

Trust Board paper Q – Corporate Trustee Business

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 3 May 2018**

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

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

**DATE OF COMMITTEE MEETING: 12 April 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: 7 June 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 12 APRIL 2018 AT 12:30PM 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 A Johnson – Non-Executive Director  
Mr K Singh – Trust Chairman (ex-officio)  
Mr P Traynor – Chief Financial Officer  
Mr M Wightman - Director of Strategy and Communications

**In Attendance:** Mr T Diggle – Head of Fundraising  
Mr D Gorrod – Patient Partner (non-voting member)  
Mrs H Majeed – Corporate and Committee Services Officer  
Mr N Sone – Financial Controller / Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs  
Ms J Woolley – Charity Finance Manager

**RECOMMENDED ITEM**

**01/18** Update from the Director of Strategy and Communications

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

**RESOLVED ITEMS**

**02/18** **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**03/18** **MINUTES**

**Resolved** – that the Minutes of the 1 February 2018 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

**04/18** **MATTERS ARISING FROM THE MINUTES**

**04/18/1** 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.

- Minute 63/17/2 of 1 February 2018 (relating to the provision of a sales office and charity shop on the Leicester Royal Infirmary site) – the Head of Fundraising reported verbally to advise that he had had a meeting with the Director of Estates and Facilities in respect of securing a suitable location, however, the Committee requested that this matter be expedited.
- Minute 64/17/2 of 1 February 2018 (in respect of seeking the views of the new investment managers on investment in companies that manufactured sugar sweetened beverages) – it was noted that this action would be covered within paper K (Charity Fund Investment Managers Report) scheduled on the agenda for today's meeting (Minute 07/18/2 below refers).
- Minute 39/17/1 of 5 October 2017 (relating to the potential risk identified with regards to public access/safety to the sling and hoist which would be located in the disabled changing area facility) – the Head of Fundraising reported verbally to advise that he had had a discussion with the Head of Operations, Emergency and Specialist Medicine Clinical Management Group with a view to action being taken to

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address the concerns raised by the Trust's Health and Safety Manager so that the scheme may proceed.

- Item 7a of Minute of 34/17/1 of 3 August 2017 (relating to application number 6586 – attitudes and beliefs study within Renal) – the Charity Finance Manager advised that no response had been received from the applicant and therefore this application be considered withdrawn.
- Items 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) – it was noted that there were insufficient funds in the Neurology service and therefore it was agreed that this application be funded through the general purposes fund as it was offering patient benefit.

**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.**

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04/18/2 Charity-Funded Insurance Policies – Confirmation of Cost

Further to Minute 62/17 of 1 February 2018, the Committee received and noted the contents of paper C, which confirmed the cost of renewal of the following two specific policies of insurance for the 2018-19 financial year:

- the policy relating to Directors' and Officers' Liability and Crime (in relation to the Charitable Trust) had been renewed at a cost of £6,104.00 (including Insurance Premium Tax) for 2018-19 (the cost of renewal having been £5,995.00 in the previous financial year), and
- the Group Personal Accident Policy (which protected members of the Trust's Flying Squad and call out teams) had been renewed at a cost of £10,421.60 (including Insurance Premium Tax) for 2018-19 (the cost of renewal having been £10,235.50 in the previous financial year).

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

05/18 **APPROVALS**

05/18/1 Items for Approval

Paper D outlined the grant applications received since the February 2018 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 £37,210 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 application for funding which did not require Trust Board approval (section 2.10 of paper D refers):-

Application 6747 (appendix 3) was an application for £15,435 from the Renal Unit Patient Benefit Fund (LRE1) in relation to the purchase of a Patient Scanner for the Haemodialysis Unit at the Leicester General Hospital – members were advised that the

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local community had donated funds specifically for this equipment. Medical Equipment Services had confirmed that it was standard equipment and that the same model had been in use around the Trust. The Committee approved the application.

