

Trust Board Paper M

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 7 July 2011

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Trust Chairman

DATE OF COMMITTEE MEETING: 6 June 2011

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

- Well-Being At Work (Minute 30/11), and
- Items for Approval (Minutes 31/11/1 and 31/11/2).

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

- NONE.

DATE OF NEXT COMMITTEE MEETING: 8 July 2011

M Hindle, Chairman
1 July 2011

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON MONDAY 6
JUNE 2011 AT 10AM IN CONFERENCE ROOMS 1A AND 1B, GWENDOLEN HOUSE,
LEICESTER GENERAL HOSPITAL**

Present: Mr M Hindle – Trust Chairman (Chairman)
Mr M Lowe-Lauri – Chief Executive
Mr P Panchal – Non-Executive Director
Mr A Seddon – Director of Finance and Procurement

In Attendance: Mrs G Belton – Trust Administrator
Mrs J Burdett – Head of Patient Experience (for Minutes 31/11/1 and 31/11/2)
Mr T Diggle – Head of Fundraising
Ms N Junkin – Divisional HR Lead (for Minute 30/11 only)
Ms H Killer – CBU Manager / Lead Nurse, Children's (for Minute 35/11)
Dr E Ross – Consultant Paediatric Oncologist (for Minute 35/11)
Mr J Shuter – Deputy Director of Finance and Procurement
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs

RECOMMENDED ITEMS

ACTION

30/11 WELL-BEING AT WORK

Further to Minute 62/10/3 of 1 November 2010, Ms N Junkin, HR Divisional Lead, attended to present paper 'E', which provided an update on well-being activity since November 2010 and an annual plan for events and activities for 2011/12 showing financial commitments and an indication of the number of staff who would benefit from each initiative. The Well-Being Steering Group would be re-launching the Staff Bidding Process to attract more innovative ideas that could be considered to enable more staff to benefit from the Well Being Fund generated by the Staff Lottery.

The Steering Group had plans to commit further spending of £85,000 in the current financial year. A summary of the planned initiatives for 2011 and 2012 was detailed within appendix 1. The Steering Group would continue to evaluate and review the planned activities throughout the year so that amendments could be made to current plans if circumstances changed. To facilitate the provision of accurate and transparent accounting for the allocation of staff lottery funds for prizes and the expenditure available for Well Being activities, two separate funds would be maintained and reported accordingly. A Well Being Communication Strategy was being developed in conjunction with the UHL Communication Team, and it was planned to introduce Well Being Champions within each Division and Corporate Directorates, whose role it would be to promote Well Being initiatives within their areas, to maximise staff participation and to feedback to the Steering Group any ideas or issues relating to Well Being that staff might have.

In discussion on this item, members:

- (i) sought clarity in respect of the Stress Management and Change Management workshop listed under item 5.6 of the report – it was confirmed that this workshop was run by Occupational Health and AMICA but was for all staff and did not relate to the specific session aimed at middle managers;
- (ii) noted that further information relating to the work that had commenced to promote activities to staff would be included in the

NJ

- (iii) next update report to the Committee; queried the process by which Well-Being Champions would be introduced within the Trust – it was noted that the HR Divisional Lead was meeting the Modern Matrons to progress this matter and would also be giving consideration to their introduction in the corporate areas. Particular note was made of the need to ensure the introduction of Well Being Champions for staff groups facing particular pressures in their roles, and
- (iv) noted the need to recognise the diversity of staff and monitor the take-up of initiatives accordingly – it was noted that the Trust ran an on-line booking system linked to assignment number so would be able to ascertain which staff were accessing the different initiatives / groups available to them.

In conclusion, the Charitable Funds Committee noted the progress made to-date and supported the planned initiatives and associated expenditure for the forthcoming year of £85,000 which included the remaining annual salary of £11,500 for the Well-Being Co-ordinator.

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

(B) the planned initiatives and associated expenditure for the forthcoming year of £85,000 be approved (which included the remaining annual salary of £11,500 for the Well-Being Co-ordinator).

31/11 ITEMS FOR APPROVAL

31/11/1 Dignity Retreat Areas

Mrs J Burdett, Head of Patient Experience attended to present paper 'H', which sought support from the Charitable Funds Committee in funding the creation of 'Dignity Retreat' rooms across the Trust, the purpose of which would be for use by patients, relatives and carers to have end of life care discussions, as well as being utilised for family meetings and face to face consultations. It was intended that these areas would be available 24 hours a day and be accessible to all clinical areas.

