

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 4 May 2017

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr A Johnson, Non-Executive Director

DATE OF COMMITTEE MEETING: 6 April 2017

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

- None.

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

- None.

DATE OF NEXT COMMITTEE MEETING: 1 June 2017

**B Patel – Non- Executive Director
(Acting CFC Chair for 6 April 2017 CFC meeting)
28 April 2017**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 6 APRIL 2017 AT 1:45PM IN THE CJ BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

Present: Mr B Patel – Non-Executive Director (Acting Chairman)
Col (Ret'd) I Crowe – Non-Executive Director
Mr R Moore – Non-Executive Director (up to and including Minute 17/17/2)
Mr K Singh – Trust Chairman
Ms J Smith – Chief Nurse
Mr M Traynor – Non-Executive Director (up to and including Minute 17/17/1)
Mr P Traynor – Chief Financial Officer (up to and including Minute 17/17/1)

In Attendance: Mrs G Belton – Trust Administrator
Mr T Diggle – Head of Fundraising
Mr D Gorrod – Patient Partner (non-voting member)
Ms M Newcombe – Community and Events Fundraising Officer (for Minute 17/17/2)
Ms L Napier – Cazenove Investment Managers (for Minute 16/17/1)
Mr N Sone – Financial Controller / Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Communications, Integration and Engagement

RESOLVED ITEMS

12/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr S Crawshaw, Non-Executive Director and Mr A Johnson, Non-Executive Director / Charitable Funds Committee Chair.

13/17 MINUTES

Resolved – that the Minutes of the 2 February 2017 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as correct records.

14/17 MATTERS ARISING FROM THE MINUTES

Paper B detailed both the actions from the most recent meeting, and also any which remained outstanding from previous Committee meetings. Discussion took place regarding the specific entries outlined below:

- Minute 04/17/1 of 2 February 2017 relating to discussions between the Head of Fundraising and the Head of Operations (CHUGGS) regarding the CMG's future plans for investment – it was noted that initial discussions had taken place and it was agreed that the Head of Fundraising would provide a further update at the next CFC meeting on 1 June 2017;
- Minute 05/17 of 2 February 2017 regarding the progression of an initiative relating to international volunteering in UHL – Mr Patel, Non-Executive Director, verbally updated members on the limited progress made to date due to a lack of resource. Additional resource was actively being sought and an update report on progress would be presented at a future CFC meeting, as appropriate. The Director of Corporate and Legal Affairs also reported verbally on this item to advise that any charitable expenditure spent by the Trust must demonstrate benefit to patients / the public and it was this test which would need to be applied should charitable funding be sought in relation to this initiative at any future point in time, and
- Minute 01/07 of 2 February 2017 relating to the EF Project – the Trust Administrator reported verbally to confirm that following the dissemination of paper B to CFC members, she had since received email confirmation from the Model of Care Lead that she had fed back to the EF Project Team regarding the need to ensure the accessibility of patient information within relevant formats (e.g. large

HoF

BP(NED)

print, BSL etc).

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

CFC
members

(B) the Trust Administrator be requested to update the log, as per the verbal updates provided at the meeting.

TA

14/17/1 Emergency Floor Project (Minute 01/07)

The Head of Fundraising reported verbally to advise that work remained on-going in establishing the specific items for the Emergency Floor which were being funded through charitable funds and, in particular, where any such items differed from the initial specification provided and the reasons for this. He confirmed that the Model of Care Lead had sought to determine the potential for any further cost savings on the listed items, as requested by the Charitable Funds Committee at its last meeting, but this had not proven possible given that these were already being purchased at a reduced rate.

The following specific actions were agreed during discussion on this item:-

- (i) the Director of Communications, Integration and Engagement and the Chief Financial Officer were requested to discuss with the Model of Care Lead, outwith the meeting, the current position in respect of those items for which charitable funds expenditure had been approved, and
- (ii) the Model of Care Lead / Head of Fundraising were requested to submit a report to the next meeting of the Charitable Funds Committee on 1 June 2017 confirming the final cost of items and clarifying where and why any items varied from the initial specification.