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

**(B) application 6747 (appendix 3) be approved.**

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**06/18 FUNDRAISING**

**06/18/1 Charity Annual Plan**

The Head of Fundraising presented paper E, which detailed the Charity's 2018-19 annual plan. It was highlighted that Leicester Hospitals Charity (LHC) had identified three main themes for its work in 2018-19 which were Children, Frail older patients and Environment. A brief update on the projects that came under these themes was provided. The LHC was committed to celebrating the NHS 70<sup>th</sup> anniversary and had plans to use this for fundraising purposes. A brief update on the potential implications of General Data Protection Regulations (GDPR) compliance was provided noting that this would be covered within Minute 06/18/2 below.

Appendix A of the report detailed a scoping sheet in relation to the active project list for 2018-19 and Appendix B detailed a proposed marketing plan. The Head of Fundraising also sought approval for the development of three apprentices to be appointed as permanent fundraising administrative staff and approval of an additional post in the Charity Finance Team. The Committee was requested to support the plan presented.

In discussion on this item, members:

- (i) highlighted the significant fundraising allocation towards the Leicester Diabetes Centre (LDC). Members also highlighted the recent warning notice issued by the CQC re: insulin following its November 2017 unannounced inspection and noted the need for a link between the work of the LDC and clinical practice within the Trust particularly in relation to insulin safety. It was also noted that the Leicester Hospitals Charity needed to be mindful of the governance arrangements in respect of any fundraising in relation to the LDC because it was a joint venture between the Trust and University of Leicester;
- (ii) particularly noted that the secret garden which had been the subject of a major bid to the Heritage Lottery Fund, if successful, would provide additional funds to develop a fundraising appeal specifically aimed at creating a secret garden at the Glenfield Hospital;
- (iii) noted that although the Women's and Children's CMG currently had a significant amount (£142,833) of unrestricted funds, they were still planning a number of fundraising schemes in 2018-19;
- (iv) suggested that the new Arts and Heritage Programme Development Officer interacted with the local government (i.e. Museum Service) to promote both the Trust and Leicester Hospitals Charity – in response, it was noted that this had already commenced.
- (v) expressed concern over the lack of clarity in respect of 'overhead' details relating to the additional resource required (i.e. appointment of three apprentices as permanent fundraising administrative staff) and whether the increase in resource equated to the income generation planned, and
- (vi) noted the request for an additional post in the Charity Finance team, however, expressed concern regarding the lack of clarity regarding the overhead costs for this post.

Following discussion, as summarised above, the following two specific actions were agreed:

- (1) the Head of Fundraising to provide further clarity on the fundraising initiatives for the Leicester Diabetes Centre and how the funds raised would help the Trust in

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| improving clinical practice and meeting the needs of the local community in respect of diabetes management;  |           |
| (2) the Head of Fundraising to seek clarity on the governance arrangements (i.e. where does the authority lie) for the future of the plot of land for the secret garden in respect of the development of a wholly owned subsidiary for the provision of facilities management services;                        | HoF       |
| (3) the Head of Fundraising to explore if there would be a commercial aspect and/ retail opportunity in respect of the development of a secret garden;   | HoF       |
| (4) the CFC Chair to give consideration on who would be the appropriate person (i.e. whether it needs to be a Non-Executive Director) who should be involved in the panel for the secret garden fundraising appeal;  | CFC Chair |
| (5) the Head of Fundraising to seek clarity from the Women's and Children's CMG re. whether commitments were in place for the current unrestricted funds as it was highlighted that it was a significant amount held by the CMG in addition to a number of fundraising schemes being planned for 2018-19;      | HoF       |
| (6) the Head of Fundraising to provide specific details on the costs for the development of 3 apprentices to be appointed potentially as permanent fundraising administrative staff – (i.e. 3 columns providing actual 2017-18 costs, 2018-19 costs if the permanent appointments were made and not made), and | HoF       |
| (7) the Charity Finance Lead to provide a report detailing the case of need for an additional post in the Charity Finance team.  | CFL       |

