

Trust Board Paper BB

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST
REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 25 October 2012

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Chairman

DATE OF COMMITTEE MEETING: 14 September 2012

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

- **Charity Investment Managers (Minute 43/12), and**
- **Items for Approval (Minute 44/12).**

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR NOTING BY THE PUBLIC TRUST BOARD:

- **Minute 57/12/1 – Caring at its Best**

DATE OF NEXT COMMITTEE MEETING: 2 November 2012

M Hindle, Chairman
19 October 2012

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 14 SEPTEMBER 2012 AT 9AM IN THE LARGE COMMITTEE ROOM, LEICESTER GENERAL HOSPITAL

Present: Mr M Hindle – Trust Chairman (Chair)
Ms K Jenkins - Non-Executive Director
Mr P Panchal – Non-Executive Director
Mr A Seddon – Director of Finance and Procurement

In Attendance: Mrs G Belton – Trust Administrator
M T Diggle – Head of Fundraising
Ms H Sheard – Team Leader for Medicine (for Minute 48/12)
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs

RECOMMENDED ITEMS

ACTION

43/12 CHARITY INVESTMENT MANAGERS

The Charity Finance Lead presented paper 'I', which detailed an interim report from the Charity's investment managers, Cazenove Capital Management (Cazenove). The report highlighted that the three year contract between the Charity and Cazenove was due to expire on 30 November 2012. The contract included an optional extension clause of up to two years, and the report recommended that the Committee approved a two year extension to the current contract. Note was made that Cazenove had maintained a portfolio which had been consistent with the Trust's requirements and which had grown over the contract period whilst returning the target level of income.

Following discussion, including receipt of confirmation that no penalties would be levied on the Trust if it had cause to cease the extension to the contract at any point, the Committee approved a two year extension to the current contract. Members also wished to consider whether the current target placed on Cazenove by the Trust remained appropriate in the current environment, and it was agreed that this could be explored when Cazenove attended the next meeting of the Charitable Funds Committee in November 2012.

**CFC
Members**

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

(B) a two year extension to Cazenove's two year contract be approved, and

(C) consideration be given to whether the current target placed on Cazenove by the Trust remained appropriate in the current environment and explored further during Cazenove's attendance at the next meeting of the Charitable Funds Committee in November 2012.

**CFC
Members**

44/12 ITEMS FOR APPROVAL REPORT

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

Appendix 1 to the report detailed applications totalling £245,104 which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. Appendix 1a detailed applications that had been rejected. Appendix 2 detailed transfers between funds requested by the relevant fund managers in order to facilitate grant applications (in accordance with the Transfer of Unrestricted Funds Policy agreed by the Committee).

The Charity Finance Lead provided an update in respect of the following applications considered at previous meetings:

- (1) application 3866 (appendix 8 of the report refers) was an application for £17,067 for graphics equipment within Medical Illustration. Following confirmation of the Director of Strategy's support for this application, the Committee approved this application for funding;
- (2) application 3954 was an application for £38,688 for a DAWN monitoring system in Acute Care, and had been approved by the Trust Board on 28 June 2012 following approval by members of the Charitable Funds Committee between meetings under the process for urgent approvals;
- (3) application 3964 was an application for £6,521 from general purposes for furniture for the Theatres Staff Room at the Glenfield Hospital. A transfer between directorate funds to fund this application was rejected by the CBU Manager. The Committee had agreed at its last meeting to fund 50% of this application subject to the Clinical Business Unit (CBU) funding the remainder, and this had been communicated back to the CBU;
- (4) application 4019 was an application for £90 from general purpose funds for prize draw vouchers for the Adult Learners Week. This had been approved by the Committee at its last meeting, but further information had been requested in relation to the activities, and this was now outlined under section 2.9 of the report, and
- (5) application 3975 was an application to the general purpose fund from the manual handling service for the purchase of bed bumpers at a cost of £9,900 (appendix 3 refers). Following a query raised at the previous meeting, confirmation had now been received from the bed management contractor that they only provided beds and would not provide bed bumpers within the current agreement, and these would therefore need to be purchased separately by the Trust. The Committee therefore approved this application for funding.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 7 inclusive):

- (i) application 4035 (appendix 4 refers) was an application for £31,950 for an additional Liquichip Cytometer and associated equipment to be used on the tissue typing and screening services to patients awaiting a renal transplant, and potentially for other transplants, and this was approved by the Committee;
- (ii) application 4059 (appendix 5 refers) was an application for £7,536 from the general purpose fund for pressure relieving cushions within Tissue Viability, and was approved by the Committee;
- (iii) application 4079 (appendix 6 refers) was an application for £1,695 from the general purpose fund for several items, including a fridge for patients and over-bed tables to improve the Theatre arrivals areas at the LRI site, and was approved by the Committee, and
- (iv) application 4100 (appendix 7 refers) was an application for £37,144 from the general purpose fund for the 'Smoke Free' UHL scheme, including enhanced signage, leaflets, a DVD and administrative support. In light of the large sum of money requested, the Committee did not support this application for funding at the current time, and requested further information as to how this money was to be utilised, noting that they would potentially support a reduced bid focused around increased signage, but required further details in respect of the other items listed as part of the bid. It was agreed that the Charity Finance Lead would feed back this information to the applicant accordingly.

