

Trust Board paper P

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 5 July 2018

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 7 June 2018

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

- Minute 10/18/1 – Well-Being at Work Plan;
- Minute 10/18/2 – Items for Approval (specifically application number 6905, the value of which was over £50k).

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

- None

DATE OF NEXT COMMITTEE MEETING: 2 August 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 7 JUNE 2018 AT 3:30PM IN SEMINAR 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
Mr A Johnson – Non-Executive Director
Mr P Traynor – Chief Financial Officer
Mr M Wightman - Director of Strategy and Communications

In Attendance: 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 L Milnes – Senior Staff Engagement Manager (for Minute 10/18/1 only)
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

10/18 APPROVALS

10/18/1 Well-Being at Work Update

Ms L Milnes, Senior Staff Engagement Manager, attended to present paper 'C', which detailed (i) 2017/18 Well-Being at Work spend including the Staff Lottery surplus spend in 2017/18 and (ii) 2018/19 Well-Being at Work Annual Plan for events and activities showing predicted costs and financial commitments. Throughout 2017/18, members of staff who had attended Well-Being at Work sessions had completed evaluation forms which also provided them with the opportunity to make suggestions for new activities or ideas for classes.

The Charitable Funds Committee was specifically asked to:-

- (a) acknowledge that the Well-Being Team were responding to staff ideas and developing the programme to incorporate new initiatives, and
- (b) approve the budget of £102,000 for 2018/19 (appendix D of paper C refers), with specific agreement that, once balances were cleared from the 2017/18 allocations, any remaining funds could be allocated to the Staff Bids fund, noting that during the last financial year, bids had needed to be stopped from November 2017 after the allocated £10,000 had been awarded.

Specific discussion took place regarding:-

- (i) the benefit in future such reports presented to the Committee being able demonstrate wider public benefit – it was agreed that the Director of Corporate and Legal Affairs would discuss, outwith the meeting with the Senior Staff Engagement Manager, an appropriate means of demonstrating the wider public benefit in the provision of future such annual reports to the Committee;
- (ii) the approval process for staff bids; bids above a prescribed monetary value were submitted to the Health and Well-being Board for formal approval (with specific note made that these funds were generated by the Staff Lottery);
- (iii) the challenges in effectively demonstrating staff (and wider public) benefit since staff well-being was affected by many components including management support etc, and
- (iv) the one-month subsidised gym membership scheme.

**DCLA/
SSEM**

Recommended – that (A) the contents of this report be received and noted and the budget of £102,000 for 2018/19 be approved (as per the details referenced in appendix D to the report), including specific agreement that any remaining funds from 2017/18 could be utilised for the 2018/19 allocations, and

(B) the Director of Corporate and Legal Affairs be requested to discuss, outwith the meeting with the Senior Staff Engagement Manager, an appropriate means of demonstrating the wider public benefit in the provision of future such annual reports to the Committee.

**DCLA/
SSEM**

10/18/2 Items for Approval

Paper D, 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.

Appendix 1 of paper D detailed applications totalling £17,000 which had been approved by the Charity Finance Manager under the Scheme of Delegation and these did not, therefore, require Charitable Funds Committee approval. No applications had been rejected. The number of applications processed had fallen recently due to absence within the finance department. A current backlog therefore existed and was currently being addressed.

The Committee undertook detailed consideration of the following applications for funding (section 2.5 of paper D 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 6906 (appendices 2, 2a and 2b) was an application for £28,000 from the general purpose fund and £20,000 from the ACORN Appeal Fund, which was a specific CMG fund, for the purchase of an embryo monitoring system with time-lapse image capture – following confirmation of the support of this purchase by the Medical Equipment Panel and Infection Control, the provision of reassurances in relation to the maintenance of this equipment and further to the receipt of confirmation that there were no further specific CMG funds which could be utilised for this purpose, the Committee approved this application; **CFM**
- (ii) application number 6907 (appendix 3) was an application for £4,626 from the general purpose fund for environmental improvements to the Dermatology area at the LRI. This application had the support of Estates and Facilities and Infection Control and was approved by the Committee; **CFM**
- (iii) application number 6671 (appendix 4) was an application for a further £18k relating to a cost increase in respect of the Changing Places Toilet Scheme (following approval, in principle, of £72k of general purpose funds for this purpose at the CFC meeting held in October 2017, subject to the final specification and costs being confirmed) – whilst the Committee was supportive of this scheme in principle, given the need for this type of facility, it did not approve the additional cost in relation to this application over and above the cost which it had already agreed, in principle, at its meeting on 5 October 2017 (i.e. £72k). The applicant was requested to seek alternative providers and compare the cost to that of similar facilities provided in shopping centres and determine a way forward within the already agreed envelope of £72k, and **CFM**
- (iv) application number 6904 (appendices 5 and 5a) was an application for £13,865 from the general purpose fund for the purchase of a Hoverjack Lifting System at the Leicester General Hospital and Glenfield Hospital (one having previously been purchased for use at the LRI and which was currently requiring to be transferred for patient use at the other two hospital sites) – this application was approved by the Committee.

