

**LEEDS TEACHING HOSPITALS'**

**CHARITABLE FOUNDATION**

**CHARITY NUMBER 1075308**

**TRUSTEES' ANNUAL REPORT**

**2012/13**

# CHAIRMAN'S INTRODUCTION

## THE BOARD

The Board in the year 2012/13 consisted of the following trustees : Councillor Bernard Atha CBE,LLB, FRSA(Chairman), Roger Cannon (Vice chairman), Roger Frier FCIB,FCIM, Peter Knowles FCSI,FFA, Professor Simon Lee BA (Oxon),LLM (Yale), David Loudon BSc(Hons),MBA, Chartered FCSI plus Caroline Gruen as Trustee in waiting and Hamish Macdonald who agreed to remain on as medical adviser. Mr Collier, Chairman of the NHS Leeds Teaching Hospitals Trust resigned on 31 January 2013.

## GOVERNANCE

During the year there was a small change in our organisational arrangements. There were the following Advisory Groups.

Fundraising & Staff Lottery  
Chaired by Bernard Atha



Research & Development  
Chaired by Roger Cannon



Finance & Audit  
Chaired by Peter Knowles



Medical & Scientific  
Equipment  
Chaired by Roger Frier



Training & Education  
Chaired by Simon Lee



Patients Staff and Resources  
Chaired by David Loudon



Advisory Group Minutes are considered and their recommendations approved by the full Board subject to any changes the Board might make. All members have an open invitation to attend each and every Special Advisory Group.

During the year all policies, the risk register and standing orders have been reviewed and readopted by the Board.

There has been one incident reported to the Charity Commission of an alleged theft, all appropriate measures were taken with regard to this incident and the Charity Commission have noted the matter and required no further action.

Attention has been given to succession and discussions have been held with the Appointments Commission to ensure a regulated renewal of the Board.

## **Finance**

The turmoil in global financial markets, the double dip recession, the uncertainty affecting the Euro zone and the fall in the property markets have together been a source of deep concern to all charities including our own. However, we have been fortunate to see an increase in incoming resources from £4.8m in 2011/12 to £6.8m in 2012/13, largely accountable to a significant increase in legacy income.

Our capital investment has experienced something of a roller coaster ride over the past three years posting substantial paper losses which were recovered in the next year. In the year 2011/12 the value of our invested assets dropped from a high of the previous year of £37.12m to £36.12m. In the year 2012/13 most satisfyingly the value of our investments rose to a figure of £40.86m.

## **GRANTS**

Despite these difficulties we were able to commit substantial sums to medical research, to staff welfare and amenities, to capital equipment, enhancements to the environment and to patient welfare and amenities totaling £3.93m.

Staff costs in 2012/13 were £403,000 and staff numbers increased slightly due to the increased activity and energy needed in the current climate. A commensurate increase in fundraising is expected. The Children's Hospital Appeal launched in 2011 continues satisfactorily though our high hopes have been dampened by the severity of the financial situation which is affecting donations and fundraising. The Fundraising Team is very small considered against its fund raising capacity. Further increases in personnel are essential if fundraising is to grow.

Discussions with Trust clinicians led to the Charitable Foundation agreeing to support a chair in Clinical Oncology. Dr Sebag Montefiore was appointed which should have a significant effect in maximizing the progress made in the treatment of cancers. Our very sincere thanks go to the Trustees of the Audrey and Stanley Burton Trust for their exceedingly generous support which made this outstanding development possible.

## **FUNDRAISING**

The environment for fundraising could not be more demanding. Our small team of fund raising staff has met this challenge and their plans for the future generate considerable confidence in the Trustees. The Fundraising Special Advisory Group for the Yorkshire Cancer Centre Appeal has had a successful year.

The Children's Hospital Appeal has been less successful than we had hoped given the emotional appeal of children in need of the best medical services.

The Staff Lottery continues to award prizes and provide a steady income to benefit the employees of The Leeds Teaching Hospital NHS Trust.

The Training & Education Special Advisory Group with limited resources continues to support the Annual Nurses & Midwifery Conference held in May, an event which is important in our efforts to generate good practice. The Trust agreed to fund a new initiative proposed by Ruth Holt Chief Nurse and others aimed at conducting translational research directly aimed at better medical outcomes, £51,400 per annum being committed over a period of five years. Discussions have been taking place for a considerable period of time about funding an annual award aimed at enhancing the performance of and the need for excellence in nursing care, such award to be named after Hamish Macdonald who had suggested this award initially. The first award will be made in 2013.

The Patient, Staff & Service Support Advisory Group invites and receives annually, a large number of grant requests and makes Awards which are designed to deliver a clear benefit and which enhance patient care and the working conditions of the staff the Trusts most valuable resource. These awards are spread across all Departments and wards in an attempt to show that the Charitable Foundation attempts to benefit all patients and staff. This funding has a positive impact on the patients and staff in this very large NHS Trust.

The Charity also has a large number of specific funds that it oversees the management of on behalf of fund advisors. The Trustees must ensure appropriate governance and expenditure of these funds are in line with the donors wishes. Such expenditure must meet both the charitable foundation objectives and those of the specific fund. Within the year 2012/13 a total of £3.26m was spent by these specific funds.

