

Trust Board Paper J

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 28 May 2012

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr M Hindle, Chairman

DATE OF COMMITTEE MEETING: 4 May 2012

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

- Well-being at work annual plan - recommendation (A) of Minute 30/12, and
- Items for approval (Minute 31/12 refers).

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

- None

DATE OF NEXT COMMITTEE MEETING: 13 July 2012

M Hindle, Trust and Charitable Funds Committee Chairman
22 May 2012

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF A MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY 4 MAY 2012 AT 2PM IN CONFERENCE ROOMS 1A AND 1B, GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL

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

In Attendance: Mrs G Belton – Trust Administrator
M T Diggle – Head of Fundraising
Ms N Junkin – Divisional Human Resources Lead (for Minute 30/12 only)
Mr N Sone – Charity Finance Lead

RECOMMENDED ITEMS

ACTION

30/12 WELL-BEING AT WORK ANNUAL PLAN

Further to Minute 63/11 of 4 November 2011, Ms N Junkin, Division Human Resources Lead, attended to present paper 'C', which detailed an update on Well-Being activity since November 2011 and specifically highlighted the following information / requests:

- (1) the annual plan for events and activities for 2012/13 (including financial commitments);
- (2) a request that additional funding was provided from the general purpose funds of the Charity in recognition of the previous support from the Well-Being fund for the 2010 Staff Christmas meal (recognising that without this support only a limited programme of events would be available in 2012/13 due to the limited budget now available – point 4.4 and appendix 1 of the report refers), and
- (3) a request that the Committee gave consideration to funding the Well-Being Co-ordinator salary from general purpose funds of the Charity in the next financial year.

In discussion on this item, members:

- (i) agreed to repatriate monies from general purpose funds into the Well-Being Fund (note being made that the current shortfall of funding in the Well-Being Fund for 12/13 was £45,978) in recognition of the previous support from the Well-Being Fund to general-purpose funds to fund the 2010 Staff Christmas meal for staff (£48,000 having been transferred previously from the Well-Being Fund into the general purpose fund);
- (ii) noted the Well-Being Steering Group's wish to re-generate their own income, which was dependent on the success of the Staff Lottery (administered by the Charitable Funds team). In order to assist in the promotion of Well-Being@Work, the Divisional HR Lead requested that an annual schedule of prizes and associated communication strategy was developed, which could be used to promote the Staff Lottery via Well Being events to assist the Group to generate its own income. Whilst the Charitable Funds team would be able to assist in respect of arranging prizes for the Staff Lottery, the Committee recognised the limited resource available within the Charitable Funds Team currently in terms of further promotion of the Staff Lottery, and it was therefore agreed that the Divisional HR Lead and Head of Fundraising would progress joint working in this respect;
- (iii) queried whether volunteers could assist in the work required in terms of promoting the Staff Lottery – upon reflection this was not considered appropriate given that UHL Volunteers were not eligible (statutorily) to join the Staff Lottery;
- (iv) queried whether the Well-Being Steering Group would be seeking an annual commitment from general purpose funds – the Divisional HR Lead confirmed

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- that the Group would only be looking to the general purpose fund to supplement the Well-Being Fund where absolutely necessary to continue to fund the range of activities provided. She noted that, as detailed under point (ii) above, there was further action which the Well-Being Co-ordinator and the Well-being Steering Group could undertake to promote the Staff Lottery;
- (v) debated the current 80/20% split between prize fund and donation to the Staff Well-Being Fund (noting that a maximum 80% to a minimum of 20% split between prize fund and donation was statutorily required) and agreed that the Divisional HR Lead and Head of Fundraising should give consideration to moving to a 70% / 30% split between prize fund and donation to the Staff Well-being Fund respectively, reporting back to the Charitable Funds Committee accordingly;
 - (vi) queried whether the activities outlined were all provided to staff free of charge – they were, with the exception of the therapy-led services which offered a 50% discount to staff;
 - (vii) made note of two previous proposals made (and turned down at the Joint Staff Consultation and Negotiating Committee) to cease the Staff Lottery and set up a UHL Lottery which would also be open to patients and the public. This was due to the fact that staff would not be able to benefit from a UHL Lottery as they do from their Staff Lottery as the regulations of a public lottery would require staff to bid for monies against the needs of patients and other community groups. The regulations of a staff lottery meant that the Trust could only use the proceeds for the benefit of staff which provided the Trust with the ability to demonstrate the value it placed on its staff and care for their health and well-being;
 - (viii) agreed not to make a decision currently in terms of utilising general purpose funds for the salary of the Well-Being Co-ordinator for 2012/13, rather this issue would be reviewed as part of the work agreed and described under points (ii) and (v) above, and
 - (ix) made note of the activities planned in respect of the ‘UHL Olympics’.