CFL

During discussions at the November 2011 meeting of the Charitable Funds Committee, the Patient Adviser had requested that the Trust considered the provision of safes in ward areas in order that patients were not discouraged from bringing their hearing aids, glasses and dentures into hospital with them (as he considered was currently the case in view of the Trust's disclaimer regarding such items). The Trust's Director of Nursing had noted that she would be supportive in principle of a formal application being made for use of charitable funds for this purpose (noting the need also for a related implementation plan and guidance for staff) if the Charity was willing to fund the safes. The associated costs were approximately £1,200 per safe (including VAT). Across 100 wards / clinical departments, the total cost would be £120,000 (including VAT). Section 3.3 of the report

outlined a number of operational issues that would need to be considered as part of an official application, particularly the security and handing over of the safe keys and patient's property as shifts changed and / or patients moved wards. Following initial consideration based on the information available, members noted that they were not supportive, in principle, of such an application. It was agreed to brief the Patient Adviser accordingly of the outcome of this discussion at the next meeting of the Charitable Funds Committee.

Chairman

Section 4 of the report detailed a recommendation for the cost of the Staff Christmas Meal for 2012 to be funded from the general purpose fund. A Staff Christmas Meal had been provided historically to staff as a gesture of appreciation for their work over the year, and had been taken by 5,060 members of staff (i.e. approximately 50% of staff) in 2011, at a total cost of £41,059. A review of alternative options had last been undertaken in September 2010 when it had been concluded that the festive meal continued to reflect the best gesture of appreciation to staff. In discussion amongst members, Mr Panchal, Non-Executive Director, queried whether the provision of a Staff Christmas meal remained appropriate in light of the increasing ethnic and cultural diversity of the Trust's staff. Members acknowledged that the Staff Christmas Meal represented a team celebration, and Mr Panchal suggested that consideration should be given to giving this event a different name. In conclusion, members supported the funding of the Staff Christmas Meal in 2012 from general purpose charitable funds.

Recommended – that (A) the contents of paper 'K', the items in appendices 1, 1a and 2 of the report, and the update provided in respect of previous applications made to the Committee (applications 3954, 3964 and 4019 refer) be received and noted,

(B) applications 3866, 3975, 4035, 4059, 4079 and the funding of the Staff Christmas Meal in 2012 be approved, with application 4035 and the funding of the Staff Christmas Meal being recommended onto the Trust Board for formal approval (due to their value being over the Charitable Funds Committee's delegated authorisation limit of £25,000),

Chairman

(C) application 4100 (appendix 7 refers) be referred back to the applicant for further information as to how this money was to be utilised given the Committee's view that they would potentially support a reduced bid focused around increased signage, but required further details in respect of the other items listed as part of the bid, and

CFL

(D) the Chairman be requested to brief the Patient Adviser of the Committee's consideration on the issue of ward safes at the next meeting of the Charitable Funds Committee.

Chairman

RESOLVED ITEMS

ACTION

45/12 APOLOGIES

Apologies for absence were received from Mr P Burlingham, Patient Adviser.

46/12 MINUTES

Resolved – that the public and private Minutes of the meeting held on 4 May 2012 (papers A and A1 refer) be confirmed as a correct record, subject to Minute 30/12, section (v) being amended to record that consideration be given to a 75% / 25% split between prize fund and donation to the Staff-Well Being Fund respectively (and not a 70% / 30% split as currently recorded).

TA

47/12 MATTERS ARISING

47/12/1 Matters Arising Report

Members received and noted the contents of paper 'B', which detailed information in respect of outstanding matters arising from previous meetings.