DCIE/CFO/
MoCL

HoF/MoCL

Resolved – that (A) this verbal update be noted,

(B) the Director of Communications, Integration and Engagement and the Chief Financial Officer be requested to discuss with the Model of Care Lead, outwith the meeting, the current position in respect of those items for which charitable funds expenditure had been approved and

DCIE/CFO/
MoCL

(C) the Model of Care Lead / Head of Fundraising be requested to submit a report to the next meeting of the Charitable Funds Committee on 1 June 2017 confirming the final cost of items and clarifying where and why any items varied from the initial specification.

HoF/MoCL

14/17/2 Renewal of Charity-Funded Insurance Policies (Minute 06/17/2)

Further to Minute 06/17/2 of 2 February 2017, the Committee received and noted the contents of paper 'C', which confirmed the cost of renewal of the following two specific policies of insurance for the 2017/18 financial year:

- the policy relating to Directors' and Officers' Liability and Crime (in relation to the Charitable Trust) had been renewed at a cost of £5,995 (including Insurance Premium Tax) for 2017/18 (the cost of renewal having been £5,967.75 in the previous financial year), and
- the Group Personal Accident Policy (which protected members of the Trust's Flying Squad and call out teams) had been renewed at a cost of £10,235.50 (including Insurance Premium Tax) for 2017/18 (the cost of renewal having been £10,188.98 in the previous financial year).

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

15/17 APPROVALS

15/17/1 Items for Approval

Paper D outlined the grant applications received since the February 2017 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 £85,990 had been approved by the Charity Finance Lead under the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper D. Specific discussion took place regarding the appropriateness or otherwise of the use of charitable funds to fund specific training courses for individual staff members. Discussion concluded that this was appropriate in instances where the training being undertaken was over and above the standard training required, as would be funded through exchequer funds, and was of benefit to patients. It was agreed appropriate to continue to review each individual case on its merits, and not impose a blanket regulation concerning the use of charitable funds in such instances. Note was made that the benefit of such training provided through charitable funds could be lost should the staff member consequently leave the Trust, however it was agreed that it was not possible to make any further provision against such occurrences outside of the usual HR processes which applied. A specific query was raised by Mr Patel, Non-Executive Director, regarding the use of charitable funds for a staff night out. In response, the Charity Finance Lead confirmed that the funding had been donated for that specific purpose. The Chief Financial Officer provided assurance to the Committee that specific governance mechanisms were in place when reviewing these applications under the scheme of delegation and were being applied accordingly. Members were content with the assurance provided in respect of the safeguards in place.

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). Appendix 3 detailed applications that had been rejected.

The Committee undertook detailed consideration of the following new applications for funding (section 2.6 of paper D refers):-

- (i) application number 6435 (appendix 4) was an application for £25,678 from the Little Lives, Big Journeys fund for the purchase of two transcutaneous monitors – this application was approved;
- (ii) application number 6436 (appendix 5) was an application for £15,336 from the Women's Patient Benefit Fund and Baby Loss Appeal for enhancements to the ward 30 patient kitchen and dining room – this application was approved;
- (iii) application number 6437 (appendix 6) was an application for £12,060 from the Renal Patient Benefit Fund for a microscope for renal transplant – this application was approved;
- (iv) application number 6442 (appendix 7) was an application for £10,953 from the Staff Lottery Fund for furniture for the new ED staff room – this application was approved.

Section 2.7 of paper D made reference to application number 6443 (appendices 8, 8a and 8b refer) which was an application for £15,000 from the general purpose charitable fund for part funding to support the appointment of an Art, Artefacts and Archives (AAA) Programme Development Officer, in partnership with De Montfort University (DMU) to progress the programme of work described in the Trust's AAA Strategy, as supported at the Executive Strategy Board in June 2016. CFC support (for the sum of £15,000, with £5,000 having been committed by DMU) was being sought for the first year whilst success criteria were defined, a discernible difference observed and other sources of income identified for the second year. It was anticipated that the AAA Development Officer would be a part time post (at AFC Band 5, subject to formal banding) and that an appointment would be made on a two-year fixed term contract. Specific note was made of the fact that there were currently insufficient general purpose funds available to fund this application,

therefore CFC support in principle was requested, pending the receipt of future income into the general purposes fund. In discussion on this item, members were supportive of this initiative, noting the benefits for patients and staff, and suggested the potential future involvement of other relevant partners in this initiative going forward. Discussion also took place regarding the banding of this post and note was made that the Trust's Head of Partnerships would closely oversee the work of the postholder. Following consideration, the Committee approved, in principle, the commitment of £15,000 general purpose funds to this project pending receipt of sufficient monies into this fund. The Committee specifically agreed to provide this funding for the first year of the project only, noting that part of its success criteria would be the ability to self-fund by the second year.

