

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 7 July 2016

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Col (Ret'd) I Crowe, Non-Executive Director

DATE OF COMMITTEE MEETING: 5 May 2016

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

Minutes 14/16 – 19/16/1 inclusive (the 'recommended' status of some items reflects the part-inquorate nature of the meeting)

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

- None

DATE OF NEXT COMMITTEE MEETING: 4 August 2016

I Crowe, Non-Executive Director and CFC Chair
6 July 2016

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 5 MAY 2016 AT 2:15PM IN ROOMS 2 AND 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL

**** Part of the meeting was inquorate and therefore those items feature in the 'recommended items' section.**

- Present:** Col (Ret'd) I Crowe – Non-Executive Director (Chair)
Mr D Gorrod – Patient Partner (non-voting member)
Dr S Dauncey – Non-Executive Director (excluding Minutes 25/16/1, 14/16-, 16/16 and 17/16/1-19/16/1)
Ms J Smith – Chief Nurse (excluding Minutes 25/16/1, 14/16-, 16/16 and 17/16/1-19/16/1)
Mr M Traynor – Non-Executive Director
Mr P Traynor – Chief Financial Officer (excluding Minutes 14/16-, 16/16 and 17/16/1-19/16/1)
Mr M Wightman – Director of Communications and External Relations (non-voting member)
- In Attendance:** Ms L Cowan – General Manager, Children's (for Minute 24/16/1)
Mr T Diggle – Head of Fundraising
Ms N Junkin – CMG HR Lead (for Minutes 24/16/2 and 25/16/1)
Mrs H Majeed – Trust Administrator
Mr D Morgan – Staff Side Chairman (for Minutes 24/16/2 and 25/16/1)
Mr D Streets – Senior Category Manager (for Minute 24/16/2)
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

ACTION

14/16 FUNDRAISING UPDATE – PERFORMANCE REPORT

The Head of Fundraising presented paper I, a report providing an update on recent fundraising and promotional activities including upcoming events and plans.

In presenting his report, the Head of Fundraising highlighted that there were issues in relation to engagement of the project team in respect of the Emergency Floor project. In response to this, the Committee Chair requested the Head of Fundraising to provide further details outwith the meeting so that he could progress this matter accordingly.

**HoF/
Chair**

The Head of Fundraising provided a brief update on the background to the proposal for major refurbishment in the Outpatients' clinic area in the Osborne Building, LRI. In discussion, it was noted that an update on this proposal had been presented to the Trust's Capital Monitoring and Investment Committee; however, due to capital restraints and UHL priorities, the Committee was unable to support this project with capital funding. Therefore, the reason for presenting an update to CFC was to consider whether there was scope for Leicester Hospitals Charity to consider this as a Charity Appeal at this time or if it was recommended that this project be deferred to a later date. As the Chief Financial Officer had left the meeting, the Head of Fundraising was requested to liaise with the Chief Financial Officer outwith the meeting regarding this proposal prior to making any further progress in respect of this matter.

HoF

The Director of Corporate and Legal Affairs noted the need for the CFC to have a comprehensive update on each of the on-going appeals, in response, the Head of Fundraising undertook to ensure that future fundraising reports submitted to the CFC had an update on each of on-going appeals appended to that report.

HoF

Recommended – that (A) the contents of paper C be received and noted;

(B) the Head of Fundraising be requested to provide the CFC Chairman outwith the meeting with details of the issues in relation to engagement of the project team in respect of the Emergency Floor project and the CFC Chairman to progress this

**HoF/
Chair**

matter accordingly;

(C) the Head of Fundraising be requested to liaise with the Chief Financial Officer outwith the meeting regarding the proposal for major refurbishment in the Outpatients' clinic area in the Osborne Building, LRI prior to making any further progress in respect of this proposal, and

HoF

(D) the Head of Fundraising be requested to ensure that reports providing a comprehensive update on each of the on-going appeals were appended to the future fundraising reports submitted to the CFC.

