

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 6 October 2011

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Chairman

DATE OF COMMITTEE MEETING: 2 September 2011

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

- None

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

- None

DATE OF NEXT COMMITTEE MEETING: 4 November 2011

**M Hindle, Chairman
30 September 2011**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 2
SEPTEMBER 2011 AT 2PM IN THE COMMITTEE ROOM, VICTORIA BUILDING, LEICESTER
ROYAL INFIRMARY**

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

In Attendance: Ms K Bradley – Director of Human Resources (for Minute 51/11/2)
Mr P Burlingham – Patient Adviser
Mrs H Majeed – Trust Administrator
Mr R Myers – Corporate Fundraising Manager (on behalf of Mr T Diggle, Head of Fundraising)
Mr J Shuter – Deputy Director of Finance and Procurement
Mr N Sone – Charity Finance Lead
Mr S Ward – Director of Corporate and Legal Affairs

RESOLVED ITEMS

ACTION

42/11 APOLOGIES

Apologies for absence were received from Mr T Diggle, Head of Fundraising.

43/11 MINUTES

Resolved – that (A) the Minutes of the meeting held on 6 June 2011 (paper A refers) be confirmed as a correct record, and

(B) the action notes of the meeting held on 6 June 2011 (paper A1 refers) be received and noted.

44/11 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:-

- | | |
|---|------------------------|
| (a) Minute 31/11/2 of 6 June 2011 - the Chairman requested the Charity Finance Lead to present appendix 1 in a larger format in future submissions of this report to the Committee; | CFL |
| (b) Minute 34/11/1 – the Director of Corporate and Legal Affairs and the Head of Fundraising were requested to submit a joint report to the November meeting of the Charitable Funds Committee inviting the Committee to review and agree its position on the utilisation of charitable funds for the purchase of alcoholic beverages at particular Trust events; | DCLA/
HoF |
| (c) Minute 34/11/6 – the Head of Fundraising was requested to submit a report to the Charitable Funds Committee in November 2011 detailing the outcome of a review of a number of potential options for the provision of parent accommodation; | HoF |
| (d) Minute 35/11 – the Head of Fundraising and Mr P Panchal, Non-Executive Director were requested to hold further discussions outwith the meeting regarding seeking support for the Children and Young People's Cancer Unit Project from different faith groups within the Trust's local population and provide a report at the Charitable Funds Committee meeting in November 2011. | HoF/
PP,NED |

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

44/11/1 Alternative Use of Rotary Club Funding (Minute 34/11/4)

Paper C outlined the email correspondence between the Chairman and Mr P Panchal and Ms K Jenkins, Non-Executive Directors regarding their support on the proposed use of Rotary Club of Leicester funds for the Bereavement Centre Project, which had been identified as a suitable alternative project to the original Bone Bank project.

Resolved – that the contents of paper C be received and noted.

45/11 **REPORT BY THE CORPORATE FUNDRAISING MANAGER**

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.

46/11 **FUNDRAISING UPDATE**

The Corporate Fundraising Manager introduced paper E, an update on the current fundraising activities at UHL. Discussion took place regarding the following key issues:-

(a) developments in respect of the cupcake appeal which had received a pledge from the Crazy Hats fundraising charity to a total of £100,000 towards a target of £125,000;

(b) ‘Design a Christmas card’ competition held for the young cancer patients to raise funds for the Our Space Cancer appeal – the Committee Chairman suggested that a thank-you letter be sent on behalf of the Committee to the two patients who had won this competition. It was noted that the winning designs would be produced as Christmas cards to raise funds for this appeal. In response to a query, it was noted that the cards would be sold to all staff and patients across UHL (via reception areas) and also from the Charity office at Gwendolen House. Mr P Panchal, Non-Executive Director suggested that consideration be given to arranging such a competition for festivals across other communities;

**HoF/
Chair**

HoF

(c) Our Space wristbands (pink and violet coloured) had now been delivered and were available for a recommended donation of £1.00. A sample of these was displayed at the meeting, and

(d) positive discussions had been held with Leicester Tigers and their new retail partners Kitbag. A tour and photo shoot (wearing the new Our Space bands) had taken place on Ward 27, of ex-England and Tigers Captain Mr M Corry – photographs were displayed at the meeting. Mr P Panchal, Non-Executive Director commented that photographs of Bollywood stars (if appropriate) might create additional positive publicity.