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

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| <b>(B) the Head of Fundraising be requested to provide further clarity on the fundraising initiatives for the Leicester Diabetes Centre and how the funds raised would help the Trust in improving clinical practice and meeting the needs of the local community in respect of diabetes management;</b>                                | HoF       |
| <b>(C) the Head of Fundraising be requested to seek clarity on the governance arrangements (i.e. where does the authority lie) for the future of the plot of land for the secret garden in respect of the development of a wholly owned subsidiary for the provision of facilities management services;</b>                             | HoF       |
| <b>(D) the Head of Fundraising be requested to explore if there would be a commercial aspect and/ retail opportunity in respect of the development of a secret garden;</b>  | HoF       |
| <b>(E) the CFC Chair be requested to give consideration on who would be the appropriate person (i.e. whether it needs to be a Non-Executive Director) who should be involved in the panel for the secret garden fundraising appeal;</b>   | CFC Chair |
| <b>(F) the Head of Fundraising be requested to seek clarity from the Women's and Children's CMG in respect of whether commitments were in place for the current unrestricted funds as it was highlighted that it was a significant amount held by the CMG in addition to a number of fundraising schemes being planned for 2018-19;</b> | HoF       |
| <b>(G) the Head of Fundraising be requested to provide specific details on the costs for the development of 3 apprentices to be appointed potentially as permanent fundraising administrative staff – (i.e. 3 columns providing actual 2017-18 costs, 2018-19 costs if the permanent appointments were made and not made), and</b>      | HoF       |
| <b>(H) the Charity Finance Lead be requested to provide a report detailing the case of need for an additional post in the Charity Finance team.</b>   | CFL       |

06/18/2 General Data Protection Regulations (GDPR) / Privacy Statement (Leicester Hospitals Charity (LHC) Policy and Guidelines)

The Head of Fundraising presented paper G and advised that in respect of the GDPR coming into effect on 25 May 2018, the LHC had completed a mapping exercise to ensure processes for handling data were secure and up to date. LHC had revised its privacy

statement and this would be incorporated into the Charity's policy and guidelines. Members were advised that UHL Consultants approached their patients in respect of the LHC's fundraising initiatives and following GDPR, there needed to be clarity on the use of such patient data. An update on this matter would be provided to the Committee at its next meeting in June 2018, following discussion with Mr P Couldrey, Acting GDPR Lead and/ Information Commissioner's office.

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

**(B) the Head of Fundraising be requested to report to the Committee in June 2018, the outcome of the discussion with Mr P Couldrey, Acting GDPR Lead and/ Information Commissioner's office regarding data protection and GDPR and a process to obtain consent from patients who are approached in respect of the Leicester Hospitals Charity's fundraising initiatives.**

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06/18/3 Hospital Support Shop Fund

Further to Minute 52/17/1 of 7 December 2017, the Head of Fundraising presented paper H, options for the use of funds raised through the hospital support shop. He suggested that volunteers be involved and the following options be tested:-

- (a) volunteers be requested to promote a particular appeal or project and have information available in the shop, and
- (b) one or two volunteers be invited to be on a judging panel for small bids up to £5,000 in value.

He also advised that by publicising the availability of charitable funds to nurses and staff across the Trust, one or two bidding rounds a year (subject to sufficient available funds) could be created and staff could be invited to apply. The hospital support shops could be used to promote the items that had been funded by the LHC to encourage more people (including staff) to support the shop.

In discussion on the above, members were not supportive of the options as the view was that there were already a number of restrictions on the use of funds and these options added another layer of complexity and bureaucracy. It was suggested that a revised approach be devised in respect of empowering volunteers whereby an informal meeting of volunteers was held to discuss the options for the use of funds raised through the hospital support shop and this be submitted to the Charity Finance Lead for approval. An updated report was requested to be submitted to the Committee in June 2018.