HoF

15/16 REPORT FROM THE HEAD OF FUNDRAISING

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

16/16 REPORT FROM THE HEAD OF FUNDRAISING

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

17/16 APPROVALS

17/16/1 Charity Budget 2016-17

The Head of Fundraising presented paper N, the proposed budget for 2016-17, however, this budget did not include expenditure on grant making or income as targets in these areas had not yet been finalised.

In discussion, the CFC approved the Charity budget for 2016-17 subject to further details requested from the Director of Marketing and Communications and the Head of Fundraising in respect of the Capital Appeals Team.

DMC/HoF

It was noted that the cost for the grant making research software tool was £15,000 and members requested that an evaluation of this tool be undertaken in 12 months' time.

HoF

Recommended – that **(A) the contents of paper N be received and noted;**

(B) the Charity budget for 2016-17 be approved subject to further details requested from the Director of Marketing and Communications and the Head of Fundraising in respect of the Capital Appeals Team, and

DMC/HoF

(C) an evaluation of the grant making research software tool be undertaken in 12 months' time.

HoF

17/16/2 Items for Approval

Paper O outlined the grant applications received since the February 2016 Charitable Funds Committee meeting, noting that all bids received had been pre-reviewed as per current guidelines. The Charity Finance Lead considered that all applications fell within the scope of the funds, were affordable, and had been appropriately authorised by the fund advisers. Applications totalling £235,142 had been approved by the Charity Finance Lead through the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper O. Appendix 2 outlined applications which had been rejected by the Charity Finance Lead. Appendix 4 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 Committee undertook detailed consideration of the following new applications for funding:-

- | | | |
|-------|--|-------------|
| (i) | Applications 5950, 5979 and 5969 (appendix 3 refers) were applications for provision of staff lockers and these were rejected as members felt that it was the Trust's responsibility for provision of staff lockers and therefore should be taken forward through Estates and Facilities; | CFM |
| (ii) | application 6059 (appendix 5 refers) was an application for £68,500 from the breast care services fund for a specimen imaging system – this was approved; | CFM |
| (iii) | application 6062 (appendix 6 refers) was an application for £42,569 from the breast care services fund for funding of a Research Nurse for one year – this was approved; | CFM |
| (iv) | application 5595 (appendix 7 refers) was an application for £5831 from the renal patient benefit/equipment fund for the price increase of UVO decontamination equipment – this application was previously approved by the Committee at a cost of £33,000, however, due to variation in price and the fact that the equipment did not meet the criteria of being exempt from VAT, there was an overall cost increase – this was approved subject to the Director of Corporate and Legal Affairs notifying the Chief Financial Officer regarding the need for tax advice to be sought given that the equipment did not meet the criteria of being exempt from VAT. The original application was provided at appendix 7 of paper O. | DCLA |

Recommended – that (A) the contents of this report and its appendices be received and noted;

(B) applications 6059 and 6062 be approved; **CFM**

(C) the Charity Finance Manager be requested to inform the applicant that the CFC did not approve the funding of staff lockers and suggested that this should be taken forward through Estates and Facilities, and **CFM**

(D) application 5595 be approved subject to the Director of Corporate and Legal Affairs notifying the Chief Financial Officer regarding the need for tax advice to be sought given that the equipment did not meet the criteria of being exempt from VAT. **DCLA**

18/16 ITEMS FOR INFORMATION

18/16/1 Insurance Policies

Recommended – the funding of the insurance policies for 2016-17 (paper P refers) be approved.

19/16 ANY OTHER BUSINESS

19/16/1 NHS Association of Charities

The Head of Fundraising advised that he had put forward his name to be elected to the NHS Association of Charities as a fully paid member.

Recommended – that the position be noted.

RESOLVED ITEMS

20/16 WELCOMES AND APOLOGIES FOR ABSENCE

The CFC Chairman welcomed Mr David Gorrod to the committee, as the Patient Partner (non-voting member). Apologies for absence were received from Mr N Sone, Charity Finance Lead and Mr C Sutton, Chairman of the Medical Equipment Executive.