Resolved – that (A) the update on UHL’s fundraising activities (paper E) be received and noted;

(B) a thank-you letter from the Chairman be sent to the two young cancer patients who won the ‘design a Christmas card’ competition, noting that the winning designs will be produced as Christmas cards to raise funds for the Our Space Cancer appeal, and

**HoF/
Chair**

(C) the Head of Fundraising be requested to consider 'designing a card' competitions for festivals across other Communities. HoF

47/11 NEXT INNOVATION AWARDS

The Corporate Fundraising Manager presented paper F, a report informing the Committee of the current plans for this year's Next Innovation Awards. The applications would be assessed against weighted criteria covering a number of areas including their impact, benefit methodology and sustainability. Appendix A provided a brief update on the applications shortlisted in 2009 and their outcomes.

In discussion on this, the Committee Chairman requested the Director of Finance and Procurement to consider whether a profit-share arrangement might be appropriate for projects which became commercially successful. DoF

The Patient Adviser noted that the successful projects were required to submit two specific reports to the Charity to record their progress. He advised that similar progress reports (6 monthly and 11 monthly) be submitted on all other projects for which funds had been approved by the Charitable Funds Committee. HoF

Resolved – that (A) the update on the plans for 2011 Next innovation Awards (paper F) be received and noted;

(B) the Director of Finance and Procurement be requested to consider whether a profit-share arrangement might be appropriate for projects which became commercially successful, and DoF

(C) the Head of Fundraising be requested to submit 6 monthly and 11 monthly reports on progress with all projects for which the Charitable Funds Committee had approved funds. HoF/TA

48/11 OUR SPACE CANCER APPEAL UPDATE

Paper G detailed the current activities relating to Our Space Cancer appeal. Currently, the appeal had pledged £424,000 and income of £46,596 (together this represented 33% of the total funds needed). It had not yet been possible to ascertain whether sufficient funding would be secured by the end of 2012 in order for the project to commence in summer 2012. However, a judgement would be made by December 2011 and the decision would rest partly on a successful outcome to secure at least two of the following sources of funding:- CFL

- (a) the Teenage Cancer Trust might be in a position to increase their grant to £500,000 (original pledge of £300,000) – however, this would be dependent on a review of the total costs of creating the teenage cancer unit;
- (b) the Trust had been invited to approach the Kay Kendall Leukaemia fund to seek their assistance to support this project – if successful, it was hoped that support in excess of £100,000 could potentially be provided, and
- (c) a number of other grant making Trusts which might be able to support the capital costs of this project had been identified – if successful, these sources could yield a total in excess of £100,000.

In response to a query from Ms K Jenkins, Non-Executive Director, the Corporate Fundraising Manager agreed to check the percentage values in the column after the 'pledges' column within appendix A of paper G. In response to a query on whether risk assessments had been undertaken if successful funding had not been secured, it was noted that alternative arrangements

would be put in place. A progress report on this would be presented to the Committee in November 2011. **HoF**

In response to a suggestion, the Chairman requested that the brand name/logo for any future appeals should be approved by the Committee and if the timing of the Committee proved to be an issue, then this would need Trustee approval, outwith the Committee meeting. **HoF**

Resolved – that (A) the update on Our Space Cancer appeal (paper G) be received and noted;

(B) the Head of Fundraising be requested to present a progress report on ‘Our Space Cancer Appeal’ at the Committee meeting in November 2011, and **HoF/TA**

(C) the Head of Fundraising be requested to ensure that brand name/logo be approved by the Committee for any future appeals/projects. **HoF**

49/11 STAFF LOTTERY – AN EXPLAINER

The Corporate Fundraising Manager presented paper H, the purpose of which was to explain the staff lottery in terms of roles and responsibilities and to seek feedback from the Committee for suggested alterations to improve the perception of the purpose of the staff lottery.