Specific discussion took place in respect of the following items:

- (1) Minute 30/12 (Well-Being at Work – Annual Plan), in particular the progression of joint working between the Divisional HR Lead and the Head of Fundraising in respect of promotion of the Staff Lottery (to include development of an annual schedule of prizes and associated communication strategy) – the Head of Fundraising confirmed that this work was in progress;
- (2) Minute 34/12/1 (Matters Arising Report, referencing Minute 12/12 of 16 January 2012 regarding review of a particular Liver Cancer Research Fund) – the Head of Fundraising confirmed that he had now received confirmation of the founders of this fund, and there potentially existed the opportunity to talk to them about future fundraising opportunities through Mr Dennison, Consultant Surgeon. In further discussion, it was agreed that the Head of Fundraising would invite Mr Dennison to attend a future meeting of the Charitable Funds Committee to discuss charitable fundraising; HoF
- (3) Minute 34/12/1 (Matters Arising Report, referencing Minute 47/11 of 2 September 2011 regarding the intention for the Chairman to send a letter to Brown Dog Charity regarding Moh's surgery equipment) – the Head of Fundraising confirmed that he had received a very positive response from Brown Dog Charity to the Chairman's letter;
- (4) Minute 34/12/1 (Matters Arising Report, referencing Minute 47/11 of 2 September 2012 regarding the Next Innovation Awards) – it was agreed that the Director of Finance and Procurement would discuss the process for the next round of the Next Innovation Awards with the Head of Fundraising; DFP/HoF
- (5) Minute 36/12 (Fundraising Update Report) in particular the progression of work alongside the Trust's Communications Team to establish a database of all organisations / Charitable Trusts / relevant individuals with whom the Trust could make contact and look to establish an on-going relationship for the purpose of its fundraising operations – the Head of Fundraising noted that the fundraising team currently maintained a separate database of supporters, and he undertook to hold further discussions with the Communications Team and provide a further update to members at the next Charitable Funds Committee meeting, and HoF/TA
- (6) it was agreed that references to actions associated with Minute 53/11 of 2 September 2011 and Minute 35/11 of 6 June 2011 would now be removed from future iterations of the Matters Arising Report. TA

Resolved – that (A) the contents of paper B, and the additional information provided at the meeting as referenced above, be received and noted,

(B) the Head of Fundraising be requested to undertake the actions outlined under points (2) and (5) above, reporting further at a future meeting of the Charitable Funds Committee as appropriate, HoF/TA

(C) the Director of Finance and Procurement be requested to undertake the action outlined under point (4) above, and DFP

(D) the Trust Administrator be requested to undertake the action outlined under point (6) above. TA

48/12 CASE TO SUPPORT MEANINGFUL ACTIVITIES CO-ORDINATOR / FACILITATOR

Ms H Sheard, Occupational Therapist and Team Leader for Medicine, attended to present paper 'C', which provided an overview of the Meaningful Activities Co-ordinator post. It outlined key achievements of the post and included patient and family experience feedback and staff evaluation of the post, which had been very positive. A further report was tabled which detailed a summary of statistics from October 2011 to August 2012 in respect of meaningful activities. The funding of this post (from the Forget-Me-Not Appeal) had originally been agreed for 12 months, with the post holder (who had now left the Trust for a permanent position elsewhere) commencing on 1 September 2011. In view of experience gained during the pilot, of the duties required as part of this role, the job description had been amended and it was now proposed that this role was upgraded from

a Band 3 to a Band 4. The associated salary uplift (to a rate of approx £18,827) would be within the budget available. The Committee was requested to support funding for a Meaningful Activities Co-ordinator post for a further 12 months with a greater emphasis for the post holder to deliver training and to already possess skills essential to people with dementia (this would be reflected in the role outline).

In discussion on this item, members:

- (i) expressed their support for the role, noting its value to patients, their families and other staff members;
- (ii) recognised that the management of dementia was becoming a bigger issue nationally (in light of increasing life expectancy), and required an appropriate Trust Strategy – members agreed to refer this particular issue to the Executive Team;
- (iii) debated whether Charitable Funds was an appropriate route through which to fund this post – it was concluded that charitable funds was an appropriate route as this post provided over and above what could be funded through exchequer funds. Tariff received by the Trust would cover only the cost of the healthcare provided to patients and not the type of service which would be provided by the Meaningful Activities Co-ordinator. It was also noted that it was important that this post was kept separate from the pressures of other posts in order that specific and protected time could be provided for the purposes described within the report;
- (iv) noted the work which was also underway within the Trust in respect of creating Dementia Champions;
- (v) noted that the Trust's patient population came from different backgrounds and would view dementia differently, and queried how this would be addressed – it was noted that this was an element requiring further focus as this post progressed. There was a recognition that it was important to understand that it was about providing activities that were 'meaningful' to the patient undertaking them. It was specifically requested that the need to ensure that all patients within the community were cared for was included within the job description for the post of Meaningful Activities Co-ordinator;
- (vi) expressed a desire that this post acted as a catalyst for wider change;
- (vii) noted the previous discussions that had taken place with the Leicestershire Partnership Trust in respect of the development of this role;
- (viii) noted the official opening planned for the 'meaningful activities' room;
- (ix) queried whether it would be possible to recruit an individual with the required skills – it was hoped to find an individual who already possessed the skills required, although the difficulties in attracting suitable candidates for a post that was a fixed term contract, rather than substantive, was recognised, and
- (x) queried the basis on which the wards that would benefit from this post were determined – there would be a focus on the care of the elderly general medical wards located at the LRI. However it was expected that other areas would also benefit from the creation of Dementia Champions.

