

Trust Board paper P

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 1 March 2018**

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

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

**DATE OF COMMITTEE MEETING: 1 February 2018**

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

- None

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

- None

**DATE OF NEXT COMMITTEE MEETING: 12 April 2018**

**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 1 FEBRUARY 2018  
AT 2.00PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

**Present:** Mr B Patel – Non-Executive Director (Chair)  
Mr A Johnson – Non-Executive Director  
Mr K Singh – Trust Chairman (ex-officio)  
Mr P Traynor – Chief Financial Officer (from Minute reference 59/17/1 – 63/17/2 inclusive)  
Mr M Wightman - Director of Strategy and Communications

**In Attendance:** Ms J Burdett – Matron, Emergency Medicine (for Minute reference 60/17)  
Mr T Diggle – Head of Fundraising  
Mrs S Everatt – Interim Corporate and Committee Services Officer  
Mr D Gorrod – Patient Partner (non-voting member)  
Ms F Hassell – My Improvement Network (for Minute reference 60/17)  
Mr N Sone – Financial Controller / Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs

**RESOLVED ITEMS**

**57/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from: Col (Ret'd) I Crowe, Non-Executive Director; Ms J Smith, Chief Nurse; Ms J Woolley, Charity Finance Manager and Ms E Laithwaite (for Minute reference 60/17).

**58/17 MINUTES**

**Resolved** – that the Minutes of the 7 December 2017 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

**59/17 MATTERS ARISING FROM THE MINUTES**

**59/17/1 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 1f of Minute 39/17/1 of 5 October 2017 (relating to the action to confirm the final costs for the conversion of public toilets into disabled toilet and adult disabled changing facilities) – the Head of Fundraising reported verbally to advise that, in discussion with the Health and Safety department, there had been a potential risk identified with regards to public access/safety to the sling and hoist which would be located in the disabled changing area facility. It was consequently agreed that the Director of Corporate and Legal Affairs would clarify the level of risk and way forward with the Head of Fundraising and Director of Estates and Facilities;
- Item 6b of Minute 30/17 of 3 August 2017 (relating to the action to write to the EF Team on behalf of the Charitable Funds Committee Chairman referencing the expectation of the Committee that the investment and enhancements would lead to a change in models of care) – the Director of Strategy and Communications reported verbally to advise that a letter had been written in December 2017 and the action could now be closed;
- Item 7b of Minute 34/17/1 of 3 August 2017 (relating to confirmation of ongoing maintenance costs for application number 6610) – the Charity Finance Lead reported verbally to advise that confirmation of the maintenance costs was still awaited from the Clinical Management Group and that he would again follow up the

**DCLA**

action;

- Item 7c of Minute 34/17/1 of 3 August 2017 (relating to the action to brief the Head of Operations (CSI) around the opportunity to income-generate through the loan of a CT Body Phantom to other Trusts) – the Director of Strategy and Communications reported verbally to advise that this had been actioned and the action could now be closed, and
- Item 7d of Minute 34/17/1 of 3 August 2017 (relating to awaiting CMG support/MEE support and confirmation of the existence (or otherwise) of restricted funds to utilise for application number 6569) – the Charity Finance Lead reported verbally to advise that approval was awaited from the fund manager and that he would again follow up the action.

**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.**

ICCSO

59/17/2 Future finance staffing to support Charitable Funds update (action 5 of 7.12.17)

Following a brief discussion at the last Committee meeting, the Head of Fundraising provided a verbal update on discussions with the Committee Chair and Charity Finance colleagues around the level of Finance staffing required to support the Charity Department. The discussions had concluded that the Charity Finance team (2 posts) was currently under resourced and was hence unable to support the current or developmental workload of the Charity Department. It was thus agreed that a further update on this matter would be provided at the April 2018 Committee meeting.

HoF

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

**(B) that a paper outlining a proposal around the level of future finance staff support to the Charity Department be provided at the April 2018 Charitable Funds Committee meeting on this matter.**

HoF

60/17 **PHASE 2: EMERGENCY FLOOR PRESENTATION**

Ms J Burdett, Matron for Emergency Medicine and Ms F Hassell from My Improvement Network were in attendance to present this item, detailed in paper C. The paper detailed some of the construction and operational enhancements for frailty and dementia patients which had been approved for funding by the Charity in July 2017 and provided assurance around governance and evaluation and benefits realisation of the investment. It was noted that enhancements would be in place by the opening of Phase 2 in July 2018. In discussion of this item the team were requested to respond to the letter detailed in 6b of Minute 30/17 of 3 August 2017 (detailed in Minute reference 59/17/1 of today’s meeting) around providing assurance that changes to models of care would occur following the investment.

Ms F Hassell provided a demonstration of the reminiscence units being purchased, which would include ten 22-inch screens and ten iPads. It was confirmed that the cost of the units would also cover software and licensing, maintenance, training and support, with a 3 year warranty on hardware and ongoing software support. A 48 hour fix and replace service was in operation. Activity Coordinators, who were trained in dementia care, would be on hand 12 hours a day to assist patients. Clarity was sought (and received) that there was an erratum in the paper that requested members to approve the proposals for the operational enhancements.

In discussion of this item it was agreed that the Chief Financial Officer would seek clarity on the costs of the Emergency Floor Phase 2 in relation to oncosts and any savings from

CFO

the original capital estimate.