The following points were highlighted in particular:-

- (a) the Committee had the ultimate decision over the ratio of funds awarded in prizes and funds used for staff benefit (noting the need to maintain the legal requirement of 80:20 for the prize pot versus benefits pot), and
- (b) the Committee was entitled to review the operation and scope of the staff lottery and to make awards from staff lottery funds in addition to those awarded by the Well-being Steering Committee.

Currently, the Well-being Steering Group was approving the 20% of the funds raised through the lottery to support schemes which were considered to have staff benefit. In further discussion on this matter, members suggested that this responsibility be continued with the Well-being Steering Group and it be re-considered during the Committee’s consideration of the annual financial plan for charitable funds in 2012-13.

Mr P Panchal, Non-Executive Director suggested that in the longer term, patients and community staff be considered to be included with the lottery.

Resolved – the contents of paper H be received and noted.

50/11 LEICESTER HOSPITALS CHARITY REVIEW

The Corporate Fundraising Manager introduced discussion on this item. Members agreed the need to evaluate the potential of Leicester Hospitals Charity partnering with other Charities. **HoF/PP,NED**

Resolved – the Head of Fundraising and Mr P Panchal, Non-Executive Director be requested to evaluate the potential of Leicester Hospitals Charity partnering with other Charities. **HoF/PP,NED**

51/11 ITEMS FOR APPROVAL

51/11/1 UHL's Got Talent Competition Proposal

Mr R Myers, Corporate Fundraising Manager presented paper I, a proposal for a further UHL's Got Talent event and seeking the Charitable Funds Committee's (CFC) support in providing an award to the winning act from staff lottery funds.

It was noted that in previous years, the winning act had been awarded up to £10,000 from the staff lottery funds to support an initiative to benefit staff within their Division/Directorate. In each of the past two years, the claim from the relevant Division/Directorate had been below £2,000. Therefore, the Corporate Fundraising Manager recommended that the £10,000 prize pot be discontinued and instead requested the Committee's support to give the successful act and their Division/Directorate the opportunity to draw up a proposal (within a limited time period) on how they wished to spend their award. This proposal would need to be approved by the Committee at the beginning of the new year. The Committee approved this and proposed a £2,000 ceiling on the amount of the award.

In discussion, Mr P Panchal, Non-Executive Director queried whether the UHL's Got Talent event for 2011 had been approved by the Committee – in response, it was noted that it had been agreed in principle and would be included and approved through the annual fundraising plan.

It was noted that each act would be required to raise a sponsorship of £200 from contacts outside of UHL.

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

(B) an award from the staff lottery funds with a ceiling of £2,000 on the amount of the award for the initiative proposed by the winning entrant of UHL's Got Talent be approved.

HoF

51/11/2 Staff Awards Process

The Director of Human Resources attended the meeting to present paper J, a report on recognising and rewarding staff excellence. The background on the new quarterly awards launch model, criteria for nomination and details on the judging panel was provided. It was noted that external sponsorship of £14,000 would be sought with assistance from the Trust's Head of Fundraising. The Director of Human Resources sought charitable funding of £7,751 to support the implementation of the proposed Quarterly and Annual Caring at its Best Awards model.

In response to a query in respect of the position if external funding was not available, it was noted that in previous years, external sponsorship had been secured, however, if this was not possible, then the event would be scaled down. Sponsorship from Serco had already been secured for the buffet for the launch event.

The Patient Adviser suggested that UHL volunteers also be included within the judging panel. He suggested that patient feedback should be used to ascertain the winner in some of the categories noting that patients should be informed of the launch of the awards so that they were able to provide timely feedback.

Ms K Jenkins, Non-Executive Director noted the need for all staff groups to be involved and not run the risk of being overly-selective – the Director of Human Resources acknowledged this noting that the Staff Side Chairman had also raised similar concerns.

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

(B) the implementation of the proposed quarterly and annual Caring at its Best Awards model be supported at an approximate cost of £7,751.

DFP

51/11/3 Items for Approval Report

The Charity Finance Lead presented paper K, which outlined the grant applications received since the last Charitable Funds Committee meeting held on 6 June 2011.