Section 3.1 of paper D made reference to a request made for CFC approval for the establishment of a new appeal fund (Q841 – The Golden Appeal, the purpose of which was to care for older people and older people living with frailty and dementia by transforming older peoples' wards), further details relating to which were provided in paper J (Fundraising Update). The Committee agreed the creation of this new fund, albeit noting that the creation of such wards would potentially reduce the Trust's bed base, which was in contrast to the current need to increase bed capacity in the short term.

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

(B) applications 6435, 6436, 6437 and 6442 be approved; CFL

(C) application 6443 be approved in principle, subject to sufficient general purpose charitable funds becoming available, at a sum of £15,000 for the first year of the project only, and CFL

(D) the creation of new fund (Q841 The Golden Appeal) be approved. CFL

16/17 CHARITY GOVERNANCE

16/17/1 Charity Fund Investment Managers' Report

Ms Napier, Portfolio Director from Cazenove Investment Management, attended to present paper 'E', which detailed information in respect of the Leicester Hospitals Charity investment portfolio, specifically in respect of performances of asset classes, portfolio performance, portfolio valuation, underlying fund performance, strategy and outlook, the Common Reporting Standard and MiFiD II; the European regulatory initiative which would come into force from January 2018.

Mr Patel thanked Ms Napier for her presentation of the report and specific discussion took place regarding the Trust's investments, particularly the fact that the Trust's portfolio had no direct investment in tobacco and alcohol and discussion also took place regarding the level of investment in equities. Two specific actions were agreed during discussion on this item:-

- (i) Cazenove Investment Managers were requested to submit information to the CFC relating to any specific risks on the portfolio, and CFL/
Cazenove
- (ii) the Charity Finance Lead was requested to keep the Committee informed regarding the implications of MiFiD II, as appropriate (the Trust would require a Legal Entity Identifier – renewable each year at a charge – to allow Investment Managers to trade on its behalf). CFL

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

(B) Cazenove Investment Managers be requested to submit information to the CFC relating to any specific risks on the portfolio, and CFL/
Cazenove

(C) the Charity Finance Lead be requested to keep the Committee informed regarding the implications of MiFiD II, as appropriate. CFL

16/17/2 Report from the Chief Financial Officer

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

16/17/3 Leicester Hospitals Charity – Policy and Guidelines

Further to Minute 07/17/1 of 2 February 2017, paper F, as presented by the Head of Fundraising, documented the finalised version of the proposed framework document for Leicester Hospitals' Charity, detailing the Charity's policy and related guidelines for members' approval thereon.

Members expressed their thanks to Col (Ret'd) Crowe and Mr Diggle, Head of Fundraising, for their significant work in drafting these documents, which they approved subject to the following specific amendments to be made by the Head of Fundraising:-

- (i) removal of the first sentence of the second paragraph under Section 1.4 (Governance);
- (ii) the updating of section 2.2 (on page 9) to reflect the Trust's updated strategic objectives;
- (iii) amendment of the second sentence under section 3.4 (Reserves) to read; 'The level of available Reserves will be assessed by the Trustee at the beginning of each financial year', and
- (iv) correction of a number of typographical errors (specific details of which were to be provided via email to the Head of Fundraising by the Director of Corporate and Legal Affairs).

DCLA/
HoF

In discussion, it was agreed that the contents of this policy would be reviewed on an annual basis to ensure their continued compliance with relevant legislation and regulations, therefore requiring the first such review to be undertaken at the Charitable Funds Committee meeting in April 2018.

CFC/TA

Resolved – that (A) this policy be approved subject to the specific amendments highlighted in points (i) to (iv) inclusive above, and

HoF

(B) this document be reviewed annually by the Charitable Funds Committee, thereby requiring the first such review to be undertaken in April 2018.