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Recommended – that (A) £48,000 from general purpose charitable funds be repatriated into the Well-Being Fund in recognition of the previous support (of £48,000) from the Well-Being Fund to the general purpose fund;

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(B) the Divisional HR Lead and the Head of Fundraising be requested to progress joint working in respect of the action outlined under point (ii), and

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(C) the Divisional HR Lead and the Head of Fundraising be requested to undertake the action outlined under point (v) reporting back to a future meeting of the Charitable Funds Committee accordingly.

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31/12 ITEMS FOR APPROVAL

The Charity Finance Lead presented paper ‘G’, which outlined grant applications received since the last Committee meeting.

Appendix 1 to the report detailed applications totalling £160,000 which were approved by the Charity Finance Lead under the scheme of delegation, and which did not require approval by the Committee. 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 items considered at the previous meeting:

- (1) application 3930 – following further enquiries, it had been confirmed that there was no residual value to the existing ‘R’ registration security vehicle, which would now be scrapped, and a further query was raised as to whether the vehicle would have

- any scrap value (which not known at the time of the meeting);
- (2) application 3899 – this application for retrospective study leave expenses above a departmental limit had been rejected by the Committee at its last meeting. The relevant staff member had now been notified, and
 - (3) section 3 of the report detailed the confirmed cost of relevant insurance policies purchased through Charitable Funds for 2012/13 (an approximate cost only having been available at the time of the last Charitable Funds Committee meeting held on 16 March 2012).

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 3 – 10 inclusive);

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| (i) | application 3866 (appendix 3 refers) was an application for £17,067 for graphics equipment within Medical Illustration and was a resubmission of an application presented at a previous meeting. The Trust's Information Manager had confirmed that he was supportive of this application as it represented a replacement of existing equipment – following discussion members referred this application for further information particularly with regard to the stated specification and cost, prior to seeking approval via delegated authority between the schedule of Charitable Funds Committee meetings); | CFL |
| (ii) | application 3931 (appendix 4 refers) was an application for £58,802.50 for the relocation of the Hypertension Service in Acute. This was a re-submission of an application presented to the last Committee meeting and an updated application had been submitted – the Committee noted that the stated relocation had the support of the Trust's Service Reconfiguration Board meeting held on 2 May 2012, and approved this application for funding; | |
| (iii) | application 3954 (appendix 5 refers) was an application for £38,688 for a DAWN monitoring system within the Acute Services Division, and was a re-submission of an application presented at the last Committee meeting and further narrative had been included in the application – members referred this application for further information, particularly around the risk issues referenced within the application and whether these had been logged within the appropriate risk register and requested that relevant timelines were ascertained with the Medical Equipment Executive; | CFL |
| (iv) | application 3958 (appendix 6 refers) was an application for £3,735 from general purposes for a respirator in Physiotherapy at the Glenfield site, which was approved by the Committee; | |
| (v) | application 3964 (appendix 7 refers) was an application for £5,434 from general purposes for furniture for the Theatres staff room at the Glenfield site. A transfer between directorate funds to fund this application had been rejected by the CBU Manager – this application was approved by the Committee only on the basis of a 50/50 split between use of Divisional and general purpose funds; | CFL |
| (vi) | application 3975 (appendix 8 refers) was for £9,900 from general purpose funds for manual handling service bed bumpers – members approved this application subject to the Charity Finance Lead seeking further information with regard to the terms of the lease for the beds hired by the Trust, in terms of whether it was appropriate for the Trust to purchase bumpers for these; | CFL |
| (vii) | application 4019 (appendix 9 refers) was for £90 from general purpose funds for prize draw vouchers for the Adult Learners week – members approved this application, however requested that the Charity Finance Lead sought further background information regarding the application, and | CFL |
| (viii) | application 4029 (appendix 10 refers) was for £22,253 from Cardio-Respiratory for equipment to set up Paediatric ENT out-patient services within the Paediatric Cardiac Out-Patient department at the Glenfield Hospital – members approved this application. | |

