

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 1 December 2011

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Chairman

DATE OF COMMITTEE MEETING: 4 November 2011

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

- Items for Approval (Minute 58/11).

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

- None

DATE OF NEXT COMMITTEE MEETING: 13 January 2012

**M Hindle, Chairman
25 November 2011**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUSTMINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY
4 NOVEMBER 2011 AT 2.30PM IN CONFERENCE ROOMS 1A AND 1B,
GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL

- Present:** Mr M Hindle – Trust Chairman (Chairman)
Ms K Jenkins – Non-Executive Director
Mr P Panchal – Non-Executive Director
Mr J Shuter – Deputy Director of Finance (deputising for Mr A Seddon, Director of Finance and Procurement)
- In Attendance:** Ms D Baker – Service Equality Manager (for Minute 58/11 only)
Mrs G Belton – Trust Administrator
Mr P Burlingham – Patient Adviser (for Minutes 58/11 (part), and Minutes 59/11 – 63/11 inclusive)
Ms V Chamberlain – Critical Care Technician (for Minute 58/11 only)
Mr T Diggle – Head of Fundraising
Ms N Junkin – Divisional HR Lead (for Minute 63/11 only)
Ms L Napier – Cazenove (Trust's Investment Managers) - for Minute 62/11 only
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs

RECOMMENDED ITEMSACTION**57/11 JOINT REPORT FROM THE HEAD OF FUNDRAISING AND THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS**

Resolved – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

58/11 ITEMS FOR APPROVAL

The Charity Finance Lead presented paper 'J', which outlined the grant applications received since the last Committee meeting.

Appendix 1 to the report detailed applications totalling £146k which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. Appendix 2 to the report detailed two applications which had been rejected since the last Committee meeting. Appendix 3 detailed any transfers between funds which had been approved in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee.

The following two applications for funding had been presented to the September meeting of the Charitable Funds Committee (Minute 51/11/3 of 2 September 2011 refers) and the Committee had asked for representatives to present the applications to the Committee and for the applications to be re-assessed at today's meeting:

- (a) **application 3630** (appendix 4 refers) was for £19,950 for six Maxblend monitoring systems for the adult intensive care unit and was presented to the Committee for approval by Ms V Chamberlain, Critical Care Technician. Ms Chamberlain explained the case of need for these systems to the Committee and provided assurances regarding the security arrangements to be put in place for the systems, as well as the relatively low maintenance costs (£38 every 2 years) and the fact that there were no associated training costs for the

systems as training would be provided in house. The Committee noted the significant patient benefit in purchase of these systems for ITU (which would provide additionality over and above the basic models currently utilised) and noted that those systems currently utilised on ITU would be utilised at ward level elsewhere in the Trust. The Committee approved this application, and

- (b) **application 3635** (appendix 5 refers) was for £20,412 from general purpose funds for hearing loops and maintenance service for the General and Glenfield sites plus additional loops and service for the Royal site and was presented to the Committee for approval by Ms Baker, Service Equality Manager. The Committee supported this application in principle, subject to the Director of Corporate and Legal Affairs seeking clarification regarding the Disability Discrimination Act (DDA) funding (i.e. how this was allocated and how this bid fit into the prioritisation scheme for DDA related funding), further to which the Charity Finance Lead was requested to submit this request for funding to the Trust Board (as Corporate Trustee) at its 1 December 2011 meeting. During discussion in respect of this application, the Patient Advisor requested that the Trust looked into the provision of safes in ward areas in order that patients were not discouraged from bringing their hearing aids, glasses or dentures into hospital with them (as he currently considered to be the case in view of the Trust's disclaimer in respect of such items). It was agreed that the Service Equality Manager would raise this particular issue with the Director of Nursing.