A 'Privacy and Dignity' audit undertaken in September 2010 had indicated that a recurrent theme across the organisation was the lack of private areas allocated for use on or near clinical areas. Two rooms had already been provided and had been funded by charitable funds (section 4 of the report refers). Feedback from the Chaplaincy team had indicated that the areas had been well received by families, especially in times of distress. The development of further areas had been fully supported by the End of Life Care Boards, which recently received a report that asked for CBUs to identify areas to upgrade to provide more quality facilities. The CBU Leads had responded to this request and a number of areas were being put forward as potential retreat rooms. The bids for charitable funds were being developed by clinical staff and would be authorised by each fund manager using their existing charitable fund balances. Where there existed a shortfall in the individual funds, the Charitable Funds Committee would be asked to support this with a contribution from general purpose charitable funds.

The Charitable Funds Committee were therefore requested to agree to support the development of further retreat rooms across the organisation and to agree, where required, to utilise general purpose charitable funds to make up any shortfall.

In discussion on this item, members were fully supportive of this initiative, whilst acknowledging the need to be aware of the potential impact on general

purpose charitable funds. It was noted that each individual bid would come forward to the Charitable Funds Committee (where Divisional funds had been fully utilised and use of general purpose charitable funds was requested to make up any shortfall) and these would be co-ordinated and submitted by the Head of Patient Experience. In further discussion, the Committee requested that the work to be undertaken / purchases to be made for the retreat rooms was undertaken on a co-ordinated and composite basis (rather than on an individual basis), as this would contain the cost.

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

(B) support, in principle, be extended for the development of further retreat rooms across the organisation with general purpose charitable funds utilised to make up any shortfalls in funding, where required, and

(C) the work to be undertaken / purchases to be made for the retreat rooms be undertaken on a co-ordinated and composite basis (rather than on an individual basis).

HPE

31/11/2 Items for Approval

The Charity Finance Lead presented paper 'I', which outlined the grant applications received since the last Charitable Funds Committee meeting held on 4 March 2011.

Members noted the content of appendices 1 and 2. Appendix 1 detailed 106 applications totalling £348,000 which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require the approval of the Committee. Members requested the presentation of appendix 1 in a larger format in future reports to the Committee and also requested that the information detailed within this appendix was broken down by sub-division. Appendix 2 detailed six applications which had been rejected by the Charity Finance Lead under the scheme of delegation and the reasons for these rejections. Members also made note of the contents of Appendix 3, which detailed transfers between funds in accordance with the Transfer of Unrestricted Funds Policy approved by the Committee.

CFL

The Committee undertook detailed consideration of the following applications for funding (as detailed in appendices 4 – 9 respectively):

- (a) **application 3494** (appendix 4 refers) sought £34,800 (from the relevant Division's own charitable funds – CFB1) for the relocation of a patient testing facility within Cardio-Respiratory. Members noted that further information relating to this bid had been requested by the Charity Finance Lead, but had not, as yet, been received. It was therefore agreed to defer a decision on this application pending receipt of the further information awaited and also to determine why this initiative was not being funded by the Division;
- (b) **application 3497** (appendices 5a and 5b refer) sought £26,296 (from the relevant Division's own charitable funds) for LED operating lights with an integrated high quality camera within Cardio-Respiratory, which was equipment over and above that provided for by exchequer funds. Following discussion, members agreed to defer a decision on this application pending additional sign off by the Divisional Director, as it was not clear from the application whether this bid had his support;
- (c) **application 3520** (appendix 6 refers) sought £94,662 from fund CFD5 for improvements to Bereavement Services utilising funds raised by the Rotary Club of Leicester. This application was supported by the Committee subject to the undertaking of actions agreed during later

CFL

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- discussion of this item (Minute 34/11/4 refers);
- (d) **application 3545** (appendix 7 refers) sought £2,283 from general purpose funds for the refurbishment of a dignity retreat room on the Leicester General Hospital site. Although this application had not been submitted through the Head of Patient Experience (as per the agreed process – Minute 31/11/1 above refers) the Committee supported this application in principle, subject to it conforming to the conditions specified by the Head of Patient Experience in her earlier presentation of this scheme (i.e. that all relevant divisional funds had been utilised for this purpose prior to utilisation of general purpose charitable funds); HPE/
CFL
 - (e) **application 3552** sought £2,500 from general purpose funds for stress resilience workshops for managers which was supported by the Committee. The Committee requested feedback on the success of this workshop in order to ascertain whether it could be applicable to other staff groups within the organisation, and CFL
 - (f) **application 3560** sought £17,377 from the Renal Unit Medical Equipment Fund for a blood gas analyser. It was agreed to defer a decision on this application until further clarification was received on this bid, including whether it had the support of the Acute Care Division. CFL

Recommended – that (A) the applications approved and rejected by the Charity Finance Lead (as set out in appendices 1 and 2 to paper I be received and noted);

(B) the Charity Finance Lead be requested to present appendix 1 in a larger format in future submissions of this report to the Committee, in addition to presenting the information detailed within this same appendix broken down by sub-division; CFL

(C) the transfers between restricted funds (appendix 3 refers) be received and noted,

(D) a decision on applications 3494, 3497 and 3560 be deferred pending the receipt of additional information requested for presentation at the next meeting of the Charitable Funds Committee, CFL

(E) applications 3520 and 3545 be supported subject to the specific provisos detailed above in relation to these applications, and CFL/HP
E/HoF/
DFP

(F) application 3552 be supported.

