

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

**DATE OF TRUST BOARD MEETING: 30 May 2013**

**COMMITTEE: Charitable Funds Committee**

**CHAIRMAN: Mr P Panchal, Vice-Chairman of the Charitable Funds Committee and Non-Executive Director (in the absence of Mr M Hindle, Chairman)**

**DATE OF COMMITTEE MEETING: 17 May 2013**

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

**As this meeting was inquorate, all items of business are recommended.**

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

**None**

**DATE OF NEXT COMMITTEE MEETING: 12 July 2013**

**Mr P Panchal  
24 May 2013**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**NOTES OF A MEETING OF THE MEMBERS OF THE CHARITABLE FUNDS COMMITTEE HELD ON FRIDAY  
17 MAY 2013 AT 2.00PM IN THE LARGE COMMITTEE ROOM, LEICESTER GENERAL HOSPITAL**

**Present:** Mr P Panchal – Non-Executive Director (In the Chair)  
Ms K Jenkins - Non-Executive Director

**In Attendance:** Mr P Burlingham – Patient Adviser  
Mr T Diggle – Head of Fundraising  
Mr J Gordon – Cazenove Capital Management Ltd (Minute 33/13 )  
Mr A R Harvey – Interim Trust Administrator  
Ms L Napier - Cazenove Capital Management Ltd (Minute 33/13)  
Mr N Sone – Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs

**RECOMMENDED ITEMS**

**ACTION**

**30/13 APOLOGIES**

Apologies for absence were received from Mr M Hindle – Chairman, Ms C Ribbins – Acting Chief Nurse, Mr A Seddon – Director of Finance and Business Services. and Mark Wightman – Director of Marketing and Communications.

**31/13 MINUTES**

The minutes of the meeting of the Committee held on 15 March 2013, previously approved by the Trust Board, were noted without comment.

**Recommended - that the public and private minutes of the meeting held on 15 March 2013 (papers A and A1 refer) be confirmed as correct records.**

**32/13 MATTERS ARISING**

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 on the following items:

- 1) Minute 19/13, Application 4307 - update requested in respect of risk issues detailed at original presentation. Acting Chief Nurse would be asked to clarify issues at next meeting.
- 2) Minute 19/13, Application 4187 – The Committee requested an update on embedding BME initiatives within the normal budget framework at the next meeting
- 3) Minute 20/13, Insurance Policies – In respect of the insurance policies for Directors & Officers Liability/Fidelity and Employee Personal Accident, the Director of Corporate and Legal Affairs reported that cost details had been received and paid in the sums of £5777.00 and £9,439.83 respectively.

**ACN**

**DHR**

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

**(B) that the officers delineated in the action column undertake the actions outlined at points (1) – (2) above and report back as required.**

**CAN/  
DHR**

**33/13 REPORT FROM THE CHARITY FINANCE LEAD**

**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.

**34/13 FINANCE AND GOVERNANCE REPORT UPDATE REPORT**

The Charity Finance Lead presented paper E on the accounts of the charity for the year ending 31 March 2013. In considering the report, members noted the loss provision and asked whether the provision was due to a reduction in book value or market values. The Charity Finance Lead agreed to provide members with a breakdown of the loss provision account.

The Charity Finance Lead pointed out that there would be a need to increase the cost of financial services to the Charity fund due to the increased level of work that had arisen over time and he would provide a detailed report for members consideration at a future meeting.

**CFL**

**Recommended** – that the report be noted and that the Charity Finance Lead:

**1) Provide detailed information in respect of loss provision to the next scheduled meeting; and**

**CFL**

**2) Submit a written report to a future meeting in respect of the proposal to increase finance costs to the Charity.**

**CFL**

**35/13 ITEMS FOR APPROVAL REPORT**

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

Appendix 1 to the report detailed applications totalling £72,212,092 which had been 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). Appendix 3 detailed applications which had been rejected.

The Committee undertook detailed consideration of the following new applications for funding (as detailed in appendices 4 – 10 inclusive):

(i) Application 4444 (appendix 4 refers) was an application for £42,425 to provide continued support for the post of Senior Lecturer in Nephrology. The applicant was present at the meeting and spoke to his application. Given the nature of the application, members requested that the Director of Corporate & Legal Services sought the views of the Director of Research & Development and the Medical Director on the application. Members also determined that a future debate should be held on the role of the board in determining whether the Charity should accept applications for staffing purposes. Members supported the application, but requested the above information in the first instance.

**DCLA**

**DCLA/  
CFL**

(ii) Application 4459 (appendix 5 refers) was an application for £35,981 toward the purchase of televisions, brackets, access for headsets to provide individual stations for patients receiving haemodialysis. The applicant was unable to attend but had submitted an additional supporting statement. Members approved the application, and requested the Charity Finance lead to ascertain the availability of Wi Fi in the applicants location.