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The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 6 – 11 respectively):

- (c) **application 3668** (appendix 6 refers) was an application to the general purposes fund for £8,191 for upgrading works to the mortuary viewing rooms on all three sites. This application was approved by the Committee;
- (d) **application 3669** (appendix 7 refers) was an application for £40,933 for MRI haemodynamic monitoring equipment in the Cardio-Respiratory Research area, and would particularly offer flexibility for ITU patients. This application was supported by the Committee for onward recommendation onto the Trust Board (as it was above the limit of £25,000 for which the Charitable Funds Committee had the delegated authority to approve);
- (e) **application 3719** (appendix 8 refers) was an application for £400 to the general purposes fund for a replacement television for the LGH main reception area. The Committee supported this application, and requested that the Charity Finance Lead seek information as to what would happen to the old television set (given the possibility it could find use elsewhere within the Trust);
- (f) **application 3723** (appendix 9 refers) was an application for £2,694 from the general purpose fund for the decoration and furnishing of a retreat room within the Balmoral outpatients area at the LRI. Since the application had been submitted, further donations had been received into the Clinical Support Division's staff, patients and equipment funds and the cost of this work could now be met from the division's consolidated funds. It was therefore agreed that this application was referred back to the department to apply for a transfer between funds to allow this cost to be met through divisional funds. This application could then be approved by the Charity Finance Lead;
- (g) **application 3747** (appendices 10a and 10b refer) was an application for £72,062 to be funded jointly between Renal and Cardio-Respiratory funds for a virtual ward training package. It was agreed that the Charity Finance Lead would refer this application to the

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Medical Director and Executive Team for initial consideration prior to it being re-submitted and personally presented at a future meeting of the Charitable Funds Committee, and

- (h) **application 3751** (appendix 11 refers) was for £79,950 from the general purposes fund for a Fibroscan machine for the Acute Division. This equipment was originally applied for in application 2884 and approved by the Committee in February 2010. Despite reminders, no action was taken to order the equipment and the Committee decided to withdraw its approval at its September 2011 meeting. The Division has since stated that the delay was due to the time taken to agree a local price with Commissioners. The Division had re-submitted the application as it was always the intention that this equipment would be purchased. The Committee supported this application in principle subject to the Charity Finance Lead discussing the application with the Director of Operations (in particular regarding the aspect concerning agreeing a local price with commissioners) and presenting this information to the Trust Board for it to approve at its December 2011 meeting.

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The report also provided an update on the following two applications:

- one application, presented at the September 2011 Committee meeting was approved by delegated authority outside of the meeting. The Committee requested further information regarding the exact location of the refurbishment of the out-patients room at the LRI. This was provided and the application was subsequently approved by the Chairman. As per the Committee's comments, the department had been asked to arrange for a more welcoming and polite sign to replace the one currently located outside the blood test rooms, and
- the Committee had approved an application for the fitting out of an en suite bathroom for patients requiring enemas. The Committee had requested assurance that competitive pricing had been obtained. It has been confirmed with the department that several suppliers had been contacted for quotes and the best value for money had been obtained.

Recommended – that (A) the contents of paper J and the items in appendices 1 – 3 of the report be received and noted,

(B) applications 3630, 3668, and 3719 be supported,

(C) application 3669 be supported and recommended onto the Trust Board for formal approval (as it was above the limit of £25,000 for which the Charitable Funds Committee had the delegated authority to approve),

Chair /
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(D) application 3635 be submitted for approval to the Trust Board, as Corporate Trustee, by the Charity Finance Lead at its meeting on 1 December 2011, subject to the receipt of further information to be sourced by the Director of Corporate and Legal Affairs,

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(E) application 3751 be supported in principle subject to the Charity Finance Lead discussing aspects of this application with the Director of Operations and presenting this application to the Trust Board, as Corporate Trustee, for formal approval at its meeting on 1 December 2011,

CFL/TA

(F) application 3723 be referred back to the department to apply for a transfer between funds to allow this cost to be met through divisional

<p>funds (the application relating to which could then be approved by the Charity Finance Lead),</p> <p>(G) application 3747 be referred by the Charity Finance Lead to the Medical Director and Executive Team for initial consideration prior to it being re-submitted and personally presented at a future meeting of the Charitable Funds Committee,</p> <p>(H) the Charity Finance Lead be requested to seek information as to what would happen to the old television set (application 3719 refers), and</p> <p>(I) the Service Equality Manager be requested to raise the issue detailed under point (b) above – in relation to application 3635 – with the Director of Nursing.</p>	<p>Paper L</p> <p>CFL</p> <p>CFL/MD/ ET</p> <p>CFL</p> <p>SEM</p>
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RESOLVED ITEMS

ACTION

59/11 APOLOGIES

Apologies for absence were received from Mr M Lowe-Lauri, Chief Executive and Mr A Seddon, Director of Finance and Procurement.

