

Trust Board paper L

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 1 November 2018

COMMITTEE: Charitable Funds Committee (CFC)

**CHAIR: Mr A Johnson, Non-Executive Director, in the absence of Mr B Patel,
Non-Executive Director and CFC Chair**

DATE OF COMMITTEE MEETING: 4 October 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: 6 December 2018

**Mr A Johnson
Non-Executive Director and Acting CFC Chair**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 4 OCTOBER 2018
AT 2.00PM IN SEMINAR ROOMS 2/3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

Present: Mr A Johnson – Non-Executive Director (Acting Chair)
Ms C Fox – Chief Nurse
Mr K Singh – Trust Chairman (non-voting ex-officio)
Mr P Traynor – Chief Financial Officer

In Attendance: Ms J Bee – Partnership and Development Manager (for Minute 30/18/2 only)
Mrs G Belton – Corporate and Committee Services Officer
Ms T Blick – Deputy Financial Controller
Mr T Diggle – Head of Fundraising
Mr D Gorrod – Patient Partner (non-voting member)
Ms S Varnam – Arts Heritage Programme Development Officer (for Minute 30/18/2 only)
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Strategy and Communications
Ms J Woolley – Charity Finance Manager

RESOLVED ITEMS

27/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Col (Ret'd) I Crowe, Non-Executive Director and Mr B Patel, Non-Executive Director and CFC Chair.

28/18 MINUTES

Resolved – that the Minutes of the 2 August 2018 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

29/18 MATTERS ARISING FROM THE MINUTES

29/18/1 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 number 1.3, Minute 22/18/1 from 2 August 2018 (relating to the need to seek approval, via the formal process for approvals outwith the CFC meetings, re application 6962 which sought funding for a 2 year licence for the Trust to operate the Schwarz Rounds Programme, subject to satisfactory responses / confirmation being provided in response to specific questions raised by the CFC in its initial consideration of this application at its August 2018 meeting) - the Head of Fundraising reported verbally to confirm that all of the requested information had now been provided and confirmation of support had been received from two of the required CFC members to-date. In discussion, the Committee approved this application and it was noted that this entry on the Matters Arising Log could be RAG-rated as '5' and closed down accordingly;
- Item number 1.5, Minute 22/18/1 from 2 August 2018 (also re application 6962, as referenced above) – as this application had now been approved, it was agreed that an update on the implementation of the Schwarz Rounds programme could be scheduled into the CFC work programme six months from implementation, i.e. on or shortly after April 2019;
- Item 2.3, Minute 23/18/1 from 2 August 2018 (re the planned appointment of a Director of Fundraising) – the Director of Strategy and Communications reported verbally on this item to confirm that the job advert had now closed and applicants short-listed, and
- Minute 14/18/1 from 7 June 2018 (re the identification of a space on the LRI site for

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use by the Charity) – the Director of Strategy and Communications reported verbally to confirm the strong indication of an area on the LRI site having been identified for use by the Fundraising Team, noting that this was subject to formal confirmation.

Resolved – that (A) the contents of paper A, and the additional verbal updates referenced above, be received and noted and

(B) the Corporate and Committee Services Officer be requested to update the Matters Arising Log as per the updates outlined above.

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30/18 APPROVALS

30/18/1 Items for Approval

Paper C, as presented by the Charity Finance Manager, detailed the grant applications received since the last Charitable Funds Committee meeting, all of which had been reviewed as per the agreed guidelines determined by the Committee. All applications fell within the scope of the fund, were affordable and had been appropriately authorised by the fund managers and CMG Leads. A summary of the general purposes fund had been included for reference, with specific note made of the low level of funds now held within the general purpose fund.

Appendix 1 of paper C detailed applications totalling £78k, which had been approved by the Charity Finance Manager under the Scheme of Delegation and these did not, therefore, require Charitable Funds Committee approval. Appendix 2 detailed two applications which had been rejected.

The Committee undertook detailed consideration of the following applications for funding from specific charitable funds (section 2.6 of paper C refers) which did not require specific Trust Board approval as they were under £50k and therefore within the delegated limits of the Charitable Funds Committee to authorise:-

- (i) application number 7027 (appendix 3 refers) was an application for £26,520 from the Cardio-Respiratory Patient Benefit Fund for the purchase of an ultrasound machine for cardiac services – following consideration, the Committee approved this application, subject to agreement from Infection Control (as requested and currently awaited), and **CFM**
- (ii) application number 7030 (appendix 4 refers) was an application for £25,276 from the Cardio-Respiratory Patient Benefit Fund for the refurbishment of the reception area on Ward 26 (GH) – following consideration, the Committee approved this application and highlighted the need to ensure that this programme of work was appropriately dovetailed with the IT roll-out programme. **CFM**

Section 2.7 of the report made reference to application 6747, a previously approved application for £15,400 from the Renal Patient Fund for the purchase of a Sonosite ultrasound scanner, noting that the price of this equipment at the time of order had increased to £17,000. This still represented VFM and the full cost of this purchase was covered by a gift specifically given for this piece of equipment. Following consideration, the Committee approved funding of the price increase of £1600 in relation to this specific application.