**CFL**

- |        |   |            |
|--------|---|------------|
| (iii)  | Application 4470 (appendix 6 refers) was an application for £10,253 for consumables and chemicals required for the research projects performed by three Renal Research Groups. The Committee noted that the application had not been signed off as appropriate and therefore recommended that the application be deferred pending senior manager approval.  | CFL        |
| (iv)   | Application 4486 (appendix 7 refers) was for £4,300 toward the cost of constructing a website for staff counselling. The applicant was present and spoke to his application. Members did feel that, for other services, financial provision should be made in the Human Resources budget. However, given the potential positive impact of the proposal, members approved the application.   | CFL        |
| (v)    | Application 4487 (appendix 8 refers) was for £49,608 to enable a two year pilot carers advocate post to improve information and advice for carers where a patient is being treated by UHL. The applicant was present and spoke to her application. In considering the application members asked how the proposal fitted into the Organisational Development Strategy and it was agreed that this would be considered outwith the meeting. Members approved the application and requested that an update report on the benefits and outcomes arising from the implementation of the post be reported to the Committee six months after the post has been filled. | CFL<br>CFL |
| (vi)   | Application 4488 (appendix 9 refers) was an application for £26,000 to fund the continuation of the post of Volunteer Services Project and Placement Co-ordinator. The applicant was present and spoke to her application. In approving the application, members felt that the funding streams for the post should be examined with a view to more permanent finance being identified with a view to recurrent funding by the Charity Finance Lead and the Head of Fundraising.   | CFL/<br>HF |
| (vii)  | Application 4366 (appendix 10 refers) was an application for £64,354 toward the refurbishment of the LGH blood transfusion laboratory with supporting equipment for staff. The applicant was present and spoke to his application. Members approved the application subject to the Director of Corporate & Legal Services informing members as to whether the proposal was compatible with the Trusts reconfiguration proposals.  | DCLA       |
| (viii) | Additional Expenditure for the Our Space Appeal. This application was raised within the Charity Finance Lead' business report and was a request for up to £58,000 to cover additional costs. It was proposed to convert the OurSpace Appeal into an on-going fund and future receipts could be used to offset the grant. Members agreed to approve the grant on the understanding that it would be repaid from future OurSpace Fund receipts.   | CFL        |
| (ix)   | Request for funding for Patient Status at a Glance Board. Members received paper G which was an application for £35,345 toward the purchase and implementation of Patient Status at A Glance (PSAG) boards across all inpatient wards. The applicant was present and spoke to her application and provided a demonstration of the products involved. In considering the application, members highlighted the need to ensure that staff had full ownership and understanding of the proposals. Members approved the application.   |            |

**Recommended – (A) that the contents of paper F and the items in appendices 1, 2 and 3 of the report be received and noted;** CFL

**(B) that applications 4459, 4486, 4487, 4488, 4366, the application for the OurSpace Appeal and the application at paper G (Patient Status at A Glance Boards) be approved subject to the actions delineated above and the approval of the Trust Board;** CFL/HF/  
DCLA

**(C) that application 4444 be approved in principle, but in the first instance be**

referred to the Director of Research and Development and the Medical Director to ascertain their support for the application; DCLA

(D) that application 4470 be deferred pending appropriate sign off; and CFL

(E) That the Director of Corporate and Legal Services schedule an agenda item at the next ordinary meeting of the Committee to consider its approach to applications involving staffing resources. DCLA

### 36/13 WELL BEING AT WORK UPDATE

The Senior HR Project Lead – Transformation submitted paper H providing an update on Well Being activity since the last report in May 2012 focussing on an annual plan for events and activities for 2013/14 and an annual schedule of prizes and associated communication strategy.

Due to the restricted time available for consideration members agreed the recommendations within the report and requested that any comments be passed to the Trust Administrator who would liaise with appropriate officers. TA

**Recommended** – that (A) approval be given to the current plans of Well-Being activities and events with associated costs as detailed in appendix 1 to paper H; SHR-Trans

(B) approval be given to a request for an annual schedule of prizes and associated communication strategy for the Staff Lottery to be drawn up and consider an increase in well-being funds once the schedule of prizes were costed; and SHR – Trans

(C) Members pass any detailed comments on the report to the Trust Administrator who will liaise with the appropriate officers. TA

### 37/13 ITEMS FROM THE HEAD OF FUNDRAISING

Given the restrictions on time, it was agreed that the following reports be deferred to either the next or a special meeting: TA

Paper C – Charity 5 Year Plan  
Paper D – Fundraising Update Report

**Recommended** that, subject to the next meeting not proceeding as scheduled the Trust Administrator liaise with the Chairman to ascertain the possibility of holding a special meeting of the Committee to consider the above two items. TA

### 38/13 ANY OTHER BUSINESS

There were no further items of business.

### 39/13 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

**Recommended** - that all of the recommendations be approved by the Trust Board DCLA

40/13 **DATE OF NEXT MEETING**

It was noted that the next scheduled meeting on 12 July 2013 may not proceed due to other commitments for members. However, it was agreed that if the meeting did not go ahead, a special meeting of the Committee be held to consider the items at Minute 37/13 above, be arranged by the Director of Corporate and Legal Services.

**TA**

Meeting closed at 16.50pm.

Cumulative Record of Members' Attendance (2013-14 to date):

Name	Possible	Actual	% attendance
P Burlingham *	1	1	100%
T Diggle *	1	1	100%
M Hindle	1	0	0%
K Jenkins	1	1	100%
P Panchal	1	1	100%
C Ribbins	1	0	0%
A Seddon	1	0	0%
N Sone *	1	1	100%
S Ward *	1	1	100%

\* non-voting members

**Alan R Harvey**  
**Interim Trust Administrator**