Appendix 1 detailed applications totalling £175,000 which had been approved by the Charity Finance Lead under the scheme of delegation, and which did not require the approval of the Committee. There were no applications which had been rejected by the Charity Finance Lead since the last meeting. Members also made note of the contents of Appendix 2, which detailed transfers between funds in accordance with the Transfer of Unrestricted Funds Policy approved by the Committee. Members had requested further work including re-assessment of two applications presented to the Committee in June 2011 – appendix 3 (**application 3545**) and appendix 4 (**application 3560**) provided an update on this and members noted the contents.

The Committee undertook detailed consideration of the following applications for funding (as detailed in appendices 5 – 14 respectively):

- (a) **application 3579** (appendix 5 refers) sought £11,352 from general purposes fund for the refurbishment of outpatients at LRI. In response to a query, it was noted that the CBU had insufficient capital or revenue funding to support this application. This application was supported subject to confirmation of the exact location of the refurbishment; **CFL**
- (b) **application 3576** (appendix 6 refers) sought £3,533 (from the general purposes fund) for the refurbishment of a dignity retreat room on the LRI site. It was noted that insufficient departmental funds were available. This application had been supported by the Head of Patient Experience. The Committee approved this application;
- (c) **application 3210** (appendices 7a and 7b refer) sought £20,000 for an ensuite enema room within the Cancer department. This application was supported by the Committee subject to clarification being sought from the CBU on whether competitive pricing had been obtained; **CFL**
- (d) **application 3588** (appendix 8 refers) sought £18,800 for endoscope storage cabinets within Surgery. The Charity Finance Lead advised that the CBU currently had one storage cabinet which stored only 8 endoscopes noting that there were a total of 30 endoscopes. The remaining endoscopes were required to be disinfected each morning causing delays in theatre lists. Members noted the efficiency benefit of this application and advised that charitable funds would not be appropriate and suggested that this be met through a business case via Divisional funding; **CFL**
- (e) **application 3603** (appendix 9 refers) sought £11,520 for the upgrade of a chemotherapy scheduling system within Radiotherapy. This application was rejected and referred back to be dealt by the CBU; **CFL**
- (f) **application 3611** (appendix 10 refers) sought £4,798 from the general purposes fund for benches for the courtyards at the south entrance of Glenfield Hospital. This application was approved; **CFL**
- (g) **application 3624** (appendix 11 refers) sought £3,699 from the general purposes fund for various items of healthcare equipment in Phlebotomy. This application was supported by the Committee. Further to a suggestion from the Patient Adviser, the Phlebotomy department were requested to improve their signage outside the blood **CFL**

- test rooms to include more polite wording;
- (h) **application 3625** (appendix 12 refers) sought £395 from the general purposes fund for a senior information risk owner training course. This application was rejected;
- (i) **application 3630** (appendix 13 refers) sought £19,950 for 6 maxblend monitoring systems for AICU at Glenfield Hospital. Members referred back this application for further detail and requested attendance of the Lead Officer at the next meeting in November 2011, and **CFL**
- (j) **application 3635** (appendix 14 refers) sought £20,412 from the general purposes fund for hearing loops and maintenance service at LGH and GGH sites plus additional loops and service for LRI site. Members noted that funding for this application had been requested in order to help the Trust meet its requirement under the Disability Discrimination Act (DDA). Additional information was required and attendance of the Lead Officer was requested at the next meeting in November 2011. **CFL**
- In further discussion on the criteria for approving applications, it was noted that information on additionality criteria could be sought from the Charity Commission. In response to a suggestion from Ms K Jenkins, Non-Executive Director, the Committee Chairman requested the Charity Finance Lead to prepare a spreadsheet for 2011-12 summarising where the Committee had allocated funds and for what purpose and present this to a future meeting of the Committee, as appropriate. **CFL**
- In response to a suggestion in relation to advertising equipment supported by the Charity, the Charity Finance Lead agreed to feedback to Divisions/CBUs whose applications had been approved that they need to ensure that signage on the equipment indicated that it had been funded by the Leicester Hospitals Charity. **CFL**
- Resolved – that (A) the applications approved by the Charity Finance Lead (as set out in appendix 1 to paper K be received and noted);**
- (B) the transfers between restricted funds (appendix 2 refers) be received and noted;**
- (C) applications 3545 and 3560 (appendices 3 and 4) be approved noting that further clarification had been received;** **CFL**
- (D) applications 3579 and 3210, 3624 be supported subject to the specific provisos detailed above in relation to these applications, and** **CFL**
- (E) applications 3576 and 3611 be supported;**
- (F) the Lead Officers for applications 3630 and 3635 be requested to attend the Charitable Funds Committee in November 2011 to provide additional information in respect of their applications;** **CFL/TA**
- (G) the Charity Finance Lead be requested to refer back applications 3588, 3603 and 3625 to the submitting Division advising that these had not been supported by the Committee;** **CFL**
- (H) the Charity Finance Lead be requested to prepare a spreadsheet for 2011-12 summarising where (CBU, equipment (i.e. new, refurbishment etc.)) the Committee had allocated funds and present it to the Charitable Funds Committee, as appropriate, and** **CFL/TA**
- (I) the Charity Finance Lead be requested to feedback to Divisions/CBUs whose applications had been approved that they need to ensure that signage on the equipment indicated that it had been funded by the** **CFL**