CFC/TA

16/17/4 Finance and Governance Report

The Charity Finance Lead presented paper 'G', which provided an update on the financial position of the Charity and the general purposes fund as at 28 February 2017.

The general purposes fund was currently over-committed due to the approval of the signs for the new Emergency Department. The current over-commitment was £6,346, however this would increase to £18,654 once the final quarter apportionments and retirement gifts were processed. It was intended to delay progressing two charitable fund applications approved at the last Committee meeting until the monies from an anticipated legacy or other sufficient donations had been received.

Given the position of the general purpose funds, the Committee was requested to consider whether it wished to continue to fund retirement vouchers of £100 to each member of staff retiring from the Trust who had given over 20 years' service. The total costs to the Charity were in the region of £8,000 per year, with £5,000 coming from general purpose funds where there were no departmental funds available. Following discussion, the Committee agreed to continue to fund the retirement vouchers for staff retiring with over 20 years' service, noting that this gesture was much appreciated by staff and tended to be declined in any event by Consultants and other higher-earning staff members.

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

(B) the continued funding of retirement vouchers issued to all staff with over 20 years' service retiring from the Trust (at a cost of £100 per eligible staff member) be agreed.

16/17/5 Report from the Head of Fundraising and Charity Finance Lead

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

17/17 **FUNDRAISING**

17/17/1 Report from the Head of Fundraising

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

17/17/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper 'J', which detailed recent fundraising and promotional activities, including upcoming events and plans, with contributions to the report made by different members of the team. Ms M Newcombe, Community and Events Fundraising Officer, attended the meeting to give a presentation on work that had taken place or was currently on-going within the community fundraising aspect of the Charity. Specific discussion took place regarding the Charity's website and, in response to a query raised by Mr Moore, Non-Executive Director, Ms Newcombe confirmed that the Charity had worked with a website company to produce the website which was up-to-date in terms of technology allowing people to donate on-line and also facilitated the recovery of tax via gift aid. The Acting Chairman thanked Ms Newcombe for attending to provide this presentation.

Paper J appended a report on the Golden Appeal, the purpose of which was to introduce this appeal to the Committee, share progress to date and advise of the next steps. Due to time constraints at today's meeting, it was agreed to defer discussion on this particular item to the next meeting of the Charitable Funds Committee on 1 June 2017.

HoF/TA

Resolved – that (A) the contents of this report, and the presentation provided by Ms Newcombe, be received and noted, and

(B) the report on the Golden Appeal be deferred for consideration at the next meeting of the Charitable Funds Committee.

HoF/TA

17/17/3 Post Project Grant Evaluation

In view of time constraints, it was agreed to defer consideration of paper 'K' (the latest Post Project Grant Evaluation) to the next meeting of the Charitable Funds Committee on 1 June 2017.

Resolved – that this item (paper K – Post Project Grant Evaluation) be deferred for consideration at the next meeting of the Charitable Funds Committee on 1 June 2017.

18/17 **ANY OTHER BUSINESS**

Resolved – that there were no additional items of business.

19/17 **DATE OF NEXT MEETING**

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 1 June 2017 from 2 – 4pm in the CJ Bond Room, Clinical Education Centre, Leicester Royal Infirmary.

The meeting closed at 4.17pm

Gill Belton
Trust Administrator

Cumulative Record of Members' Attendance (2017-18 to date):

Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>S Crawshaw</i>	1	0	0%	<i>K Singh</i>	1	1	100%
<i>I Crowe</i>	1	1	100%	<i>J Smith</i>	1	1	100%
<i>A Johnson (Chair)</i>	1	0	0%	<i>M Traynor</i>	1	1	100%
<i>R Moore</i>	1	1	100%	<i>P Traynor</i>	1	1	100%
<i>B Patel</i>	1	1	100%				

Non-Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>T Diggle</i>	1	1	100%	<i>C Sutton</i>	1	0	0%
<i>D Gorrod</i>	1	1	100%	<i>S Ward</i>	1	1	100%
<i>N Sone</i>	1	1	100%	<i>M Wightman</i>	1	1	100%