In further general discussion regarding applications for funding, the Charity Finance Lead was requested to undertake the following action:

- (a) to include a section on the pro formas accompanying written applications for charitable funds which detailed (1) whether a bid had the support of the Divisional Director and (2) whether a bid related to an item of equipment within the catalogue of standard products (where relevant), and CFL
- (b) contacted the Communications Team with a view to displaying a desktop message highlighting the opportunities available to staff to bid for charitable funds. CFL

Recommended – that (A) the contents of paper ‘G’, the items in appendices 1 and 2 of the report and the verbal update provided in respect of previous applications 3930 and 3899 be received and noted,

(B) applications 3931, 3958 and 4029 be approved,

(C) the Charity Finance Lead be requested to seek further information in respect of application 3866, prior to seeking approval of this application via delegated authority between scheduled meetings of the Charitable Funds Committee; CFL

(D) the Charity Finance Lead be requested to seek further information in respect of application 3954 prior to re-submission to the Charitable Funds Committee for approval, CFL

(E) application 3964 be approved only on the basis of a 50/50 split between Divisional and general purpose funds; CFL

(F) application 3975 be approved subject to the Charity Finance Lead seeking further information with regard to the terms of the lease for the beds hired by the Trust, in terms of whether it was appropriate for the Trust to purchase bumpers for these; CFL

(G) application 4019 be approved (albeit noting the further background information requested in respect of this application), and CFL

(H) the Charity Finance Lead be requested to undertake the action outlined under points (a) and (b) above. CFL

RESOLVED ITEMS

ACTION

32/12 APOLOGIES

Apologies for absence were received from Mr P Burlingham, Patient Adviser, Mr P Panchal, Non-Executive Director, Mr J Shuter, Deputy Director of Finance and Mr S Ward, Director of Corporate and Legal Affairs.

33/12 MINUTES

Resolved – that the public and private Minutes of the meeting held on 16 March 2012 (paper A refers) be confirmed as a correct record.

34/12 MATTERS ARISING

34/12/1 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 22/12 (Fundraising Update Report specifically the Cupcake Appeal) – the Trust Administrator read a briefing prepared by the Director of Corporate and

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| Legal Affairs noting that the Trust remained keen to arrive at a mutually beneficial solution with Crazy Hats on the application of the monies that had been raised and had been in contact with them for this purpose. A further update would be provided to the Committee at the next meeting; | DCLA |
| (2) Minute 4/12/6 of 16 January 2012 (regarding the Leicester Hospitals Charity Review) - further to discussion on this item, it was agreed that the Head of Fundraising and Mr Panchal, Non-Executive Director, would present a report to the next meeting of the Charitable Funds Committee on 13 July 2012 detailing the key milestones and progress made to-date; | HoF/PP |
| (3) Minute 12/12 of 16 January 2012 (regarding review of a particular Liver Cancer Research Fund in order to determine any associated fundraising opportunities) – it was agreed that the Head of Fundraising would make further enquiries with regard to this fund in terms of who within UHL was responsible for administering it and how the fund had come to be established; | HoF |
| (4) Minute 47/11 of 2 September 2011 (relating to the Next Innovation Awards, and in particular whether a profit share arrangement might be more appropriate for projects which became commercially successful), it was agreed that the Chief Executive would initiate joint work on this issue with the Research and Development function; | CE |
| (5) Minute 47/11 of 2 September 2011 (specifically relating to the associated appendix to paper B regarding Moh’s surgery equipment), it was agreed that the Head of Fundraising would draft a letter of thanks to Brown Dog Charity on behalf of the Chairman of the Charitable Funds Committee; | HoF |
| (6) Minute 53/11 of 2 September 2011 (regarding means by which to stimulate expenditure of UHL’s charitable funds), the Head of Fundraising was requested to continue work on this issue (the current progress on which he outlined verbally at the meeting) and provide Committee members with details of an agreed mapping exercise at the July Charitable Funds Committee (in addition to the action requested of the Charity Finance Lead - point (b) of Minute 31/12 above refers); | HoF |
| (7) Minute 35/11 of 6 June 2011 (the second bullet point only regarding the numbers listed in respect of direct mailing) – the Trust Administrator was requested to remove this item from future Matters Arising Reports presented to the Committee, and | TA |
| (8) Minute 23/10/4 of 27 May 2012 – the Trust Administrator was requested to remove this item from future Matters Arising Reports presented to the Committee (noting that an item concerning consolidation of the Charity’s accounts into the Trust accounts would be scheduled at a future meeting of the Charitable Funds Committee when guidance became available). | DFP/TA |

