

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

DRAFT REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 5 January 2017

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr A Johnson, Non-Executive Director

DATE OF COMMITTEE MEETING: 1 December 2016

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

- Minute 44/16 – the Charity Accounts and Charity Annual Report 2015-16 be supported, subject to minor amendments, and recommended onto the Trust Board (acting as Corporate Trustee) on 5 January 2017 for formal approval.

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

- None

DATE OF NEXT COMMITTEE MEETING: 2 February 2017

**A Johnson, Non-Executive Director
28 December 2016**

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 1 DECEMBER 2016
AT 2:20PM IN THE CJ BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY**

Present: Mr A Johnson – Non-Executive Director (Chair)
Mr R Moore – Non-Executive Director
Mr B Patel – Non-Executive Director
Mr K Singh – Non-Executive Director/Trust Chairman
Mr M Traynor – Non-Executive Director
Mr P Traynor – Chief Financial Officer

In Attendance: Mrs G Belton – Trust Administrator
Mr T Diggle – Head of Fundraising
Ms L Ellis – Campaign Director (for Minute 45/16)
Mr D Gorrod – Patient Partner (non-voting member)
Mr D Kerr – Director of Estates and Facilities (for Minute 48/16/1)
Mr P Molloy – Managing Director, Compton Fundraising Consultants (for Minute 45/16)
Ms J Smith - Chief Nurse
Mr N Sone – Financial Controller
Dr J Visser – Consultant Paediatric Oncologist (for Minute 45/16)
Mr C Waistell - Technical Performance and QA Officer (for Minute 48/16/1)
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Communications and External Relations (non-voting member)
Mr D Yeomanson – Head of Operations, Women’s and Children’s CMG (for Minute 45/16)

RECOMMENDED ITEMS

44/16 CHARITY ACCOUNTS AND CHARITY ANNUAL REPORT 2015-16

Further to Minute 35/16 of the Charitable Funds Committee meeting held on 6 October 2016, paper E detailed the 2015-16 draft Leicester Hospitals Charity Accounts and Charity Annual Report, for Charitable Funds Committee endorsement and recommendation thereon to the Trust Board for formal approval (in its role as Corporate Trustee). The Charity Finance Lead informed members of minor amendments required to the version presented at today’s meeting prior to formal submission to the Trust Board. Furthermore the Director of Corporate and Legal Affairs briefed members verbally in respect of a suggested word change relating to the description of the role of the Audit Committee, noting that the specific wording to be utilised would be agreed outwith the meeting with Mr Moore, Non-Executive Director and Audit Committee Chairman, prior to inclusion within the updated version to be presented at the Trust Board.

Recommended – that, subject to the specific amendments referenced above being made by the Director of Corporate Affairs and Charity Finance Lead, the Charity Accounts and Annual Report 2015-16 be endorsed and recommended onto the Trust Board (acting as Corporate Trustee) on 5 January 2017 for formal approval.

**DCLA/
CFL/TA**

45/16 REPORT FROM THE HEAD OF FUNDRAISING

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

RESOLVED ITEMS

46/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Col (Ret’d) I Crowe.

47/16 MINUTES

Resolved – that the Minutes of the 6 October 2016 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as correct records.

48/16 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.

- Minute 39/16/1 (Item for Approval – application 6230 (flexi laryngoscope) – the Committee requested that the Charity Finance Lead chased a response from the Chairman of the Medical Equipment Executive (MEE) as to whether the MEE supported the purchase of this equipment. CFL
- Minute 39/16/1c (Item for Approval – application 6225 (wireless patient rehabilitation equipment for Therapy Services) – the Committee requested that the Charity Finance Lead chased responses from the Chairman of the Medical Equipment Executive (MEE) as to whether the MEE supported the purchase of this equipment and from the IM&T directorate as to whether the Trust’s wireless system would support the use of this equipment. CFL

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. CFL

48/16/1 Availability of Wheelchairs and Provision of Improved Disabled Access Facilities (Minute 38/16/1 of 6 October 2016)