The Committee also approved the establishment of new fund Q845 (Children's Appeal), Section 3.1 of the report referred.

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

(B) application 7027 be approved, subject to agreement from Infection Control;

CFM

(C) application 7030 be approved (noting the need to ensure this programme of work

was appropriately dovetailed with the IT roll-out programme);

CFM

(D) funding of the price increase of £1600 in relation to previously approved application 6747 be approved, and

CFM

(E) the establishment of new fund Q845 be approved.

CFM

30/18/2 Arts and Heritage Programme Progress

Ms J Bee, Partnership and Development Manager and Ms S Varnam, Arts Heritage Programme Development Officer, attended to present paper 'D', which updated the Committee regarding its approval in 2017 of the investment of £15,000, drawn down in February 2018, for the funding of an Arts and Heritage Officer for a twelve month period. A copy of the Arts and Heritage Trail map and a flyer for the De Montfort University Heritage Centre were tabled at the meeting for members' information. The Arts and Heritage Programme initiative had been developed in partnership with De Montfort University (DMU) to progress the programme of work described in the University Hospitals of Leicester NHS (UHL) Trust Arts, Artefacts and Archives Strategy supported at the Executive Strategy Board in June 2016. The report presented also outlined the progress made with the Arts, Artefacts and Archives Strategy. The report concluded that tremendous progress had been made with the Arts and Heritage Strategy, thus far, within limited resources. The NHS 70th Celebrations had been an excellent platform from which to launch the Arts and Heritage Programme and the LRI Arts Trail. Positive feedback had already been received from staff about the Arts Trail, which would be reflected upon prior to considering a roll out to the Leicester General and Glenfield Hospitals. There had been recognition across Leicester of the Arts and Heritage Strategy and it had been warmly welcomed by a number of organisations. It was intended to continue with the progression of this very ambitious work programme and an application was therefore submitted (as part of this report) for continued funding of the Arts and Heritage Officer post for a further twelve months at a cost of £20,000 (comprising £15,000 pay costs and £5,000 non pay costs).

In discussion on this item, members:

- (i) noted the verbal information provided by Ms Varnam, Arts Heritage Programme Development Officer, with regard to further initiatives underway or planned as part of the Arts Heritage work programme (many of which were as detailed within paper D), some of which would be in partnership with other organisations;
- (ii) noted the funding applications pending (section 11.15 of the report refers) and the expectation that the seed funding being requested would generate more through grant making;
- (iii) expressed their strong support for bringing the community into the Trust (noting that, outside of Highcross, UHL had the highest footfall within the City) and their view that, through the work of the Arts Heritage Programme Officer, the Trust's ambitions were being translated into delivery;
- (iv) echoed the thanks expressed to Ms Varnam, Ms Bee, Mr Currington and Mr Mayes by the Director of Corporate and Legal Affairs, in his capacity as a member of the Arts and Heritage Committee, for their personal investment in the progression of this work, and
- (v) agreed that the Chief Nurse would discuss further with the Arts Heritage Programme Development Officer, outwith the meeting, the patient benefit being derived from this work and potential means through which this could be formally recognised.

In concluding discussion on this item, the Committee expressed their congratulations to Ms Varnam on the successful and significant work undertaken within a relatively short time period. The Committee approved the application for £20,000 from general purpose charitable funds to fund the Arts and Heritage Officer post for a further year.

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

(B) the application for £20,000 from general purpose charitable funds to fund the

Arts and Heritage post for a further year be approved.

30/18/3 Report from the Head of Fundraising

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

31/18 FUNDRAISING

31/18/1 Report from the Head of Fundraising

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

31/18/2 Fundraising Update – Performance Report

Paper G, as presented by the Head of Fundraising, detailed recent and promotional activities, plus upcoming events and plans with contributions to the report from different members of the Fundraising Team.