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

**(B) the Head of Fundraising be requested to submit an updated report to the Committee in June 2018 in respect of taking a revised approach (i.e. empowering volunteers) on options for using funds raised from Hospital Support Shops.**

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06/18/4 Fundraising Update – Performance Report

The Head of Fundraising presented paper I, which referenced recent fundraising and promotional activities, plus upcoming events and plans with individual contributions made to the report by members of the Charitable Fundraising Team. He reported that the first £1m from Leicester City Football Club (LCFC) had been received by Leicester Hospitals Charity (LHC) on 6 April 2018 as promised in the gift agreement signed between the LHC and LCFC. The next payment from LCFC was expected in July 2018. The LHC had been successful in securing £78,000 from the Pears Foundation to support the young volunteers programme. In relation to a legacy bequest being contested by a family member (as detailed in sections 7.3-7.6 of paper I), it was noted the family member had withdrawn the claim and therefore this matter had been resolved and did not require the Committee's support on the proposed course of action.

The Chief Financial Officer commented that the fundraising update had been titled as a performance report, however, it included only a narrative of the fundraising schemes and

did not include any financial details. In response, the Head of Fundraising advised that it had proved a challenge to obtain financial details in a timely manner, however, undertook to provide a financial position statement on each of the on-going appeals at future Committee meetings.

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

**(B) the Head of Fundraising be requested to ensure that future fundraising reports provided a financial position statement (i.e. comprehensive update (including the money raised) on each of the on-going appeals).**

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## 07/18 CHARITY GOVERNANCE

### 07/18/1 Finance and Governance Report

The Charity Finance Lead presented paper J, which provided an update on the Charity's financial position and the general purposes fund for the month ending 28 February 2018 (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 although income was currently below plan a number of pledges in respect of one appeal were anticipated before the end of the year. The Charity Finance Lead advised that fund managers, who had outstanding commitments which had been fully approved had been provided with a deadline of when the approval would expire, and commitments would be expected to be fulfilled.

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

### 07/18/2 Charity Fund Investment Managers Report

The Charity Finance Lead presented paper K, which detailed an update from the Charity's Investment Managers and outlined the performance of the Charity's investment portfolio since the previous meeting. The monthly position statement for February 2018 from Casenove Capital was included as appendix 1. Members noted that the investments had not performed well in February and March 2018 resulting in a current cumulative return of - 2.5% over 2017-18. It was noted that this would be the last report from Casenove Capital as the Brewin Dolphin Plc. had been appointed as the Charity's new Investment Managers.

The Charity Finance Lead advised that meetings had been held with Brewin Dolphin Plc. to seek their 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. It was noted that the new Investments Managers had not yet built this into their screening and were currently developing the investment management proposal which would be submitted to the Committee in June 2018.

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

**(B) the Charity Finance Lead be requested to submit the investment management proposal from the Trust's new charity fund investment management company Brewin Dolphin Plc. to the Committee in June 2018.**

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## 08/18 ANY OTHER BUSINESS

**Resolved – that there were no items of any other business.**

## 09/18 DATE OF NEXT MEETING

**Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 7 June 2018 from 2pm in the Seminar Rooms 2 & 3, Clinical Education Centre, Leicester General Hospital.**

The meeting closed at 2:02pm.

Hina Majeed  
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>	1	1	100	<i>K Singh (ex-officio)</i>	1	1	100
<i>A Johnson</i>	1	1	100	<i>P Traynor</i>	1	1	100
<i>B Patel (Chair)</i>	1	1	100	<i>M Wightman</i>	1	1	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>	1	1	100	<i>C Sutton</i>	1	0	0
<i>D Gorrod</i>	1	1	100	<i>S Ward</i>	1	1	100
<i>N Sone</i>	1	1	100	<i>J Woolley</i>	1	1	100