Further to discussion on this issue at the previous meeting of the Charitable Funds Committee (Minute 38/16/1 of 6 October 2016 refers), Mr D Kerr, Director of Estates and Facilities and Mr C Waistell, Technical Performance and Quality Assurance Officer, attended the meeting to brief the Committee on the current position in terms of the availability of wheelchairs within the Trust. The Director of Estates and Facilities noted that, whilst work was currently being undertaken by Mr Waistell specifically in respect of the wheelchairs at the LRI, there was insufficient resource currently and a significant number of competing workload demands within his directorate to undertake the comprehensive trust-wide review and subsequent report requested by the Committee as its previous meeting for submission to the Quality Assurance Committee. He noted that the ideal scenario would be for the Trust to have its wheelchairs logged on an asset register and tagged accordingly, however such a system was not currently in place trust-wide. Initial work was being undertaken by Mr Waistell, specifically at the LRI, to extend the use of a system originally implemented for the purpose of tracking catering trolleys for other purposes, including the tracking of wheelchairs. Mr Kerr further noted the need for the logging of other medical devices, which was an issue being progressed through the Medical Device Management Group.

In discussion on this matter, the importance of the Trust collating data to confirm the exact number of wheelchairs available on each site was emphasised, albeit noting that this work was in progress at the LRI. Discussion also took place regarding potential means of procuring additional wheelchairs (once baseline numbers had been confirmed) noting that this was best managed through the Trust’s Head of Procurement and would result in appropriate logging of the equipment procured. Also discussed was the possibility of including the Trust’s wheelchairs on the Trust’s asset register as a grouped collective asset and the potential to utilise a system of bar-coding the Trust’s wheelchairs. Members also noted that the issue of wheelchairs would feature in the CQC’s inspection report and the Trust would be responding to any recommendations made on this matter.

In concluding discussion on this matter, it was agreed that the Director of Corporate and Legal Affairs and the Chief Financial Officer would refer this matter to the Chief Executive and progress relevant issues through the executive agenda including the designation of responsibility for wheelchairs and assigning timescales for undertaking the required work

on this issue. The Director of Estates and Facilities considered that much of the required work could be completed by the new financial year (April 2017) and note was made that it would be useful to provide an update on progress on this issue at the Trust Board Thinking Day scheduled for January 2017 given the intended discussion on quality issues and in particular the standard around disability.

DCLA/
CFO

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

(B) the Director of Corporate and Legal Affairs and the Chief Financial Officer be requested to refer this matter to the Chief Executive in order that relevant issues could be progressed through the executive agenda including the designation of responsibility for wheelchairs and assigning timescales for undertaking work on this issue, and

DCLA/
CFO

(C) an update on the progression of the above-referenced work be provided at the Trust Board Thinking Day scheduled for January 2017.

CEO

48/16/2

Items for Approval (Minute 39/16/1d of 6 October 2016 – specifically to provide an update re the policy decision not to fund the maintenance of equipment through charitable funds)

The Head of Fundraising introduced discussion on this item in light of a recent request received for charitable funding to maintain an item of equipment originally purchased through charitable funds. Members confirmed the position that equipment purchased through charitable funds became a donated asset belonging to the Trust and not the Charity. It was therefore the responsibility of the Trust, and not the Charity, to fund any on-going maintenance costs. To ensure this position was clear to all staff applying for the use of charitable funds, the Charity Finance Lead and Head of Fundraising were requested to ensure that this information was clearly communicated on the application forms (which staff completed when applying for charitable funding) and in any subsequent letters issued confirming that funding for equipment (but not its on-going maintenance) had been approved by the Charitable Funds Committee. Members also re-iterated the need for the CMG Management Team to confirm support for any applications for charitable funding submitted by their staff prior to consideration by the Charitable Funds Committee.

CFL/
HoF

Resolved – that (A) this verbal information be noted, and

(B) the Charity Finance Lead and Head of Fundraising be requested to ensure that information confirming the Charity's position, as referenced above, was clearly communicated on the application forms and in any subsequent letters issued.

CFL/
HoF

48/16/3

Establishing a Public Lottery – Update (Minute 41/16/3 of 6 October 2016)

The Head of Fundraising reported verbally on this item, noting that the establishment of a public lottery had been referenced at the Charity's Annual General Meeting, further to which three individuals had expressed an interest in partaking in the lottery. It was now intended to develop a launch plan for the Lottery and further publicise it through the use of leaflets etc. The Charitable Funds Committee would continue to be briefed regarding progress at appropriate intervals.

Resolved – that this verbal information be received and noted.

49/16

APPROVALS

49/16/1

Items for Approval

Paper C outlined the grant applications received since the October 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 £72,864 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 C.

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).