21/16 MINUTES

Resolved – that the Minutes of the 4 February 2016 Charitable Funds Committee

meeting (papers A1 and A2 refer) be confirmed as correct records.

22/16 MATTERS ARISING FROM THE MINUTES

Minutes 1/16, 1/16a and 1/16b (Review of Funds) – it was noted that this would be discussed by the Executive Team and an update would be provided to CFC in August 2016.

CFO/
DCLA/
CFL

Minute 1/16d (funding for the Meaningful Activity Coordinator posts) – the Chief Financial Officer undertook to follow-up this matter and provide an update to CFC in August 2016.

CFO

Minute 1/16e (consideration to obtaining a quote from a local organisation for provision of investment management services) – it was agreed that an update on this action would be provided to CFC in August 2016.

CFL

Minute 7/16a (to consider developing an evaluation form which should be sent to applicants particularly on occasions where an application for attending a course had been approved) – it was noted that the evaluation forms had been sent to applicants, however, the completed evaluation forms would be received by November 2016. Therefore, an update would be provided to CFC in November 2016.

CFM

Minutes 8/16a and 8/16b be marked as 'complete' as an update on these would be provided as part of 'items for approval' item scheduled on the agenda for the CFC meeting on 5 May 2016.

TA

Minute 10/16 (the Charity Finance Lead (with support from the Trust's legal team) to write to the NHS Charities Commission requesting whether the £1m endowment fund could be transferred to the Children's Hospital appeal given that the endowment fund in question has been historical and there was very little paperwork available on record in respect of this fund) – it was agreed that the Director of Corporate and Legal Affairs would support the Charity Finance Lead in taking forward this action. Legal advice be sought and the letter be signed by the Chair of the CFC and be sent prior to the August 2016 CFC meeting, however, an update on this matter be provided to CFC in August 2016.

DCLA/
CFL

Minute 48/15 (Charity Funds for Staff Training – the Head of Fundraising to liaise with the Director of Workforce and Organisational Development regarding the concept of a centrally managed training fund) – an update on this matter would be provided to CFC in August 2016.

HoF

Minute 36/15 – members were advised that equipment purchased through charitable funds was discussed at the Medical Equipment Executive and therefore a separate sub-committee was not required. This action would also be taken forward through proposed evaluation of grants. It was agreed that this action therefore be closed.

TA

Minute 9/15e – the Head of Fundraising provided a verbal update confirming that Volunteers had undertaken a survey and most of the wheelchairs were in the porters' area and these wheelchairs required repair. It was agreed that discussion needed to take place with the Director of Estates and Facilities to resolve this issue.

HoF

Resolved – that the matters arising report (paper B refers) be confirmed as a correct record and any associated actions, as noted above, be appropriately progressed.

CFO/DCL
A/CFL/CF
M/TA/HoF

23/16 CHARITY GOVERNANCE

23/16/1 Leicester Hospitals Charity – Policy and Guidelines

The Head of Fundraising presented paper C, a report on the policies and guidelines of the Leicester Hospitals Charity including the following appendices:-

Appendix A: Charitable Funds Committee terms of reference;
Appendix B: Leicester Hospitals Charity organisation chart, and

The following suggestions were made:-

- (a) the reference to ‘members of public’ in point 11 on paper C be replaced with ‘Patient Partner’;
- (b) point 34 on paper C (Involving patients, services users, the public, and staff) needed to be clearer;
- (c) the ‘highlighting’ on point 57 needed to be removed as it did not have any significance;
- (d) ‘Request for Funding’ and ‘Evaluation Forms’ needed to be included within the policies and guidelines document.

The Committee Chair noted the need for paper C to be reviewed and completely re-written in order that these documents were coherent, concise and comprehensive. He also noted the need for the above suggestions to be incorporated in the re-written document. An update was requested to be provided to CFC in August 2016.