**Resolved – that (A) the contents of paper C and the accompanying verbal update be received and noted, and**

**(B) that the Chief Financial Officer be requested to seek clarity around the costs of the Emergency Floor Phase 2 in relation to oncosts and any savings from the original capital estimate.**

CFO

**61/17 APPROVALS**

**61/17/1 Items for Approval**

Paper D outlined the grant applications received since the December 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 £84,082 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 D. One application in relation to flooring had been rejected, and was detailed in appendix 2 of paper D.

The Committee undertook detailed consideration of the following applications for funding which did not require Trust Board approval (sections 2.10 and 2.11 of paper D refers):

- (a) application 6819 (appendix 3) was an application for £9,600 from the General Purposes Fund to fund the first year of a patient referral system referring patients with lower limb wounds for plastic surgery – the Committee did not approve this application. In discussion of this item it was agreed that the Committee would not approve the scheme, at this stage. The Charity Finance Lead was requested to seek assurance from the Director of Performance and Information that the proposal would not add additional cost pressures to the Trust and to clarify how the income would be received;
- (b) application 6827 (appendix 4) was an application for £11,157 from the Women's and Children's Fund CFH1 in relation to the purchase of a Urostym Biofeedback trainer for children with incontinence – the Committee approved the application subject to any maintenance costs being covered by Women's and Children's, and
- (c) application 6848 (appendix 5) was an application for £14,500 from the RRCV Fund CFB1 - the Committee approved the application.

CFL

CFL

CFL

There were no requests made for new funds requiring approval.

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

**(B) application number 6819 (appendix 3) to not be approved. The Charity Finance Lead be requested to seek assurance from the Director of Performance and Information that the proposal would not add additional cost pressures to the Trust and to clarify how the income would be received;**

CFL

**(C) application 6827 (appendix 4) was approved subject to any maintenance costs being covered by Women's and Children's, and**

CFL

**(D) application 6848 (appendix 5) was approved.**

CFL

**62/17 RENEWAL OF CHARITY-FUNDED INSURANCE POLICIES**

The Director of Corporate and Legal Affairs presented paper E, which detailed two specific policies that have been recurrently funded from charitable funds. Formal approval was sought (and received) for the endorsement of the continued funding for 2018/19, per the practice adopted in previous years, of the two policies from 1 April 2018, noting that a report confirming the specific premiums would be provided at the Charitable Funds Committee to be held on 12 April 2018.

DCLA

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

**(B) that it be formally approved the funding of the policies (mentioned in paper E) through charitable funds for 2018-19, as per the practice adopted in previous years, noting that a report confirming the specific premiums will be provided at the Charitable Funds Committee to be held on 12 April 2018.**

DCLA

**63/17 FUNDRAISING**

63/17/1 Report from the Head of Fundraising 1

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

63/17/2 Report from the Head of Fundraising 2

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

**64/17 CHARITY GOVERNANCE**

64/17/1 Finance and Governance Report

The Charity Finance Lead presented paper H, which provided an update on the Charity's financial position and the general purposes fund for the month ending 31 December 2017 (the latter being provided within appendix 1 of the report). The report also included an income and expenditure report (appendix 2). It was noted that a number of aged commitments (totalling almost £70k) were included in the expenditure figures and it was thus agreed to provide fund managers, who had outstanding commitments which had been fully approved, with a deadline of when the approval would expire, and commitments would be expected to be fulfilled. Two reasons were sighted for the income position currently being adverse against plan.

CFL

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

**(B) that the Charity Finance Lead be requested to provide fund managers, who had outstanding commitments which had been fully approved, with a deadline of when the approval would expire, and commitments would be expected to be fulfilled.**

CFL

64/17/2 Update on Investment Strategy

Following communication received from NHS England with regards to receipt of an updated NHS Standard Contract for 2017/18 and the 2018/19 Service Conditions in January 2018 the paper (paper I) in which Trusts were required not to sell sugar based beverages on their sites, it was proposed that the Trust investment managers be instructed to not directly invest in companies that manufactured sugar sweetened beverages; and to not invest in any funds where the fund itself included such companies in its investment portfolio (which gave direct exposure to these products). It was proposed that restrictions would not be placed in investing in retailers of these products. In discussion of this item it was agreed that the Charity Finance Lead would be requested to seek the new investment managers views on investment in companies that manufactured sugar sweetened beverages following receipt of NHS England's updated NHS Standard Contract 2017-18 and 2018-19 Services Conditions.

CFL

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

**(B) that the Charity Finance Lead be requested to seek the new investment managers views on investment in companies that manufactured sugar sweetened beverages following receipt of NHS England’s updated NHS Standard Contract 2017-18 and 2018-19 Services Conditions.**

CFL

**65/17 ANY OTHER BUSINESS**

None noted.

**66/17 DATE OF NEXT MEETING**

**Resolved** – that the next meeting of the Charitable Funds Committee be held on Thursday 12 April 2018 from 2pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 4.17pm.

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 (ex-officio)</i>	6	6	100
<i>I Crowe</i>	6	3	50	<i>J Smith</i>	6	1	17
<i>A Johnson (previous Chair)</i>	6	5	83	<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>	6	6	100
<i>B Patel (current Chair)</i>	6	6	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>	6	6	100	<i>C Sutton</i>	6	0	0
<i>D Gorrod</i>	6	6	100	<i>S Ward</i>	6	6	100
<i>N Sone</i>	6	6	100	<i>M Wightman</i>	6	4	67