Section 2.5 of paper C referenced three applications which had been approved outside the meeting in accordance with the Charity's urgent approvals process and these were as follows: application number 6216 – an application for £27,590 from the Women's Scanner Appeal Fund for an ultrasound scanner for the Gynaecology department, application 6204 – an application for £3,000 from the general purpose charitable fund for sponsorship of the CAIB award and application 6266 – an application for £14,258 from the Women's Scanner Appeal Fund for hysteroscopes for the Gynaecology department.

The Committee undertook detailed consideration of the following new applications for funding:-

- (i) Application 6267 (appendix 3 refers) was an application for £17,336 from the Cardio-Respiratory patient benefit fund for the provision of thoroscopy equipment – this was approved;
- (ii) Application 6276 (appendix 4 refers) was an application for £12,773 from the general purpose charitable fund for the provision of privacy screens at the LRI – this was approved. In response to a query raised, the Head of Fundraising confirmed that the Charity's logo would feature on the privacy screens being provided through charitable funding;
- (iii) Application 6302 (appendix 5 refers) was an application for £37,097 from the general purpose charitable fund for the provision of a 'MyOps' smart phone application – following discussion, this application was not approved. It was agreed to refer the application to the IM&T directorate for EIM&T Board review and relative prioritisation within the revenue spend available for such applications, given the view of the Charitable Funds Committee that this was not an appropriate use of charitable funds, and
- (iv) Application 6309 (appendix 6 refers) was an application for £11,712 from the general purpose charitable fund for the provision of 20 portering chairs for the LRI – this was not approved. It was agreed to refer this application for consideration through the executive process now to be undertaken in respect of wheelchairs (Minute 48/16/1 above refers).

Section 3 of paper C made reference to an application for funding which had been approved at the Charitable Funds Committee meeting in May 2016 (application 5948 for £20,500 from the medical equipment appeal fund for trauma transfer boards for patients in the Imaging and ED areas). Following finalisation of the order, the cost had increased as some necessary accessories had not been factored into the initial quote. As a result, the total cost of the application had increased to £21,400. The Committee were therefore requested to approve the additional cost of £900 with note made that the appeal fund had sufficient funds available to cover this increased cost. Members approved the additional cost of £900. In discussion, a suggestion was made that guidance could be provided within the Charitable Funds policies currently under development as to what action staff were required to take if the cost of an application subsequently increased post approval, i.e. whether there was a need to re-submit the application to the Charitable Funds Committee or not depending upon the percentage increase.

**HoF/
IC (NED)**

Particular discussion took place regarding how value for money (VFM) was assessed prior to the Charitable Funds Committee reviewing applications for funding. The Charity Finance Lead confirmed that CMGs were requested to confirm that they had taken VFM into consideration when applying for charitable funds. Whilst it was noted that the Trust had a robust procurement process, procurement would only follow the specification given and would not provide guidance as to choice and quality of items. In light of discrepancies in pricing being observed by the Committee (in items for which charitable funding was being

requested), the following two actions were agreed:

- (1) the Charity Finance Lead was requested to communicate to Heads of Operations the need to take into account value for money (VFM) considerations when signing off use of CMG charitable funds, and
- (2) the Head of Fundraising and Colonel (Ret'd) Crowe, Non-Executive Director, were requested to include guidance as to the Charitable Funds Committee's expectations with regard to VFM considerations within the Leicester Hospitals Charity policies currently under development (and expected for review at the February 2017 meeting of the Charitable Funds Committee).

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

(B) application 6267 (thorascopy equipment) be approved and the applicant notified; CFL

(C) application 6276 (privacy screens for the LRI) be approved and the applicant notified; CFL

(D) application 6302 ('MyOps' smart phone application) not be approved and instead referred to the IM&T directorate for EIM&T Board review and relative prioritisation within the revenue spend available for such applications; CFL

(E) application 6309 (portering chairs for the LRI) not be approved and instead referred for consideration through the executive process now to be undertaken in respect of wheelchairs (Minute 47/16/1 above refers); CFL/
DCLA/
CFO

(F) the increased cost of £900 (in relation to previously approved application 5948 for trauma transfer boards at the May 2016 Charitable Funds Committee) be approved and the applicant notified; CFL

(G) the Charity Finance Lead be requested to communicate to Heads of Operations the need to take into account value for money (VFM) considerations when signing off use of CMG charitable funds, and CFL

(H) the Head of Fundraising and Colonel (Ret'd) Crowe, Non-Executive Director, be requested to:

(i) include guidance as to the Charitable Funds Committee's expectations with regard to VFM considerations within the Leicester Hospitals Charity policies currently under development (and expected for review at the February 2017 meeting of the Charitable Funds Committee), and

(ii) give consideration as to the potential inclusion within the above-referenced policies as to what action staff were required to take if the cost of an application subsequently increased post-approval, i.e. whether there was a need to re-submit the application to the Charitable Funds Committee or not depending upon the percentage increase.

