

Trust Board Paper U

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 6 July 2017

COMMITTEE: Charitable Funds Committee

CHAIRMAN: Mr A Johnson, Non-Executive Director

DATE OF COMMITTEE MEETING: 1 June 2017

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

- Minute 20/17 (Well-Being at Work) – that expenditure in line with the schedule reported be supported and formally approved by the Trust Board (as Corporate Trustee).

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

- None.

DATE OF NEXT COMMITTEE MEETING: 3 August 2017

Mr A Johnson – Non- Executive Director and Chairman of the CFC Meeting  
30 June 2017

## UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

### MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 1 JUNE 2017 AT 2:15PM IN THE CJ BOND ROOM, CLINICAL EDUCATION CENTRE, LEICESTER ROYAL INFIRMARY

- Present:** Mr A Johnson – Non-Executive Director (Chair)  
Col (Ret'd) I Crowe – Non-Executive Director  
Mr B Patel – Non-Executive Director  
Mr K Singh – Trust Chairman  
Mr M Traynor – Non-Executive Director (for Minute 20/17 (part) and Minutes 21/17 to 23/17/1 inclusive)  
Mr P Traynor – Chief Financial Officer
- In Attendance:** Mrs G Belton – Trust Administrator  
Mr T Diggle – Head of Fundraising  
Mr D Gorrod – Patient Partner (non-voting member) (up to and including Minute 26/17/1)  
Ms L Milnes – Senior Staff Engagement Manager (for Minute 20/17)  
Mr N Sone – Financial Controller / Charity Finance Lead  
Ms S Stevenson – Trust and Foundations Fundraising Officer (for Minute 26/17/2)  
Mr S Ward – Director of Corporate and Legal Affairs  
Mr M Wightman – Director of Communications, Integration and Engagement  
Mr D Yeomanson – Head of Operations, Women's and Children's CMG (for Minute 26/17/1)

### RECOMMENDED ITEMS

#### **20/17 WELL- BEING AT WORK**

Ms L Milnes, Senior Staff Engagement Manager, attended to present paper 'D', which provided the Committee with the following information: 2016/17 Well-Being at Work spend (appendix A to the report refers), the 2017/18 Well-Being at Work annual plan for events and activities, showing predicted costs and financial commitments (appendix B to the report refers), updates on the 2017-19 health and well-being CQUIN (appendix C of the report refers), the proposed use of the Staff Lottery surplus to support health and well-being initiatives in the Trust; namely implementation of some organisational-wide initiatives, including a Fitbug Challenge; all of which would assist towards achievement of the 2017-19 CQUIN (appendix D to the report referenced a case study demonstrating the benefits of fitbugs) and a health and well-being strategy update that was provided to the Executive Workforce Board (appendix E to the report refers).

The Charitable Funds Committee was requested to:-

- (1) note the contents of appendix A detailing the 2016/17 Well-Being at Work spend and the surplus monies that would now be added to the 2017/18 Well-Being at Work annual plan;
- (2) approve the budget for 2017/18 of £104,600, to be spent on the items detailed within Appendix B and approve one-off expenditure on the Fitbug Challenge of £31,500 utilising surplus staff lottery money for the latter (the benefits of so doing were as detailed within the report and associated appendices C and D and this cost included a service fee as well as the equipment itself) and
- (3) note the contents of appendix E.

In discussion on this item, members:

- (i) made note of the information relating to the fitbug challenge and the other initiatives put forward to the Steering Group which were currently being costed (as referenced on pages 2 and 3 of paper D);
- (ii) requested that, in future iterations of this report, the Senior Staff Engagement Manager highlighted the demonstrable benefits of the proposed investments to patients;
- (iii) noted that it would be beneficial to try and assist those staff groups with higher than average levels of sickness absence;