HoF

Resolved – (A) the contents of paper C were received and noted but were not approved, and

(B) the Head of Fundraising be requested to review the Leicester Hospitals Charity – Policy and Guidelines and completely re-write the documents as per suggestions provided at the meeting in order that these documents were coherent, concise and comprehensive. An update be provided to CFC in August 2016.

HoF

23/16/2 Guidance Notes for filling in the ‘Request for Funding Support Form – Draft Version’

The Head of Fundraising presented paper D, ‘Request for Funding form’. He advised that a two-staged approach would be taken wherein section 1 would be completed by the applicant and section 2 would be completed by the fund manager. Further to this, the form would be cross-checked by Charitable Funds staff to ensure that value for money aspects had been taken into account.

The Committee Chair requested that the word ‘approve’ be replaced with ‘support’ in the entire guidance notes document. He also suggested that when the document was re-written in the future, it needed to be made user-friendly and that all charity forms be included in the rewrite of the Leicester Hospitals Charity – Policy and Guidelines

In response to suggestions from the Chief Financial Officer, the Head of Fundraising undertook to ensure that:-

HoF

- (a) wording in ‘Section B’ of the guidance notes was more prescriptive and included wording to say ‘The application requires approval from IT, Facilities, Procurement’, and
- (b) wording in ‘Section D – Patient comforts, furnishings and wellbeing’ of the guidance notes was strengthened noting that some furniture might not be suitable for the ward even though it might be included on the UHL procurement catalogue.

Resolved – (A) the contents of paper D be received and noted, and

(B) the Head of Fundraising be requested to ensure that:-

HoF

- (a) wording in ‘Section B’ of the guidance notes was more prescriptive and included wording to say ‘The application requires approval from IT, Facilities, Procurement’, and**
- (b) wording in ‘Section D – Patient comforts, furnishings and wellbeing’ of the guidance notes was strengthened noting that some furniture might not be suitable for the ward even though it might be included on the UHL procurement catalogue.**

23/16/3 Proposed Appointment of External Auditor

The Charity Finance Manager introduced paper E, an update on appointment of Leicester Hospitals Charity (LHC) highlighting that audit appointments for the Trust and LHC would need to be made by 31 December 2016. The Chief Financial Officer advised that 3 auditors (External Auditors, Internal Auditors and Charity Auditors) were required to be appointed prior to 1 April 2017. He noted the need for a single process to be followed for the appointment of all the three auditors. In discussion, it was agreed that the Trust's Auditor Panel (i.e. Audit Committee) be nominated to appoint the Leicester Hospitals Charity's external auditor which might also be the same auditor as the Trust. Mr M Traynor, Non-Executive Director advised that consideration be given to appointing a local firm as there might be some potential benefits.

CFO

Resolved – (A) the contents of paper E be received and noted, and

(B) a report on the appointment of the Leicester Hospitals Charity Auditor be taken through the Audit Committee.

CFO

23/16/4 Finance and Governance Report

Paper F detailed the financial position of the Charity for the period ending 31 March 2016 and also provided a specific update on the general purposes charitable fund. The Charity's income for the year to date was £1,906,000 which was £378,000 above plan. This was primarily due to the receipt of a £350,000 donation from the RVS that had not been anticipated in the plan.

In response to a query from the Patient Partner in respect of the investment portfolio performance, the Head of Fundraising advised that this was due to the volatile equity markets but that markets were now at levels and valuations similar to a year ago. He advised that colleagues Cazenove Capital Management had attended the Charitable Funds Committee in October 2015 and had stated that the income of the portfolio would continue to be maintained at similar levels to prior years, in line with the target set.

In discussion on the legacy funds, it was noted that the Charity Finance Manager usually wrote a 'letter of thanks' to the solicitors of the family further to the receipt of a legacy fund. The Director of Marketing and Communications suggested that the 'letter of thanks' might be more appropriate if it was signed by the Chair of the Charitable Funds Committee. Members requested that the process for legacy funds be reviewed to consider any potential marketing opportunities that might be available and a verbal update be provided at the CFC meeting in August 2016.