HoF/
IC (NED)

49/16/2 Fundraising (on UHL sites) Policy

Paper D, as presented by the Head of Fundraising, detailed a new policy around managing other charities fundraising on UHL sites and managing volunteer fundraisers acting on behalf, or in support, of Leicester Hospitals Charity. This policy formed part of the on-going work around creating a comprehensive set of policies and guidelines for the work of Leicester Hospitals Charity. This particular policy had been developed in response to increasing concern by Leicester Hospitals Charity and the UHL Estates team that some charities were fundraising in inappropriate areas of the Trust and approaching patients and visitors when it was not appropriate to do so. Leicester Hospitals Charity recognised the value that other charities brought, both to UHL and the wider community, but without proper management of visiting charities, there was a risk of alienating the very people being asked for support to the detriment of all charities. This policy had been developed following extensive conversations with charities using the UHL site and in consultation with

the Space Utilisation Team.

In discussion, members were supportive of the contents of this policy although considered it lengthy and suggested that work could be undertaken when the policy was next reviewed to summarise its contents. The Trust Administrator noted that a number of the appendices currently contained within the policy document (i.e. all those featuring after page 11) would not appear in the final iteration of the policy as they were appendices containing information specifically required by the Trust's Policy and Guideline Committee when they reviewed the document for approval prior to publication within the Trust.

Resolved – that (A) the contents of this draft policy be supported and recommended onto the Trust's Policy and Guideline Committee for formal approval and thereafter dissemination within the Trust, and

HoF

(B) the Head of Fundraising be requested to consider the potential to further summarise the contents of this policy document when it was next reviewed.

HoF

50/16 CHARITY GOVERNANCE

50/16/1 Charity Fund Investment Manager's Report

Paper F, as presented by the Charity Finance Lead, detailed a monthly position statement and a quarterly report from the Trust's Investment Managers, outlining the performance of the Charity's investment portfolio since the previous meeting and also identifying any risks and opportunities for the portfolio going forward. The portfolio was operating in line with the overall objectives and its value had increased by 3.8% during quarter 2. No particular changes to the portfolio were required at this stage, although any changes recommended by the Investment Managers would be reported back to the February 2017 meeting of the Charitable Funds Committee for a decision.

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

50/16/2 Report from the Chief Financial Officer

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

50/16/3 Finance and Governance Report

Paper H, as presented by the Charity Finance Lead, detailed the financial position of the Charity for the period ending 31 October 2016 and also provided a specific update on the general purposes charitable fund. All figures detailed within the report were subject to final year-end adjustments.

The Charity Finance Lead advised members of the Auditor's recommendation that the Charity should aim to spend its funds, albeit he noted the need for major spend in relation to the Children's Appeal and funds would require retaining for this purpose. Note was made that the Charity had not previously decided upon a de minimus level of funds for retaining. In response to a query raised as to when the planning round for the Charity commenced and the nature of the process for decision making, the Charity Finance Lead noted that this would evolve from the expenditure plans which would be sought as part of the fund re-structure. In further discussion, the Charity Finance Lead was requested to submit an outline three-year charitable funds expenditure plan and a more detailed one-year charitable funds expenditure plan for consideration at the next CFC meeting on 2 February 2017.

CFL

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

(B) the Charity Finance Lead be requested to submit an outline three year charitable funds expenditure plan and a more detailed one year charitable funds expenditure plan for consideration at the next CFC meeting on 2 February 2017.

CFL

50/16/4 Review of Funds Structure – Update

Resolved – that it be noted that this item had been addressed under Minute 49/16/3 above.

51/16 FUNDRAISING

51/16/1 Fundraising Update – Performance Report

Paper J, as presented by the Head of Fundraising, detailed recent fundraising and promotional activities in addition to upcoming events and plans. Particular note was made within the report of the need to identify a suitable base at the LRI for the Charity and the Children's Appeal team. Support was also requested from the Committee for the provision of a lunchtime meal to staff actually working on Christmas Day at a cost of circa £2000 (through increasing the budget for the Christmas Meal for staff provided through the Charity from the £35,000 agreed in August 2016 to £40,000 – section 5.4 of the report specifically referred - noting that the final figure for the provision of the Christmas meal for staff had been £37,168.75).