60/11 MINUTES

Resolved – that (A) the Minutes of the meeting held on 2 September 2011 (paper A refers) be confirmed as a correct record, and

(B) the action notes of the meeting held on 2 September 2011 (paper A1 refers) be received and noted.

61/11 MATTERS ARISING

61/11/1 Matters Arising Report

Members received and noted the contents of paper 'B', which detailed outstanding matters arising from previous meetings, a number of which were discussed further as follows:-

- (a) Minute 46/11 (Our Space Cancer Appeal Update) – the Chairman signed two 'Thank You' letters to be sent to the two young patients who had won the 'Design a Christmas Card' competition, and whose designs had subsequently been produced as Christmas cards to raise funds for the appeal;
- (b) 51/11/3 (Item for Approval – application 3624) – in response to a query, the Patient Adviser confirmed that the signage in the Phlebotomy Department had been greatly improved. He noted that the same issue was evident in the Eye Department and he offered assistance to the department in reviewing and amending this signage if this would be helpful. It was agreed that the Charity Finance Lead would notify the Eye Department accordingly, and
- (c) Minute 50/11 (which detailed a work stream comprising one element of the Charity Review) and Minute 34/11/2 (relating to increasing the awareness of the charitable grant application process, which was also being taken forward as part of the Charity Review) – following discussion, and in order to encourage staff to apply for the use of charitable funds, the Head of Fundraising was requested to progress the action outlined under Minute 34/11/2 in advance of the wider Charity Review by arranging for an article (in plain English) to feature

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in Trust Talk detailing the process for Divisions wishing to apply for charitable funds).

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Resolved – that the matters arising report (paper B) be received and noted and the actions described above (under points (b) and (c) respectively) be taken forward accordingly.

CFL/HoF

61/11/2 Report by the Corporate Fundraising Manager (Minute 45/11)

Resolved – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

62/11 UPDATE FROM THE TRUST’S INVESTMENT MANAGERS

The Chairman welcomed Ms L Napier from Cazenove (the Trust’s Investment Managers) to the meeting. Ms Napier tabled paper C, which provided information to the Committee including the following: portfolio details and performance, asset returns, consensus GDP forecasts, the outlook, valuation as at 1 November 2011 and management of the portfolio.

Particular discussion took place in respect of the following points:

- (i) the Trojan fund detailed on page 16 of paper C, and the proposed investment in this fund (and move away - either partially or completely - from a hedge fund);
- (ii) the need for the Charity Finance Lead, in conjunction with the Head of Fundraising, to review the Charity’s cash requirements for 2012 and provide advice on this issue, outside the meeting, to Cazenove accordingly;
- (iii) the need for the Director and Deputy Director of Finance and Procurement to give consideration to the relevant UHL Finance contact within the Trust for Cazenove (note being made that currently this was Mr Sone, Charity Finance Lead);
- (iv) it was agreed that relevant members of the Charitable Funds Committee would give consideration to the re-balancing of the Charity’s investment portfolio and report back to Cazenove through the Charity Finance Lead, as appropriate, and
- (v) (in respect of queries posed by Ms Jenkins, Non-Executive Director) in relation to the determination of the Charity’s cash requirements for the forthcoming year, it was agreed that the Deputy Director of Finance and Procurement and the Charity Finance Lead would meet Ms Jenkins, Non-Executive Director, outwith the meeting to respond to these.