HoF

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

(B) the Head of Fundraising be requested to review the process for legacy funds and consider any potential marketing opportunities that might be available and provide a verbal update at the CFC meeting in August 2016.

HoF

23/16/5 Issue of Using Charitable Funds to Finance Staff Benefit Events Informed by the Outcome of the Current Charity Commission Review into this matter

The Head of Fundraising advised that further to adverse publicity in the media regarding the use of charitable funds for staff benefit by a NHS Charity, Ms A Paines of Withers LLP, Honorary Legal Advisor to the Association of NHS Charities had provided the following advice:-

- (a) the Charity's funds were for both patient and staff benefit, but the Charity actions have to demonstrate an overriding public (patient) benefit test, and
- (b) the Charity itself must decide how funds were to be used, bearing in mind Charity Commission guidance. It was also suggested that it was important that Charities had made a decision based on active discussion rather than historical precedent.

In relation to social events for staff (dinners, parties, award ceremonies and the like) the usual justification was that such functions improved staff morale, which could be expected to lead to better care of patients, however, the Commission recommended that before deciding whether to use NHS charity funds for these purposes, the Trustees considered:-

- whether it was in fact justifiable to infer patient benefit from what was being funded, and
- whether other spending could achieve a more direct patient benefit.

There was a suggestion that staff lottery funds could be used for staff benefit events, however, there were mixed views regarding this suggestion. It was instead suggested that sponsorships from Suppliers and Corporate Companies should be sought to fund staff benefit events.

The Committee Chair reiterated that due to the legal advice received regarding the use of charitable funds and the need to show direct patient benefit, the Charity would not be able to fund award events, however, the Charity might be able to fund a specific category of award or awards which had a direct link to patient care.

In discussion on the Christmas meal for staff in 2016 including the potential costs, the Head of Fundraising noted the need for discussion with Facilities colleagues and undertook to provide an update on this matter to CFC in August 2016.

HoF

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

(B) further to discussion with Facilities colleagues, an update on Christmas meal for Staff in 2016 be provided to CFC in August 2016.

HoF

24/16 FUNDRAISING

24/16/1 Report from the Director of Marketing and Communications/ Head of Fundraising

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

24/16/2 Progress in securing alternative funds as it would be unlikely to fund the following initiatives in 2016-17 through the General Purposes Fund

Further to Minute 1/16 of 4 February 2016, Ms N Junkin, CMG HR Lead, Mr D Streets, Senior Category Manager and Mr D Morgan, Staff Side Chairman attended the meeting to present paper L, an update on securing alternative funds to cover key staff celebration events (i.e. Caring at its Best Awards, Training and Development Awards and 25 Year Club) as the Committee had confirmed that it was unlikely that these events could be funded via General Purpose funds in the future (Minute 23/16/5 above also refers to this discussion).

The attendees advised that they had made progress in reducing event expenditure and securing external sponsorship/funding to fund staff celebration events supported through General Purposes funds in previous years. They were confident that the funding for Caring at its Best Awards would be covered entirely through external sponsorship. They also confirmed that funding had been secured from Health Education East Midlands to cover the costs for the Training Awards event in 2016; however, this funding would not be available on a recurrent basis.

Ms N Junkin advised that the 25 year Club was a means of celebrating long NHS service and the Human Resources department were keen not to de-value long NHS Service. It was noted that it had not been possible to secure sponsorship for this event and in order to proceed; approximately £7500 would need to be identified based on previous expenditure. A detailed discussion took place regarding whether a completely different approach should be taken in terms of recognising long service – a variety of views were expressed by the members of the Committee and the attendees. In discussion on whether staff lottery funds could be used to fund the 25 Year Club, the view was that it might not be appropriate to

use staff contribution (i.e. staff lottery) to fund staff celebration events. There was a suggestion for this event to be funded through the Human Resources budget. In discussion, the Committee Chair confirmed that the Committee was supportive of funding for this event through other means (i.e. external/internal) – the Chief Financial Officer undertook to take forward this action.

CFO

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

(B) the Chief Financial Officer be requested to ensure that funding (approximately £7500) for 25 Year Annual Celebration Event was available through internal/external means.