RESOLVED ITEMS

32/11 APOLOGIES

Apologies for absence were received from Mr P Burlingham, Patient Adviser and Mrs K Jenkins, Non-Executive Director.

33/11 MINUTES

Resolved – that (A) the Minutes of the meeting held on 4 March 2011 (paper A refers) be confirmed as a correct record, and

(B) the action notes of the meeting held on 4 March 2011 (paper A1 refers) be received and noted.

34/11 MATTERS ARISING

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.

34/11/1 Report by the Head of Fundraising (Minute 7/11/2 of 7 January 2011)

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.

34/11/2 Integrated Approach to Charitable Spending Priorities (Minute 7/11/8)

In response to a query, the Head of Fundraising confirmed that he was likely to have further information relating to the issue of increasing awareness of the charitable grant applications process by the time of the next Charitable Funds Committee meeting in July 2011.

HoF

Resolved – that the Head of Fundraising be requested to provide further information relating to the issue of increasing awareness of the charitable grant applications process at the next Charitable Funds Committee meeting.

HoF/TA

34/11/3 Insurance Approvals (Minute 18/11 of 4 March 2011)

Members received and noted the contents of paper 'C', which detailed the premium costs for the renewal of specific insurance policies funded by charitable funds for the period 1 April 2011 to 31 March 2012, as follows:

- Group Personal Accident – renewed at a cost of £9,142.17 (which had increased from a premium of £8,547.52 in the previous year due to an increased number of call-outs being undertaken, particularly in respect of ambulance transfers), and
- Directors' and Officers' Liability and Fidelity Guarantee – renewal had been undertaken for 2011/12 on a single policy package at a total premium of £5,777.00 which was comparable to the cost paid in the previous year.

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

34/11/4 Report by the Head of Fundraising (Minute 21/11/5)

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.

34/11/5 Newborn Baby Appeal (Minute 21/11/5)

Members noted that this item was included within paper 'G' (Minute 36/11 below refers).

Resolved – that it be noted that an update on this item was included within paper G (Minute 36/11 below refers).

34/11/6 Report by the Head of Fundraising (Minute 22/11)

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.

34/11/7 Charitable Funding Approvals – A Divisional Breakdown (Minute 23/11)

In response to a request for clarification, the Charity Finance Lead confirmed that information regarding the source of funds would be included in Items for Approval reports submitted to the Committee from the next (July 2011) meeting onwards.

CFL

Resolved – that this information be noted.

CFL

35/11 **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.

36/11 **FUNDRAISING UPDATE**

The Head of Fundraising presented paper 'G', which updated the Committee on a number of current fundraising activities, including the Lord Mayor's Forget-Me-Not Appeal, the Newborn Baby Appeal, as well as future appeals planned. The report also provided an update on community fundraising, corporate fundraising and the staff lottery.

In discussion on this item, members:

- (i) discussed plans to both publicly and personally thank the ex Lord Mayor in respect of the funds raised through the Lord Mayor's Forget-Me-Not Appeal. It was agreed that the official opening of the sensory garden would provide the opportunity for the Trust to publicly record its appreciation of the funds raised, and it was also agreed that the Chairman would write a formal letter of thanks to the ex-Lord Mayor;
- (ii) noted that the Newborn Baby Appeal was approximately £10,000 in debit. In addition, the new parent accommodation required furnishing, the cost of which was to be advised. It had therefore been decided to continue running the Newborn Baby Appeal until sufficient funds had been raised. Members supported this proposal, but requested further information from the Head of Fundraising at the next meeting regarding the aspect of the contract relating to furnishing of the new parent accommodation, in order that lessons could be learnt for the future;
- (iii) agreed that the Head of Fundraising should take advice from the Divisional Manager of Planned Care with regard to the inter-relationship between the Breast Care Centre at Glenfield and the unit at the LRI, with particular regard to the Cupcake Appeal;
- (iv) made particular note of the information detailed under section 3.2 regarding the WRVS funded dialysis training facility in Lincoln. Lincoln Facilities Management had agreed to manage the building project and assist the UHL Renal Unit in Lincoln to draft costings and a business project plan. The Lincolnshire WRVS were also liaising directly with the Lincoln Renal Unit regarding a new outreach and befriending scheme to target predominantly elderly renal patients not wanting dialysis, but not yet requiring specific nursing services (e.g. Macmillan). This project would be funded