Leicester Hospitals Charity, thereby ensuring a means of publicity for the Charity.

51/11/4 Charitable Funds Committee Meeting Dates 2012

Resolved – that the following Charitable Funds Committee meeting dates for 2012 (as detailed in paper L) be confirmed:-

**Friday 13 January 2012 at 2pm;
Friday 9 March 2012 at 2pm;
Friday 4 May 2012 at 2pm;
Friday 6 July 2012 at 2pm;
Friday 7 September 2012 at 2pm, and
Friday 2 November 2012 at 2pm.**

52/11 **FINANCE AND GOVERNANCE REPORT**

The Charity Finance Lead presented paper M, the purpose of which was to present an update on the accounts of the Charity for the period ending July 2011. It also provided an update on the General Purposes Fund and other items of general information.

In discussion on this item:-

- (i) the Charity Finance Lead proposed that the £75,950 funding for the Fibrosan equipment be withdrawn as the CBU had not taken any action since the approval of funding in February 2010 – this was approved and the Committee expressed disappointment that despite reminders the Medicine and ED CBU had not taken any further action, and
- (ii) the Committee supported the funding of the 2011 staff Christmas meal from the general purposes funds (Minute 256/11/1 of the Trust Board meeting held on 1 September 2011 refers).

CFL

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

(B) the Charity Finance Lead be requested to inform the Medicine and ED CBU that the funding (£75,950) for Fibrosan equipment had been withdrawn and express disappointment that the CBU had not taken any action since the approval of funding in February 2010, and

CFL

(C) the funding of the 2011 staff Christmas meal from the general purposes funds be supported (Minute 256/11/1 of the Trust Board meeting held on 1 September 2011 refers).

53/11 **ANNUAL FINANCIAL PLAN FOR CHARITABLE FUNDS 2011-12**

The Charity Finance Lead presented paper N, the financial plan for 2011-12 which was based on the financial plans submitted by the CBUs and Head of Fundraising. The Committee noted the need for robust engagement in respect of raising more funds and also to stimulate expenditure in light of the current charitable fund balance. In response to a suggestion, the Director of Finance and Procurement advised that it would be more appropriate for the Executive Team to discuss this instead of the Trust Board. The Corporate Fundraising Manager commented that this had been an universal issue across all NHS Charities.

ET

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

(B) the Executive Team be requested to discuss ways to stimulate

ET/TA

expenditure of UHL's charitable funds in light of its current balance.

54/11 ANY OTHER BUSINESS

54/11/1 Risk assessment of fund-raising activities

Mr P Panchal, Non-Executive Director highlighted that dangerous activities (i.e. bungee jumping) for fundraising should be carefully considered given the risks this might pose.

HoF

Resolved – that the position be noted.

55/11 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

55/11/1 **Resolved** – that there were no items to be brought to the attention of the Trust Board.

56/11 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday, 4 November 2011 at 2pm in Conference Rooms 1A and 1B, Gwendolen House, Leicester General Hospital.

The meeting closed at 5:05pm.

Hina Majeed
Trust Administrator