In discussion on this item, members:-

- (i) noted that the forecast for Major Gifts and Income was now likely to exceed target;
- (ii) noted the inclusion in this report of an analysis of Facebook and twitter activity – this had been shared and compared with the Trust’s Communications Team’s data and revealed similar trends / spikes in activity. It was now planned to undertake an analysis of instagram activity;
- (iii) specifically noted section 5.2 of the report, which made reference to the donation of funds for the purpose of providing the Glenfield Hospital with additional wheelchairs (a formal application would be submitted to the Committee in due course);
- (iv) considered the post of Shop Manager across the Charity’s Shops – following discussion on this specific item, it was agreed that the Head of Fundraising would seek advice, if required, from the Director of People and Organisational Development re the terms and conditions of contract re this post, with the Committee now supporting this post as a full time (37.5 hour) post at AfC Band 4 (it having originally been envisaged that the post would be for 25 hours per week initially);
- (v) agreed that it would be useful to track retail sales through the Finance and Governance report;
- (vi) agreed to schedule a six month review of retail sales following commencement of the Shop Manager post, and
- (vii) noted the latest information with regard to the Secret Garden Project at Glenfield Hospital – the Head of Fundraising was requested to report back re the outcome of grant applications relating to the Secret Garden at future CFC meetings (as part of the Fundraising Update Performance Report).

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

(B) the Head of Fundraising be requested to seek advice, if required, from the Director of People and Organisational Development re the terms and conditions of contract of the post of Shop Manager, with the Committee now supporting this post as a full time (37.5 hour) post at AfC Band 4;

HoF

(C) it be agreed that retail sales be tracked through the Finance and Governance report;

CFM

(D) a six month review of retail sales be scheduled following commencement of the Shop Manager post, and

HoF

(E) the Head of Fundraising be requested to report back re the outcome of grant applications relating to the Secret Garden at future CFC meetings (as part of the

HoF

Fundraising Update Performance Report).

31/18/3 Leicester Hospitals Charity AGM

The Head of Fundraising reported verbally on this item to advise that arrangements were being made to hold the Charity AGM on Thursday 6 December 2018 following finalisation of the Charity's Accounts.

Particular discussion took place regarding the timing of the event and the location of the event, further to which the Head of Fundraising was requested to explore potential venues and, upon finalisation of the venue for the Leicester Hospitals Charity AGM, to issue an e-invite to CFC members.

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

(B) the Head of Fundraising be requested to explore potential venues and, upon finalisation of the venue for the Leicester Hospitals Charity AGM, to issue an e-invite to CFC members.

HoF

32/18 CHARITY GOVERNANCE

32/18/1 Finance and Governance Report

The Charity Finance Manager presented paper H, which detailed an update on the Charity's financial position for the period ending 31 August 2018, including analysis of the general purposes fund (appendix 1 of paper H refers).

Members received and noted the contents of this report.

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

32/18/2 Investment Update

The Charity Finance Manager presented paper I, which detailed an update on the Charity's investment portfolio as at the end of August 2018 together with up-to-date performance summaries. The report sought the Committee's preferred option for holding a cash balance in the short term pending movement to the Charity's new investment managers.

Members received and noted the contents of this report and noted that the matter concerning the cash balance could be resolved in the CFC sub-group meeting shortly to be held for the purposes of addressing specific procedural matters following the appointment of the Trust's new investment managers, the Charitable Funds Committee having given the CFC sub-group delegated authority to address the relevant issues on their behalf.

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

33/18 ANY OTHER BUSINESS

33/18/1 Head of Fundraising

The Director of Strategy and Communications reported verbally to notify the Committee that Mr Diggle, Head of Fundraising, was leaving the Charity in December 2018 after nearly 10 years' service to take up a post in Derby and the next (December 2018) meeting of the Committee would be Mr Diggle's last CFC meeting.

Resolved – that this verbal information be noted.

34/18 DATE OF NEXT MEETING AND MEETING DATES FOR 2019

Resolved – that the next meeting of the Charitable Funds Committee be held on **Thursday 6 December 2018 from 2 – 4pm in the Board Room, Victoria Building, Leicester Royal Infirmary.**

The meeting closed at 3.42pm.

Gill Belton
Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (2018-19 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>I Crowe</i>	4	3	75	<i>B Patel (Chair)</i>	4	3	75
<i>C Fox</i>	1	1	100	<i>K Singh (ex-officio)</i>	4	3	75
<i>A Johnson</i>	4	4	100	<i>P Traynor</i>	4	4	100
<i>E Meldrum(until Sept 18)</i>	2	0	0				

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>S Ward</i>	4	4	100
<i>D Gorrod</i>	4	4	100	<i>M Wightman</i>	4	4	100
<i>N Sone / T Blick</i>	4	4	100	<i>J Woolley</i>	4	4	100
<i>C Sutton</i>	4	0	0				