**SSEM**

- (iv) queried whether the reference to sponsorship of a Caring at Its Best Award in both papers D (Well-Being at Work) and paper E (Items for Approval) constituted duplication or whether these references detailed sponsorship of two separate awards – it was agreed that the Director of Communications, Integration and Engagement would ascertain this outwith the meeting;
- (v) noted the planned use of funds in a structured way so as to avoid the build-up of a significant balance;
- (vi) queried whether the Trust was committed to the list of initiatives and activities detailed within Appendix B, with members noting that some of these represented health and well-being initiatives whereas others were more for the purpose of entertainment / socialising; with the types of activities falling into this latter category unlikely to appeal similarly to all staff. The Senior Staff Engagement Manager noted that the list of initiatives and activities represented those voted for by staff. The Chief Financial Officer noted the difficulties in differentiating between health, well-being and morale and suggested that it would be helpful to seek the views of staff more regularly on what initiatives / events they would like to see taking place. In response, the Senior Staff Engagement Manager advised that the previously named 'Well-Being Champion' initiative was being re-launched later in June 2017 with the creation of 'Health and Well-Being Champions' and this would facilitate two-way communication with Trust staff;
- (vii) requested that the Senior Staff Engagement Manager fed back to the Health and Well-Being Board the preference expressed by Charitable Funds Committee members for funds to be utilised more for health and well-being initiatives which would be of benefit to wider groups of staff, than for social events which would appeal to smaller groups of staff;
- (viii) queried whether there was any demographic profiling of the staff who attended these events / participated in the initiatives, in response to which the Senior Staff Engagement Manager noted that this data was collected and available;
- (ix) queried whether the evaluation of well-being initiatives included sickness absence as a measure – this was confirmed, and
- (x) queried how long the fitbug monitor was in use for – this was one year.

DCIE

SSEM

In concluding discussion on this item, members received and noted the contents of paper D and its appendices and supported expenditure for 2017/18 in line with the schedule detailed within appendix B for onward recommendation onto the Trust Board (as Corporate Trustee) for formal approval.

**Recommended – that (A) expenditure in line with the schedule detailed at Appendix B (of paper D) be supported and formally approved by the Trust Board (as Corporate Trustee),**

**(B) the contents of paper D and its appendices (A-E inclusive) be received and noted,**

**(C) the Senior Staff Engagement Manager be requested to:**

- (i) highlight the demonstrable benefits of the proposed investments to patients in future iterations of this report to the Charitable Funds Committee, and**
- (ii) feed back to the Health and Well-Being Committee the preference expressed by Charitable Funds Committee members for funds to be utilised more for health and well-being initiatives which would be of benefit to wider groups of staff, than for social events which would appeal to smaller groups of staff, and**

SSEM

**(D) the Director of Communications, Integration and Engagement be requested to ascertain, outwith the meeting, whether reference to sponsorship of a Caring at its Best Award in both papers D (Well-Being at Work) and E (Items for Approval) constituted duplication (with each paper referring to the same award) or whether these references detailed sponsorship of two separate awards.**

DCIE

**RESOLVED ITEMS**

## 21/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr S Crawshaw, Non-Executive Director, Mr R Moore, Non-Executive Director and Ms J Smith, Chief Nurse.

## 22/17 MINUTES

**Resolved** – that the Minutes of the 6 April 2017 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

## 23/17 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 4/17 of 2 February 2017 (relating to wheelchair provision at the Trust) – Mr Johnson, CFC Chairman, noted that budgets for 2017/18 should now have been confirmed and requested an update on the progression of work relating to wheelchair provision. It was agreed that the Trust Administrator would contact the Director of Estates and Facilities to seek an update on progress accordingly, and
- Minute 06/07/1 of 2 February 2017 (relating to an application for funding, reference 6352) – it was noted that confirmation of support for this application had now been received from the CSI Clinical Management Group, however confirmation of support from the Director of Estates and Facilities remained outstanding. Accordingly, it was agreed that the Director of Corporate and Legal Affairs would contact the Director of Estates and Facilities to seek confirmation of support for this application.

TA

DCLA

**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.

### 23/17/1 Emergency Floor Project Report (Minute 14/17/1)

Further to Minute 01/17 of 2 February 2017, the Head of Fundraising presented paper 'C', which referenced the funds of £650,000 provided by Leicester Hospitals Charity towards the enhancement of the Emergency Floor; this funding having arisen from two major grants (£300k from the Thomas Cook Children's Charity and £350k from RVS for the adult emergency floor) and highlighted the current position in relation to monies spent and the works undertaken to-date.