Resolved – that (A) the matters arising report (paper B refers), and the additional verbal information provided, be received and noted,

(B) the Director of Corporate and Legal Affairs be requested to report further in respect of the matter detailed under item (1) at the next meeting of the Charitable Funds Committee in July 2012; DCLA

(C) the Head of Fundraising and Mr Panchal, Non-Executive Director be requested to undertake the action outlined under point (2) above and present an update to the next meeting of the Charitable Funds Committee in July 2012; HoF/PP

(D) the Head of Fundraising be requested to undertake the actions outlined under points (3), (5) and (6) above, reporting back to the next (July 2012) meeting of the Charitable Funds Committee in respect of points (3) and (6) only, and HoF

(E) the Trust Administrator be requested to remove the items detailed under points (7) and (8) above in future iterations of the Matters Arising Reports submitted to the Committee. TA

35/12 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.

36/12 FUNDRAISING UPDATE REPORT

The Head of Fundraising presented paper 'E', which updated the Committee on current fundraising activities. The Head of Fundraising verbally notified the Committee of recent operational pressures within the Charitable Appeals Office, following which the Committee recorded their thanks to the team for their continued work.

The Head of Fundraising specifically drew members' attention to additional paper 1, which noted the potential for the Charity to be involved with the Lord Mayor's Appeal in 2012/13, and detailed the likely focus of such an appeal. Committee members expressed their support for such an appeal, and their willingness to assist in the progression of this.

In further general discussion on the issue of fundraising, the Head of Fundraising was requested to progress work alongside the Trust's Communications Team to establish a database of all organisations / Charitable Trusts/ relevant individuals (including a profile on each) with whom the Trust could make contact and look to establish an on-going relationship for the purpose of its fundraising operations. Also noted was the benefit to be gained from co-ordinating the fundraising efforts of staff within the Trust at divisional / CBU level.

HoF

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

(B) support be expressed for the proposal outlined in Additional Paper 1, and

(C) the Head of Fundraising be requested to progress work alongside the Trust's Communications Team to establish a database of all organisations / Charitable Trusts/ relevant individuals (including a profile on each) with whom the Trust could make contact and look to establish an on-going relationship for the purpose of its fundraising operations.

HoF

37/12 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.

38/12 FINANCE AND GOVERNANCE REPORT

The Charity Finance Lead presented paper 'H', which provided an update on the accounts of the Charity for the period ending 31 March 2012. It also provided an update on the General Purpose Fund and other items of general information.

In discussion on this report, it was agreed that the Charity Finance Lead would request that the Trust's Investment Managers provided an interim report to the Committee commenting on the recent investment losses, how companies (in which investments were made) were benchmarked and how actions were followed up. Subject to the contents of this report, it was agreed to give consideration to inviting the Investment Managers to attend a forthcoming meeting of the Charitable Funds Committee.

CFL

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

(B) the Charity Finance Lead be requested to make contact with the Trust's Investment Managers for the purpose outlined above, noting that this report would be submitted to a future meeting of the Charitable Funds Committee.

CFL/TA

39/12 ITEMS FOR INFORMATION

39/12/1 Caring at its Best Awards Expenditure

Members received and noted the contents of paper 'I' which updated the Committee on current awards activity and the position in terms of external sponsorship. It was noted that the Trust still required two further sponsors to contribute £2,000 each in order to meet the budget total of £14,000 external sponsorship, and the Head of Fundraising undertook to provide an update on this specific issue at the next meeting of the Charitable Funds Committee.

HoF/TA

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

(B) the Head of Fundraising be requested to provide an update in respect of external sponsorship at the next meeting of the Charitable Funds Committee.

HoF/TA

40/12 ANY OTHER BUSINESS

Resolved - that there were no further items of business.

41/12 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 30/12 (Well-Being At Work Annual Plan) and 31/12 (Items for Approval) above be recommended onto the Trust Board for formal approval, and

Chairman

(B) the items detailed under Minutes 35/12 and 37/12 above (Reports from the Head of Fundraising) be highlighted to the Trust Board at its next meeting.

Chairman

42/12 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 13 July 2012 from 10.30am until 12.30pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 3.50pm.

Gill Belton
Trust Administrator