The Committee undertook detailed consideration of the following application for funding (section 2.7 of paper D refers) which also required specific Trust Board approval given its value of over £50k:-

- (i) application number 6905 (appendices 6 and 6a) was an application for £54,476 from a specific Children's CMG fund to purchase equipment for CICU from funds raised at the Leicester City Football Club Awards Night – the Committee approved

this application for onward recommendation onto the Trust Board via the submission of the CFC Minutes of this meeting.

The Committee also approved the establishment of the following new funds: S006 (Home Birth Team) and S007 (Neonatal and Paediatric Transport Services Charity Ball). The former was a short-term fund for specific fundraising by the Home Birth team and had an anticipated closure date of March 2020. The latter was a short-term fund to facilitate the organisation of a charity ball in aid of the Neonatal Little Lives Appeal and the COMET Service Appeal and had an anticipated closure date of March 2019.

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

(B) application numbers 6906, 6907, 6904 and 6905 be approved (with application number 6905 specifically referred onto the Trust Board (via the submission of these Minutes) for formal approval given the its value of > £50k),

(C) application number 6671 not be approved and the applicant, instead, be requested to seek alternative providers and compare the cost to that of similar facilities provided in shopping centres and determine a way forward within the already agreed envelope of £72k, and

(D) the establishment of funds S006 (Home Birth Team) and S007 (Neonatal and Paediatric Transport Services Ball) be approved.

11/18 REPORT FROM THE DIRECTOR OF STRATEGY AND COMMUNICATIONS

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

RESOLVED ITEMS

12/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms E Meldrum, Acting Chief Nurse, Mr K Singh, Trust Chairman and Mr N Sone, Financial Controller / Charity Finance Lead.

13/18 MINUTES

Resolved – that the Minutes of the 12 April 2018 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

14/18 MATTERS ARISING FROM THE MINUTES

14/18/1 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.

- in relation to item 1.2 of paper B (as arising from the CFC meeting held on 12 April 2018) the Director of Strategy and Communications advised that the latest information available was detailed in (private) paper F (item 5.2 on today's agenda). Further information would be provided as it became available;
- in relation to item 3.3 of paper B (as arising from the CFC meeting held on 12 April 2018), the Charitable Funds Committee Chairman confirmed that he had been nominated as the Non-Executive Director to be involved in the panel for the secret garden fundraising appeal;
- in relation to item 3a of paper B, Minute reference 61/17/1b of the CFC meeting held on 1 February 2018 (re charitable fund application number 6819), the Charity Finance Manager confirmed that all relevant conditions would be met. It was