CFO

25/16 APPROVALS

25/16/1 Well Being at Work Update

Ms N Junkin, CMG HR Lead and Mr D Morgan, Staff Side Chairman attended the meeting to present paper M, an update on the health and wellbeing agenda and events and activities provided by Wellbeing at Work. The CMG HR Lead advised that it had been recently agreed that the Director of Workforce and Organisation Development would be the Executive Sponsor for the health and wellbeing agenda.

It was noted that a recent wellbeing at work survey had been undertaken and employees completing the questionnaire (i.e. 904 individuals) were satisfied with the activities currently provided, however, the main themes for improvement identified through the survey were 'better communication of the events' and 'better facilities for cyclists'.

The Director of Corporate and Legal Affairs highlighted that as the staff lottery was run as part of the Leicester Hospitals Charity, and given the recent legal advice regarding the use of charitable funds needing to show direct patient benefit, it was important to double-check whether the staff lottery also need to infer patient benefit.

The Director of Marketing and Communications expressed concern that some events funded through the staff lottery did not particularly focus on the health and wellbeing agenda. He also noted that it might be that the events were governed by a minority of staff highlighting that the response to the survey was not 'huge'. In response, it was noted that the events facilitated were those which staff had requested via the survey.

In discussion on the following recommendations listed on paper M, the Director of Corporate and Legal Affairs was requested to check whether these could be approved by the CFC from a legal point of view given the recent legal advice received, as mentioned above:-

DCLA

- the annual schedule of prizes for the Staff Lottery shown at appendix 1;
- a permanent increase from 30% to 35% of staff lottery funds to be transferred to the Wellbeing at Work fund, and
- the current plans of Wellbeing at Work activities and events with associated costs, shown at appendix 3.

Ms N Junkin advised that since 2008, wellbeing at work bids had funded 48 water cooling units for the benefit of staff. These water coolers now required either replacing and/or on-going maintenance contracts. The cost involved was £33,000. The Committee expressed concern that the costs were very high and requested that a review of the costs be undertaken and confirmed to the CFC outwith the meeting. Members also suggested that discussion took place with Estates and Facilities colleagues to check whether the maintenance of staff water coolers could be taken forward as a Facilities matter as patient water coolers were serviced by Facilities. The Committee Chair's view was that the Trust had a legal responsibility to provide drinking water to its staff according to the workplace (health, safety and welfare) regulations.

CMG HR
Lead

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

(B) the Director of Corporate and Legal Affairs be requested to check that the following recommendations listed on paper M of the CFC on 5 May 2016 could be approved by the CFC from a legal point of view:-

DCLA

- the annual schedule of prizes for the Staff Lottery shown at appendix 1;
- a permanent increase from 30% to 35% of staff lottery funds to be transferred to the Wellbeing at Work fund, and
- the current plans of Wellbeing at Work activities and events with associated costs, shown at appendix 3.

(C) Ms N Junkin, CMG HR Lead be requested to review the charges for maintaining water coolers for staff and confirm this to the CFC outwith the meeting. Ms N Junkin, CMG HR Lead to also check whether the maintenance of staff water coolers could be taken forward as a Facilities matter.

CMG HR
Lead

26/16 DATE OF NEXT MEETING

Resolved – that the next Charitable Funds Committee be held on Thursday 4 August 2016 from 2pm to 4pm in Rooms A & B, Education Centre, Leicester General Hospital.

The meeting closed at 5.16pm

Cumulative Record of Members' Attendance (2016-17 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
I Crowe (Chair)	1	1	100%	M Traynor	1	1	100%
S Dauncey	1	1	100%	P Traynor	1	1	100%
D Gorrod	1	1	100%	M Wightman	1	1	100%
J Smith	1	1	100%				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
T Diggle	1	1	100%	S Ward	1	1	100%
N Sone	1	0	0%	J Woolley	1	1	100%
C Sutton	1	0	0%				

Hina Majeed, Trust Administrator