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Resolved – that (A) the contents of this tabled report (paper C) and the additional verbal information provided be received and noted,

(B) the Charity Finance Lead and the Head of Fundraising be requested to review the Charity’s cash requirements for 2012 and provide advice on this issue, outside the meeting, to Cazenove accordingly,

CFL/HoF

(C) the Director and Deputy Director of Finance and Procurement be requested to give consideration to the relevant UHL Finance contact within the Trust for Cazenove,

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(D) relevant members of the Charitable Funds Committee be requested to give consideration to the re-balancing of the Charity’s investment

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portfolio and report back to Cazenove through the Charity Finance Lead, as appropriate, and

Paper L
Members
/ CFL

(E) the Deputy Director of Finance and Procurement and the Charity Finance Lead be requested to meet Ms Jenkins, Non-Executive Director, outwith the meeting to respond to the queries raised relating to determination of the Charity's cash requirements.

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63/11 WELL-BEING AT WORK

Ms N Junkin, HR Divisional Lead, attended to present paper 'D', which provided an update well-being activity since June 2011 and the Communication Strategy to improve staff participation in events and activities.

The Steering Group had agreed that the 2011 UHL's Got Talent prize money and the Staff Christmas Meal in 2011 would not be funded from the Staff Lottery Fund. Both had been funded from the Staff Lottery Fund in the previous year as one-off payments due to the excessive surplus income in the staff lottery fund at that time. This decision was endorsed by the Charitable Funds Committee, who noted that alternative funding for these items in 2011 had previously been approved by the Committee.

Note was made of the enhanced financial information now provided to the Well-Being Steering Group that had allowed them to provide financial reports showing the income generated by the staff lottery and how this was split between prizes and well-being expenditure (appendices 1, 1a and 1b to the report refer). The HR Divisional Lead expressed particular thanks to Mrs Woolley in the Trust's Finance Department in this respect.

In subsequent discussion regarding this item, Mr Burlingham, Patient Adviser, made a suggestion for exercise classes aimed at older members of staff and the Chairman made note of the increasing number of staff benefiting from the Well-Being At Work initiatives provided. It was noted that the annual plan in respect of the Well-Being at Work agenda would be presented to the next meeting of the Charitable Funds Committee.

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

(B) the HR Divisional Lead be requested to submit the annual plan (in relation to the Well-Being at Work agenda) to the next meeting of the Charitable Funds Committee.

HRDL/
TA

64/11 REPORT FROM THE HEAD OF FUNDRAISING

Resolved – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

65/11 FUNDRAISING UPDATE REPORT

The Head of Fundraising presented paper 'F', which updated the Committee on the Charity's current fundraising activities. Mr Panchal, Non-Executive Director, declared a potential interest in relation to section 5.2 of the report, which the Committee duly noted, and it was agreed that the Head of Fundraising would discuss relevant issues in relation to this item with Mr Panchal, Non-Executive Director, outwith the meeting.

HoF

In discussion in respect of the items referenced within this report, members made note of the recent departure of the Corporate Fundraising Manager, and the consequent impact upon the Charity's Fundraising Team in terms of their workload capability. Discussions were on-going with regard to the determination of priorities for progression. It was agreed that the Head of Fundraising / Deputy Director of Finance and Procurement would brief the Chairman of any anticipated impact upon charitable fund income streams.

DDFP/
HoF

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

(B) the Head of Fundraising be requested to discuss relevant issues with Mr Panchal, Non-Executive Director in relation to item 5.2 of the report, and

HoF

(C) the Head of Fundraising and Deputy Director of Finance and Procurement be requested to brief the Chairman of any anticipated impact upon charitable fund income streams following the recent departure of key members of the Charitable Funds team.

HoF/
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66/11 OUR SPACE CANCER APPEAL UPDATE

The Head of Fundraising presented paper 'G', which updated the Committee on current activities in relation to the Our Space Cancer Appeal.

As at 25 October 2011, the appeal had pledges of £275,000 and income of £72,000. Together with the funding from the Teenage Cancer Trust (TCT) of (up to) £500,000, and a contribution from the Women's and Children's Division's existing charitable funds of £166,000, this represented 72% of the total funds needed. At present it was still too early to determine whether sufficient funding would have been secured by the end of 2012, thus allowing the project to commence in the summer of 2012, although the signs were encouraging.