HoF/MH

HoF/TA

HoF

- through a donation from the WRVS in addition to their regular gifting to Leicester Hospitals Charity;
- (v) agreed that the Chief Executive would request that the Director of Strategy led a review of the various stakeholders (including charitable organisations) with whom the Trust currently had partnership arrangements and who occupied space in the Trust; CE/DS
 - (vi) (in relation to section 5) acknowledged the significant support being offered to the Trust's Hold Onto Our Hearts campaign by Sven-Goran Eriksson, Leicester City Football Club Manager. It was also agreed helpful to undertake further specific action to assist in the Trust's approaches to seek fundraising support from other individuals at Leicester City Football Club, and HoF
 - (vii) congratulated the Head of Fundraising on recent initiatives relating to the staff lottery.

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

(B) the Head of Fundraising be requested to undertake the actions outlined under points (i), (ii), (iii) and (vi) above, reporting back to the Committee specifically in respect of action (ii) at the next meeting, and HoF/TA

(C) the Chief Executive be requested to ask the Director of Strategy to lead a review of the various stakeholders (including charitable organisations) with whom the Trust currently has partnership arrangements and who occupied space in the Trust. CE/DS

37/11 REVIEW OF LEICESTER HOSPITALS CHARITY

The Head of Fundraising presented paper 'J', the purpose of which was to bring to the Committee's attention issues around the Foundation Trust application process, in terms of any likely impact upon Leicester Hospitals Charity.

Whilst under Department of Health rules, the change to NHS Foundation Trust status did not affect an NHS Charity governed by corporate Trustees, the deeds would need to be updated with the new name of the Trust, and the Charity Commission provided a useful template for this purpose. Although there would be continuity of trusteeship, there would be a need to review the membership of the Charitable Funds Committee, particularly in light of the fact that the Patient Advisor role would be phased out. The Committee would need to consider what alternative solution might be appropriate in future. The report also noted the opportunity to align the Leicester Hospitals Charity strategy with the long term business plans of the Trust. The report requested that the Committee considered the issue relating to Patient Advisors and their role on the Committee, as well as considering whether there were other issues relating to the Foundation Trust process which might have a bearing on the operation of Leicester Hospitals Charity.

Following discussion regarding the contents of the report, the Head of Fundraising was requested to submit the following reports to the Charitable Funds Committee meeting on 4 November 2011: (1) an updated version of paper J for further discussion with members and (2) a report regarding the operation of charitable funds within the Trust. HoF/TA

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

(B) the Head of Fundraising be requested to provide an updated version of this report, and a report regarding the operation of charitable funds within the Trust at the Charitable Funds Committee meeting due to be held in November 2011. HoF/TA

38/11 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper 'K', the purpose of which was to present an update on the accounts of the Charity for the year ended March 2011. It also provided an update on the General Purposes Fund and other items of general information.

In discussion on this item, members:

- (i) requested that the Charity Finance Lead provided the Chief Executive and Director of Finance and Procurement with a list of those areas that had not responded to his request for information relating to planned grant expenditure, in order that this issue could be addressed through Divisional Board meetings; CFL
- (ii) requested that the Head of Fundraising drafted position statements for submission to the next meeting of the Charitable Funds Committee in July 2011 relating to (1) ownership of the Staff Lottery Fund and (2) the position regarding the prize pot; HoF/TA
- (iii) requested that the Charity Finance Lead requested an update from the Trust's Investment Managers at a forthcoming Charitable Funds Committee meeting, and CFL/TA
- (iv) requested that the Charity Finance Lead sought clarification, outwith the meeting, in respect of the potential source of funding to be utilised for the Staff Christmas Meal in December 2011. CFL

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

(B) the Charity Finance Lead be requested to undertake the actions outlined under points (i) and (iv), reporting back to the Committee specifically in respect of the outcome in respect of point (iv); CFL/TA

(C) the Charity Finance Lead be requested to seek an update from the Trust's Investment Managers at a forthcoming meeting of the Charitable Funds Committee, and CFL/TA

(D) the Head of Fundraising be requested to submit a report to the next meeting of the Charitable Funds Committee in July 2011 in relation to the matters itemised under point (ii) above. HoF/TA

39/11 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

40/11 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

40/11/1 Recommendations for consideration by the Trust Board

The following recommendations be presented for consideration by the Trust Board (as Corporate Trustee) for approval:

- Well-Being At Work (Minute 30/11 refers), and
- Items for Approval (Minute 31/11 refers).

40/11/2 Any other key issues for consideration / resolution by the Trust Board at its next meeting

The following matters be presented for consideration by the Trust Board (as Corporate Trustee) for information:

- the item in confidential Minute 35/11.

41/11 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 8 July 2011 at 2pm in the Committee Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 12.09pm.

Gill Belton
Trust Administrator