- therefore agreed that this action could be closed and RAG-rated a '5';
- in relation to item 6 of paper B, Minute reference 63/17/2 of the CFC meeting held on 1 February 2018 (relating to the provision of a sales office and charity shop on the LRI site to aid fundraising for the Children's Hospital Appeal) the Head of Fundraising confirmed that, as yet, a suitable location had not been identified. In discussion, it was agreed that this matter required escalation via the following channels:-
 - the CFC Chairman would write to the Director of Estates and Facilities highlighting this as a priority issue for resolution, and
 - the Director of Strategy and Communications, the Chief Financial Officer and the Director of Corporate and Legal Affairs would discuss this matter with the Director of Estates and Facilities at the next executive meeting;
 - in relation to item 7 of paper B, Minute reference 64/17/1 of the CFC meeting held on 1 February 2018 (relating to providing fund managers who have outstanding commitments which have been fully approved with a deadline for when that approval will expire) the Charity Finance Manager confirmed that this matter had not yet been concluded due to resourcing issues which had now been resolved – this matter would therefore be progressed and concluded;
 - in relation to item 1f of paper B, Minute reference 39/17/1 of the CFC meeting held on 5 October 2017, it was noted that an update on this matter was included within paper D on today's CFC agenda. This action was therefore superseded by action 4.3 of 7 June 2018;
 - in relation to item 1k of paper B, Minute reference 43/17/1 of the CFC meeting held on 5 October 2017 (relating to the addition of a section within the application form in respect of confirmation of sign-off from IM&T), the Charity Finance Manager confirmed that this matter had not yet been concluded due to resourcing issues which had now been resolved. It was expected that this action would be concluded by the time of the next CFC meeting on 2 August 2018, and
 - in relation to item 6a of paper B, Minute reference 30/17 from the CFC meeting held on 3 August 2017 (relating to Phase 2 frailty enhancements), the Head of Fundraising reported verbally to advise that he expected this action would have been concluded by the time of the next CFC meeting on 2 August 2018.

**CFC
Chair**

**DSC/
CFO/
DCLA**

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

CFC Chair

DSC/
CFO/
DCLA

(B) verbal updates on progress provided at today's meeting be incorporated into the next iteration of the matters arising log.

CCSO

14/18/2 International Volunteering Project in UHL – Update re the Identification of non-NHS Resources to support the Project

Mr B Patel, CFC Chairman and Non-Executive Director, reported verbally in respect of this item, outlining the positive key relationships which had been developed over the course of the past year in relation to this project and, in terms of next steps, he undertook to write a proposal regarding this project for submission to the relevant Trust Committee to seek formal agreement thereon.

**CFC
Chair**

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

(B) the CFC Chairman be requested to write a proposal regarding this project for submission to the relevant Trust Committee to seek agreement thereon.

**CFC
Chair**

15/18 FUNDRAISING

15/18/1 Updated Charity Annual Plan

Further to Minute 06/18/1 of 12 April 2018, the Head of Fundraising presented paper 'E', which detailed an updated Charity Annual Plan and re-iterated the three main themes for 2018/19 (Children, Frail Older Patients and the Environment). A number of actions had

arisen following the discussion of this item at the last CFC meeting and these were addressed either within the updated plan presented or via the provision of an update alongside the related action on the CFC Matters Arising log (paper B, Minute 13/18/1 above refers). The Head of Fundraising tabled appendix C to paper E at the meeting, which detailed the fundraising and finance resources required for 2018/19 along with details regarding two new proposed posts within the fundraising team and he sought CFC approval of the budget for 2018/19.

Following detailed consideration of this report, the Committee were not content to approve the Plan as currently presented and requested that the Head of Fundraising undertook further work on the Charity Annual Plan prior to its re-submission to the next CFC meeting on 2 August 2018 for formal approval and, in particular, provided clarification on the following points in the next iteration:-

- (a) how much money went directly to frontline services for every £1 donated to the Charity (thereby determining the administration costs involved in running the Charity in order that the Committee could then further consider the Charity's proposed fundraising projects); HoF
- (b) confirmation in relation to plans relating to the Diabetes Centre (this would be subject to further discussions between the Head of Fundraising and Dr M Davis), and HoF
- (c) confirmation and justification of the specific additional planned resource (both fundraising and finance elements) seeking the involvement and agreement of the Director of Strategy and Communications, the Chief Financial Officer and the Director of Corporate and Legal Affairs. HoF/
DSC/CFO
DCLA

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

(B) the Head of Fundraising be requested to undertake further work on the Charity Annual Plan prior to its re-submission to the next CFC meeting on 2 August 2018 for approval and, in particular, be requested to provide clarification on the following points in the next iteration:- HoF