Note was made of the need for relevant approval to have been granted by the Trustees prior to proceeding to tender for this project (either through direct submission to the Trust Board for approval or as a recommended item to the Trust Board from the Charitable Funds Committee - dependent upon the timescale involved) and it was agreed that the specific route for approval should be determined by the Executive Team, taking into account the schedule of actions to be undertaken within a specified timeline.

Executive
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In further discussion regarding this item, it was agreed that the Head of Fundraising would hold further discussions outwith the meeting with the Director of Corporate and Legal Affairs in relation to seeking formal confirmation in respect of the financial commitment extended by the Teenage Cancer Trust.

HoF/
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The Head of Fundraising was requested to present the conversion rate (from pledges to funds received) at the next meeting of the Charitable Funds Committee.

HoF/TA

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

(B) the Executive Team be requested to determine the specific route for approval of this project by the Trustees, taking into account the schedule of actions to be undertaken within a specific timeline,

Executive
Team

(C) the Head of Fundraising be requested to hold further discussions outwith the meeting with the Director of Corporate and Legal Affairs in

relation to seeking formal confirmation in respect of the financial commitment extended by the Teenage Cancer Trust, and

(D) the Head of Fundraising be requested to present the conversion rate (from pledges to funds received) at the next meeting of the Charitable Funds Committee.

HoF/TA

67/11 REPORT BY THE HEAD OF FUNDRAISING

Resolved – that this Minute be classed as confidential and taken in private accordingly on the grounds that public consideration at this stage could be prejudicial to the effective conduct of public affairs.

68/11 UPDATE FROM DERMATOLOGY

Paper K outlined the progress made in the Dermatology Department following the approval for the purchase of a MOHS micrography machine in November 2010, the contents of which were received and noted.

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

69/11 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper 'L', which provided an update on the accounts of the Charity for the period ending 30 September 2011. It also provided an update on the general purposes fund and other items of general information. Appendix 2 to the report detailed grant expenditure by fund and at a divisional level for the 2011-12 year to date as requested by the Committee at its September 2011 meeting, which was considered to provide a very valuable means for further analysis.

Following discussion, it was agreed that the Chairman and Charity Finance Lead would write to relevant Divisional Directors expressing concern regarding any apparent lack of movement in respect of relevant divisional charitable funds and the Trust's intended proposals should these not be utilised within an agreed timeframe.

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

(B) the Chairman and Charity Finance Lead be requested to write to relevant Divisional Directors expressing concern regarding any apparent lack of movement in respect of relevant divisional charitable funds and the Trust's intended proposals should these not be utilised within an agreed timeframe.

Chair /
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70/11 ITEMS FOR INFORMATION

70/11/1 Caring At Its Best Awards – Update

Resolved – that the contents of this report (paper M refers) which updated the Committee on current awards activity and expenditure and the position against external sponsorship be received and noted.

71/11 ANY OTHER BUSINESS**71/11/1 Fundraising Activity (on behalf of UHL) within the Community**

The Director of Corporate and Legal Affairs and the Head of Fundraising were requested to pursue an issue raised by Mr Panchal, Non-Executive Director concerning the process for seeking reassurance on the legitimacy of those fundraising on behalf of the Charity.

Resolved – that the Director of Corporate and Legal Affairs and the Head of Fundraising be requested to undertake the action outlined above.

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72/11/1 Christmas-related Expenditure at Ward Level

The Charity Finance Lead noted that, historically, the Charity had allowed wards to spend up to £100 of charitable funds for the purchase of Christmas decorations, mince pies etc for patients and he sought the Committee's continued approval for this practice. The Committee approved the continuation of this practice, noting that it would be appropriate to consider applying a similar policy for other festivals (e.g. Diwali etc).

Resolved – that the Committee approve the continued application of charitable funds for the purpose outlined above.

73/11 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that the following items be brought to the attention of the Trust Board:

- **Joint Report from the Director of Corporate and Legal Affairs and the Head of Fundraising (Recommended Item - Minute 57/11 refers), and**
- **Items for Approval (Recommended Item – Minute 58/11 refers).**

74/11 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 13 January 2012 at 2pm (venue to be confirmed).

The meeting closed at 5.04pm.

Gill Belton
Trust Administrator