As the report presented did not currently provide the Committee with all of the detail it required for assurance purposes, it was agreed to invite Ms Edyvean, EF Project Manager, to attend the next meeting of the Charitable Funds Committee on 3 August 2017 to present a report confirming the final costs of items for the Emergency Floor for purchase through charitable funds, clarifying where and why any items varied from the initial specification.

HoF

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

**(B) the Head of Fundraising be requested to invite Ms J Edyvean, EF Project Manager, to attend the next meeting of the Charitable Funds Committee on 3 August 2017 to present a report confirming the final costs of items for the Emergency Floor for purchase through charitable funds, clarifying where and why any items varied from the initial specification.**

HoF

## 24/17 APPROVALS

### 24/17/1 Items for Approval

Paper E outlined the grant applications received since the April 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 £107,355 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 E.

Appendix 2 detailed one application that had been rejected.

The Committee undertook detailed consideration of the following new applications for funding (sections 2.4 and 2.5 of paper E refers):-

- (i) application 6550 (appendix 3) was an application for £38,558 from the Pancreatic and Liver Cancer APP fund for the design of an app for electronic devices, with a specific donation having been received for this purpose – the Committee approved this application, subject to confirmation of IM&T support; CFL
- (ii) application 6547 (appendix 4) was an application for £3000 from general purpose charitable funds for sponsorship of a Caring at its Best Award (Minute 20/17 above also refers) – the Committee approved this application irrespective of whether this constituted duplication of the Caring at its Best award referenced in paper D (Minute 20/17 also refers) or whether this represented sponsorship of a second award, and
- (iii) application 6549 (appendix 5) was an application for £2000 from general purpose charitable funds for a research project into infra-red treatment of herpes of the eye – the Committee approved this application, subject to confirmation that there were no available research funds that could be utilised for this purpose. CFL

Section 2.6 of the report referenced a further application for equipment that had been received but not approved by the Chair of the Medical Equipment Executive, in view of the fact that he considered that there was more essential equipment that the Charity may be able to fund. The applicant had been advised and a meeting was being arranged to further explore this matter. An acknowledgement was made within the report of the need to look at how staff and fund managers may best be advised when looking for funding for medical equipment and what prioritisation process the Charity may wish to follow.

Section 3.1 of the report detailed two short term funds (S003 for the Pancreatic and Liver APP Design that had an anticipated closure date of March 2018 and Q842 for the Brown Dog Stargaze Challenge that had an anticipated closure date of September 2017) which had been requested, the establishment of which required the approval of the Charitable Funds Committee. The establishment of both funds was approved by the Committee.

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

**(B) application 6550 be approved subject to confirmation of support from IM&T;** CFL

**(C) application 6547 be approved;** CFL

**(D) application 6549 be approved, subject to confirmation that there were no available research funds that could be used for this purpose, and** CFL

**(E) the establishment of new funds S003 and Q842 be approved.** CFL

## **25/17 CHARITY GOVERNANCE**

### **25/17/1 Report from the Charity Finance Lead**

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

25/17/2 Report from the Charity Finance Lead

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

25/17/3 Finance and Governance Report

Paper G, as presented by the Charity Finance Lead, provided an update on the financial position and general purposes fund for the month ending 30 April 2017. The position of the general purposes fund as at 30 April 2017 was included as appendix 1 to the report. The position against plan was shown in appendix 2. A breakdown of the fund balances per CMG were detailed in appendix 3 to the report.

Members received and noted the contents of this report.

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

25/17/4 Report from the Charity Finance Lead and Head of Fundraising

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

**26/17 FUNDRAISING**

26/17/1 Report from the Head of Fundraising

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

26/17/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper J, which referenced recent fundraising and promotional activities, plus upcoming events and plans with individual contributions made to the report by members of the Charitable Fundraising Team.

Specific note was made of the new charity shop at the LGH due to open in June 2017 and the fact that the UHL Space Utilisation Panel had found the fundraising team a space at the LRI Balmorol Reception, which would be trialled over the next few months and then reviewed. Note was also made of discussions held regarding the future of Heartwize, in respect of which a further report was expected at a future meeting of the Charitable Funds Committee.