- (i) how much money went directly to frontline services for every £1 donated to the Charity (thereby determining the administration costs involved in running the Charity in order that the Committee could then further consider the Charity's proposed fundraising projects);**
- (ii) confirmation in relation to plans relating to the Diabetes Centre (this would be subject to further discussions between the Head of Fundraising and Dr M Davis), and**
- (iii) confirmation and justification of the specific additional planned resource (both fundraising and finance elements) seeking the involvement and agreement of the Director of Strategy and Communications, the Chief Financial Officer and the Director of Corporate and Legal Affairs.** DSC/CFO
/DCLA

15/18/2 Report from the Head of Fundraising

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

15/18/3 Fundraising Update – Performance Report

Paper G, as presented by the Head of Fundraising, detailed recent fundraising and promotional activities plus upcoming events and plans. The Head of Fundraising particularly drew members' attention to section 11 of the report, which detailed income to date from 1 April 2018 to 22 May 2018, and represented new information to the Committee.

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

15/18/4 Charity Shops Report

Paper H, as presented by the Head of Fundraising, highlighted the activity and achievements over the past year at the two Charity Shops and noted the significant role undertaken by the Shop Manager, who had decided not to continue in post after her contract ended this Summer (2018). Charitable Funds Committee support was sought for the continuation of the Shop Manager post for a further twelve months to allow the new structure to bed down properly with a new manager in post. The Charity had been successful in its application for funding from the Pears Foundation Grant to deliver a programme offering accredited learning and volunteering experience for young volunteers and the Charity hoped to recruit to the post of Shop Manager at the same time as recruiting to the Young People's Coordinator post.

The Committee received and noted the contents of this report and expressed support for the continuation of the Shop Manager post for a further twelve months.

Resolved – that (A) the contents of this report be received and noted and (B) continuation of the Shop Manager post be supported for a further twelve months.

15/18/5 Post Project Grant Evaluation

Paper I, as presented by the Head of Fundraising, detailed two post project grant evaluations which presented different aspects of the work funded by the Charity.

The evaluations provided an indication of patient benefit, both quantitative and qualitative describing how the funds were used and how visitors and patients had benefitted, They did not provide any detail in terms of the number of patients who had benefitted, which could be an avenue for exploration in future.

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

16/18 CHARITY GOVERNANCE

16/18/1 Finance and Governance Report

Paper J, as presented by Ms Woolley, Charity Finance Manager, provided an update on the financial position of the Charity for the year to date ending 30 April 2018, including analysis of the general purpose fund.

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

16/18/2 Charity Fund Investment Managers Report

Paper K, as presented by the Charity Finance Manager, provided an update on the Charity's investment portfolio as at the end of April 2018 together with up to date performance summaries.

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

17/18 ANY OTHER BUSINESS

17/18/1 Additional Grant Application re the Hampton Suite

The Head of Fundraising tabled a report which sought Charitable Funds Committee approval of an application for £17,995.72 plus VAT to re-decorate bays 1, 2 and 3 of the Hampton Suite to the same standard as the other bays in this area with enhanced lighting and inclusion of a large mural.

The Committee supported this application, in principle, subject to the Head of Fundraising undertaking to determine a suitable source of charitable funding (i.e. not general purpose funds if other relevant charitable funds could be utilised).

Resolved – that this application be supported subject to the Head of Fundraising undertaking to determine a suitable source of charitable funding (i.e. not general purpose funds if other relevant charitable funds could be utilised).

HoF

17/18/2 Donation to Leicester Children’s Hospital

The Director of Strategy and Communications reported verbally that Mayor Haq, out-going Mayor of Oadby and Wigston had raised £37,500 for the Leicester Children’s Hospital, which her husband, Mr Zuffer Haq, had increased to £50,000. Members expressed their sincere thanks to Mayor Haq and Mr Haq for this significant contribution.

Resolved – that this verbal information be noted.

18/18 DATE OF NEXT MEETING

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

The meeting closed at 5.12pm.

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>	2	2	100	<i>K Singh (ex-officio)</i>	2	1	50
<i>A Johnson</i>	2	2	100	<i>P Traynor</i>	2	2	100
<i>B Patel (Chair)</i>	2	2	100	<i>M Wightman</i>	2	2	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>	2	2	100	<i>C Sutton</i>	2	0	0
<i>D Gorrod</i>	2	2	100	<i>S Ward</i>	2	2	100
<i>N Sone</i>	2	1	50	<i>J Woolley</i>	2	2	100