Members received and noted the contents of this report, noting the recent successful Charity AGM and supported the provision of a lunchtime meal to all staff working on Christmas Day.

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

(B) the budget for the Christmas Meal for staff be increased by a total of £5000 from the figure previously agreed at the August 2016 meeting of the Charitable Funds Committee, noting that this would then also facilitate the provision of a lunchtime meal to staff working on Christmas Day.

51/16/2 Report from the Head of Fundraising

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

51/16/3 Options to fund the Management of the Glenfield Hospital Support Shop

Paper L sought the approval of the Charitable Funds Committee for the appointment of a part-time shop manager based at the Glenfield Support Shop to manage, co-ordinate and develop the work of the volunteer team to increase profit through sales and promotions and increase awareness of Leicester Hospitals Charity.

The annual cost of a part time Band 4 post, including on-costs, would be £17,232. Under the supervision of a paid manager, there was confidence that Gift Aid reclaim could be introduced on donated goods as well as the promotion of other initiatives such as the new Charity Lottery.

In discussion on this item, note was made that the current location of the Glenfield Support Shop on the staff car park restricted its footfall (this car park having previously been a patient and visitor car park). The Head of Fundraising confirmed that the shop manager would be employed as part of the Volunteer Services team within the Trust. Following consideration, the Committee agreed to fund this post on a one-year fixed term contract basis, with a review twelve months after appointment to the post. The Committee also requested that an update on progress was provided at the next meeting of the Charitable Funds Committee on 2 February 2017.

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

(B) funding for this part time post (on a one-year fixed term contract basis) be supported, with a review twelve months after appointment to the post, and

HoF

HoF

(C) a further update on progress be provided at the next meeting of the Charitable Funds Committee on 2 February 2017.

51/16/4 Post Project Grant Evaluation

Paper M, as presented by the Head of Fundraising, made reference to the proposal previously agreed by the Charitable Funds Committee that staff were requested to evaluate the benefits that were subsequently derived from grants awarded to their CMG or department. This report attached the first of those evaluations for consideration by the Committee, noting that such evaluations would continue to be received twelve months from when the grant was awarded. The Committee were requested to make suggestions as to how such evaluations could be further improved.

Following discussion, it was agreed to seek information post project (from successful charitable funds applicants) as to whether the project had met its original objectives and request that they presented third party evidence (e.g. patient feedback etc) as to the benefits of the project.

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

(B) (to further enhance the evaluation process) the Head of Fundraising be requested to seek information post project (from successful charitable funds applicants) as to whether the project had met its original objectives and request that they presented third party evidence (e.g. patient feedback etc) as to the benefits of the project.

HoF

52/16 **ITEMS FOR INFORMATION**

Resolved – that there were no reports for information for receipt and noting at this meeting.

53/16 **ANY OTHER BUSINESS**

53/16/1 Invitation to Community Organisation

Mr Singh, Trust Chairman, notified the Committee that he had been invited to attend a community organisation event in the following week to receive a cheque on behalf of the Charity.

Resolved – that this verbal information be noted.

53/16/2 Health Links Abroad

Mr Singh, Trust Chairman made reference to UHL staff who were keen to go out to assist with healthcare provision in other countries, such as Uganda and of the fact that there were people in the community who would be interested in funding such activities. He therefore noted the need to systemise this in some way and undertook to keep the Committee briefed in this respect.

Resolved – that this verbal information be noted.

54/16 **DATE OF NEXT MEETING**

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 2 February 2017 at 2pm in Seminar Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.

The meeting closed at 4.25pm

Gill Belton
Trust Administrator

Cumulative Record of Members' Attendance (2016-17 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>I Crowe (Chair from May 2016 meeting)</i>	4	3	75%	<i>K Singh</i>	3	3	100%
<i>S Dauncey</i>	1	1	100%	<i>J Smith</i>	4	3	75%
<i>A Johnson (Chair from August 2016 meeting)</i>	3	3	100%	<i>M Traynor</i>	4	4	100%
<i>R Moore</i>	3	3	100%	<i>P Traynor</i>	4	4	100%
<i>B Patel</i>	3	3	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>	4	4	100%	<i>S Ward</i>	4	4	100%
<i>D Gorrod</i>	4	4	100%	<i>M Wightman</i>	4	3	75%
<i>N Sone</i>	4	3	75%	<i>J Woolley</i>	4	1	25%
<i>C Sutton</i>	4	0	0%				