Ms Stevenson, Trusts and Foundations Fundraising Officer, attended to give a presentation to the Committee on the specific area of work she undertook for the Charity (a copy of which was appended to paper J).

Particular discussion took place regarding:-

- (i) whether there was any assistance that members of the Committee could offer the Trusts and Foundations Fundraising Officer - it was agreed that the Head of Fundraising and the Trust and Foundations Fundraising Officer would give consideration as to how the Charitable Funds Committee could potentially assist them in progressing their fundraising work (particularly with regard to sharing contacts / networking opportunities / attendance at specific events) and, once defined, seek such assistance from members accordingly, and
- (ii) the request made that the Committee approve the renewal of the licence for the Grant Finder Search Engine utilised by the Charitable Fundraising Team, at a cost of £15k per year for the next two years. In light of the need for clarity around the specific details of the contract entered into, it was agreed that the Head of Fundraising would provide the Chief Financial Officer with the specific details of the contract outwith the meeting in order to ascertain the specific terms, noting the Committee's support for its continued use.

**HoF/  
TFFO**

**HoF**

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

(B) the Head of Fundraising and the Trust and Foundations Fundraising Officer be requested to give consideration as to how the Charitable Funds Committee could potentially assist them in progressing their fundraising work (particularly with regard to sharing contacts / networking opportunities / attendance at specific events) and, once defined, seek such assistance from members accordingly, and

HoF/  
TFFO

(C) the Head of Fundraising be requested to provide the Chief Financial Officer with the specific details of the Grant Finder Search Engine contract outwith the meeting in order to ascertain the specific terms, noting the Committee's support for its continued use.

HoF

26/17/3 Post Project Grant Evaluation

The Head of Fundraising presented paper 'K', which detailed post project evaluation information for the following projects: application 5595 (UVO decontamination equipment), the first year of the non-religious chaplain and a report from the Breast Care Centre on the progress of the Research Nurse post. The evaluations described how the funds were used and how patients and visitors had benefitted. Comments were sought from members on the evaluations presented and how the evaluation form could be improved upon.

In discussion, members queried the future funding sources for both the Non-Religious Chaplain post and the Research Nurse post, in response to which the Head of Fundraising advised that the Non-Religious Chaplain post had initially been funded through charitable funds in order that the value of such a post could be assessed and evaluated. Future funding of the post would be through the budget of the Nursing directorate. Similarly, future funding for the Research Nurse post would be secured elsewhere.

The Head of Fundraising was requested to consider amending the grant evaluation forms to seek to confirm whether the funding provided had achieved the outcome that had been intended initially.

HoF

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

(B) that the Head of Fundraising be requested to consider amending the grant evaluation forms to seek to confirm whether the funding provided had achieved the outcome that had been intended initially.

HoF

27/17 ITEMS FOR INFORMATION

27/17/1 Leicester Hospitals Charity – Structure of Funds

**Resolved** – that the contents of this report (paper L - as previously submitted to the Executive Performance Board on 23 May 2017) be received and noted.

28/17 ANY OTHER BUSINESS

**Resolved** – that there were no additional items of business.

29/17 DATE OF NEXT MEETING

**Resolved** – that the next meeting of the Charitable Funds Committee be held on Thursday 3 August 2017 from 2pm in Seminar Rooms A&B, Clinical Education Centre, Leicester General Hospital.

The meeting closed at 4.50pm.

**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>	2	0	0%	<i>K Singh</i>	2	2	100
<i>I Crowe</i>	2	2	100%	<i>J Smith</i>	2	1	50
<i>A Johnson (Chair)</i>	2	1	50	<i>M Traynor</i>	2	2	100
<i>R Moore</i>	2	1	50	<i>P Traynor</i>	2	2	100
<i>B Patel</i>	2	2	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>	2	2	100	<i>C Sutton</i>	2	0	0
<i>D Gorrod</i>	2	2	100	<i>S Ward</i>	2	2	100
<i>N Sone</i>	2	2	100	<i>M Wightman</i>	2	2	100