DCLA

HS

In conclusion, the Chairman expressed the support of the Committee to fund the role of the Meaningful Activities Co-ordinator for a further twelve months, with a possible extension beyond this. He specifically noted the Committee's wish to see recognition of the broad community the Trust served, both within the job description and in terms of employing the right individual for the post (i.e. within the person specification). Also re-iterated was the referral to the Executive Team of the issue of the Trust's Dementia Strategy. The Chairman thanked Ms Sheard and also requested that Ms Sheard passed on the Committee's thanks to Emma Spencer, Senior Nurse, Patient Experience.

Resolved – that (A) the proposal to utilise charitable funding from the Forget-Me-Not Appeal (for the value of approximately £18,827) for the purpose of funding a Meaningful Activities Facilitator's post (at Band 4) be supported,

(B) Ms Sheard, Occupational Therapist be requested to include recognition of the broad community that the Trust served both within the job description and in the

HS

person specification, and

(C) the Director of Corporate and Legal Affairs be requested to refer the broader issue of the Trust's Strategy on Dementia to the Executive Team.

DCLA

49/12 REPORT BY THE HEAD OF FUNDRAISING (1)

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.

50/12 REPORT BY THE HEAD OF FUNDRAISING (2)

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.

51/12 REPORT BY THE HEAD OF FUNDRAISING (3)

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.

52/12 FUNDRAISING UPDATE REPORT

Members received and noted paper 'F', which updated the Committee on current fundraising activities. They particularly noted the huge support given to Professor Dyer by his patients, colleagues, family and friends to have a design of a toucan, created by one of his patients, tattooed on his body to raise funds for the Our Space Appeal. Funds raised by Professor Dyer through sponsorship amounted to £7,950.

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

53/12 REPORT BY THE HEAD OF FUNDRAISING (4)

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.

54/12 REPORT BY THE HEAD OF FUNDRAISING (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.

55/12 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper 'J', which provided an update on the accounts of the Charity for the period ending 31 August 2012, and also provided an update on the general purposes fund and other items of general information.

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

56/12 CHARITABLE FUNDS COMMITTEE MEETING DATES 2013

Resolved – that (A) the following meeting dates for the Charitable Funds Committee in 2013 be agreed:

- Friday 18 January at 2pm;

- Friday 15 March at 2pm;
- Friday 17 May at 2pm;
- Friday 12 July at 20m;
- Friday 13 September at 2pm,
- Friday 15 November at 2pm, and

(B) venues for the above meetings now be sought and members notified accordingly.

TA

57/12 ITEMS FOR INFORMATION

57/12/1 Caring at its Best – Update on Actions and Expenditure

Members received and noted the contents of paper 'M', which updated the Committee on current awards activity, expenditure and the position in respect of external sponsorship. Members commended the recently held Annual Awards Dinner, and formally recorded their thanks to the organisers of this event.

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

(B) the Committee's expression of thanks to the organisers of the Annual Awards Dinner be formally recorded.

57/12/2 Confirmation of Appointment of External Auditor of Leicester Hospitals Charity

Resolved – that the contents of paper 'N', which confirmed the appointment of KPMG LLP as external auditor to audit the accounts of Leicester Hospitals Charity for five years from 2012/13 be received and noted.

58/12 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

59/12 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that (A) the items referenced under Minutes 43/12 and 44/12 be recommended onto the Trust Board for formal approval, and

(B) the items detailed under Minutes 49/12, 51/12, 54/12 and 57/12/1 be highlighted to the Trust Board at its next meeting.

60/12 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee will be held on Friday 2 November 2012 from 2pm in the Large Committee Room, Leicester General Hospital.

Meeting closed at 11.07am.

Cumulative Record of Members' Attendance (2012-13 to date):

Name	Possible	Actual	% attendance
P Burlingham *	2	0	0%
T Diggle *	2	2	100%
M Hindle	2	2	100%
K Jenkins	2	2	100%
M Lowe-Lauri	1	1	100%
P Panchal	2	1	50%
A Seddon	2	2	100%
N Sone *	2	2	100%
S Ward *	2	1	50%

* non-voting members

Gill Belton
Trust Administrator