester Hospitals Charity be requested to make contact with the Deputy Director of Communications and Engagement to publicise the first stage of the Staff Room Project (once reached).	D, LHC
19/21/2	<u>Report from the Director of Leicester Hospitals Charity</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
19/21/3	<u>Report from the Director of Leicester Hospitals Charity</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	ACTION
20/21	APOLOGIES FOR ABSENCE AND WELCOME	
	Apologies for absence were received from Mr S Lazarus Chief Financial Officer, Mr S Linthwaite, Deputy Director of Finance and Mr S Ward, Director of Corporate and Legal Affairs.	
21/21	DECLARATIONS OF INTERESTS	
	Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, and Mr A Johnson Non-Executive Director all declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson Non-Executive Director also declared his position as Non-Executive Director Chair of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.	
22/21	MINUTES	
	Resolved – that the Minutes of the 16 April 2021 Charitable Funds Committee (CFC) meeting be confirmed as a correct record (papers A and A1 refer).	
23/21	MATTERS ARISING FROM THE MINUTES	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted.	
	Resolved – that the matters arising log update at paper B be received and noted, and any outstanding actions be taken forward by the named lead(s).	NAMED LEAD(S)
24/21	ITEMS FOR ASSURANCE	
24/21/1	<u>Recommendations on Funding Salaries</u>	

Paper E, as presented by the Director of Leicester Hospitals Charity, outlined new recommended guidelines for assessing and funding applications for staff salaries within UHL. These had been developed on the suggestion of the Charitable Funds Committee to ensure the following:-

- (1) the provision of clarity that UHL was the employer, and not the Charity;
- (2) that consideration had been given to the future cost implications for the Clinical Management Group / Trust;
- (3) that funded posts were part of an approved business plan;
- (4) that there were clear criteria to be used to assess applications for the funding of posts and
- (5) that there were clear outcomes for the role that would be measured and reported on (e.g. cost savings, new service or improved service outcomes).

These recommendations had been developed with the support of HR, the Contracts Team and Finance.

The updated Fundraising Policy reflected the current guidance and best practice for NHS Charities and offered more clear guidance to Trust staff. The recommendation provided assurance that the funding of staff posts would not negatively affect the financial position of the Trust and would be in line with the objectives of Leicester Hospitals Charity.

Resolved – that the new recommended guidelines as detailed in paper E be approved and implemented accordingly.

D,LHC
CFM

24/21/2 Finance and Governance Report

Ms J Woolley, Charity Finance Manager, presented paper F, which provided an update on the financial position for the period ending 30 April 2021, including an update on the general purposes fund, Covid Response Appeal, Children's Hospital Appeal and the 2019-20 final accounts timetable, the contents of which were received and noted.

Given that the Trust had now downgraded its Covid-19 level to Level 1 and applications had now ceased coming into the appeal, the Committee were asked to approve the closure of the appeal with the remaining balance transferred into the general purposes fund.

With regard to the 2019-20 final accounts timetable, the CFC Chair noted that the Committee had hoped to receive the audited accounts today for recommendation onto the Trust Board at its meeting on 1 July 2021, and thereafter to the Charity Commission by the required deadline of 31 July 2021. Whilst it was noted that the audit was proceeding as quickly as possible, it was acknowledged that a confirmed timetable was required. The CFC Chair highlighted the importance of having the accounts available for direct submission to the Trust Board at its meeting on 1 July 2021, noting that these documents would need to be provided to members in advance of the meeting in order that they could review them ahead of the meeting.

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

(B) the timeline for the submission of the Charity accounts to the Trust Board be agreed and confirmed, and

CFM

(C) the closure of the Covid Response Fund and transfer of remaining funds to the general purposes fund be approved.

CFM

24/21/2 Investment Update Report

Resolved – that the contents of paper G, which provided an update on the investment portfolio held by Leicester Hospitals Charity and managed by the Investment Managers, be received and noted.

24/21/3 Fundraising Performance Update

The Director of Leicester Hospitals Charity presented paper H, which provided a general update on the fundraising activity of the Charity. Fundraising activity was on track, with some elements above plan. The CFC Chair noted that he had appreciated the narrative around media coverage within the report and expressed thanks on behalf of the Committee to the Director of Leicester Hospitals Charity and her team for the continued success of their work in these difficult times.

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

24/21/4 Report from the Director, Leicester Hospitals Charity

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

25/21 ITEMS FOR NOTING

Resolved – that there were no items for noting.

26/21 ANY OTHER BUSINESS

Col (Ret'd) I Crowe

The CFC Chair noted that, following a change to the Non-Executive Director membership of the Trust Board sub-committees, this would be the last Charitable Funds Committee meeting for Col (Ret'd) I Crowe, Non-Executive Director and he put on record his thanks to Col (Ret'd) Crowe for his contribution to and stewardship of the Charitable Funds Committee, noting that Col (Ret'd) Crowe had helped to build the foundation and governance structure for the Charity. Col (Ret'd) Crowe, Non-Executive Director, thanked the CFC Chair for his comments and made note of his pride at the accomplishments made by the Committee.

Resolved – that this information be noted.

27/21 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 6 August 2021 (9.30am – 11.30am).

The meeting closed at 11am

Gill Belton – Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (2021/22 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	2	2	100	<i>C Fox</i>	2	2	100
<i>I Crowe</i>	2	2	100	<i>S Lazarus</i>	2	0	0
<i>A Johnson</i>	2	2	100				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	2	2	100	<i>S Ward</i>	2	1	50
<i>K Mucheke</i>	2	1	50	<i>M Wightman</i>	2	2	100
<i>C Sutton</i>	2	0	0	<i>J Woolley</i>	2	2	100