Thanks are due to Ms Maria Booker and the Charitable Foundation staff who, despite the team being very small in number compared with so many other charities, continue to administer the Charitable Funds that support one of the biggest NHS Trusts in the UK. To illustrate the complexity of the current situation Sarah Doig, our accountant, manages a total of 836 individual funds, the result of most wards and departments raising funds for their own specific needs and of the Foundation managing the charitable funds of all the six Hospitals in the Leeds NHS Trust.

I conclude by reiterating my thanks to my Board colleagues with whom it has been a privilege to work. The Trustees give generously of their time, knowledge and experience. No financial remuneration is paid to the Trustees and each meets his or her own expenses which can be considerable. Our collective thanks go to the distinguished clinical and nursing staff and scientists with whom we work so productively.



Bernard Atha  
Chairman

## **THE TRUSTEES**

The Charitable Foundation's Board consists of five independent lay members, and two National Health Service nominated appointees, making a total of seven Trustees. There are also two co-opted advisers Mr. H Macdonald (Medical) and Cllr Mrs. C Gruen.

### **Independent Lay Members**

Lay Trustee from 1<sup>st</sup> October 2000 to 30th September 2013 is :  
Councillor B P Atha CBE LLB Barrister at Law FRSA (Chairman)

Lay Trustee from 1st October 2000 to 30th September 2013 is:  
Mr. P. F. Knowles FCSI FFA

Lay Trustee from 1st November 2009 to 31st October 2013 is:  
Professor S Lee BA (Oxon) LLM (Yale)

Lay Trustee from 4th November 2010 to 3rd November 2014 is:  
Mr. R. G. Frier FCIB FCIM

Lay Trustee from 19th November 2010 to 18th November 2014 is:  
Mr. D. Loudon BSc MBA Chartered FCSI

### **National Health Service Nominated Members**

NHS Trustee from 1<sup>st</sup> February 2004 to 31st January 2014:  
Mr. R C Cannon (Vice Chairman 1st April 2011)

NHS Trustee from 1<sup>st</sup> June 2008 to 30th May 2012 was Dr. Valerie Kaye PhD MA (Hons)  
NHS Trustee from 1st June 2012 to 1st January 2013 was Mr. Mike Collier (Leeds Teaching Hospitals Chairman).

A Lay Trustee's term of office is normally four years. Three of the present independent lay members have been re-appointed under special dispensation from the Appointments Commission to ensure continuity.

The Board of Trustees elects a Chairman and Vice-Chairman on an annual basis.

The Charitable Trustees are individually answerable to the Charity Commission with regard to the management of funds, and they are duty bound to ensure that all money, within their responsibility, is spent in accordance with the wishes of the donor and the objectives of the charity.

The Board of Trustees meets on a bi-monthly basis when the Special Advisory Groups' recommendations are tabled for discussion and ratification, if approved.

# **THE CHARITABLE FOUNDATION'S STAFF**

**Ms Maria Booker**

Secretary to the Charitable Foundation/Charitable Foundation Manager

**Mrs. Margaret C Atkinson**

Legacy Officer and PA/Secretary to Ms Maria Booker

**Mrs. Sarah Doig**

Trust Funds Accountant/Treasurer to the Charitable Foundation

**Mrs. Amanda Franklin**

Finance Administrator/Advisor

**Mrs. Julie Westlake**

Accounts Assistant

**Mrs. Marina Sretovic**

Accounts Assistant

**Mrs. Sharon Edwards**

Fundraising Coordinator

**Mrs. Sheila O'Shea**

Yorkshire Cancer Centre Appeal Director

**Miss. Tifanie Baskerville**

Fundraising Coordinator

**Mrs. Jacquie Cross**

Fundraising Development Manager

**Mr. Andrew Roberts**

Web & Communications Coordinator

## HISTORY OF THE CHARITABLE TRUST

Hospital Charitable Trustees were created by the 1973 National Health Service Re-organisation Act under Section 29.

The first Special Trustees at The General Infirmary at Leeds and St James's University Hospital were appointed in 1974, taking formal responsibility for the charitable funds and assets of the two major hospitals in Leeds, in accordance with a Deed of Trust.

Some 23 years later in 1997, a new governing document entitled Declaration of Trust was drawn up by Parliament. The General Infirmary at Leeds and St James's University Hospital, Leeds, were amalgamated in the year 2000, resulting in the demise of the Special Trustees of the two individual hospitals.

The Leeds Teaching Hospitals' Charitable Foundation complies with all statutory requirements, including the Charities Acts 1993 and 2006, the Charity Accounts and Reports Regulations 1995 and 2000 (issued under the Charities Act 1993), and is in compliance with the Charity Commission's Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 2005.

The Leeds Teaching Hospitals' Charitable Foundation was established on 29th April 1999 by statutory instrument and is responsible for the administration of all the charitable funds of The General Infirmary at Leeds, St James's University Hospital, St James's Institute of Oncology (formally Cookridge Hospital), Wharfedale Hospital, Seacroft Hospital, Chapel Allerton Hospital, The Leeds Dental Institute and the Leeds Chest Clinic.

The Secretary of State for Health appoints the Trustees of the Leeds Teaching Hospitals Charitable Foundation, and a Board of Trustees was established in October 2000 consisting five Lay and two Health Authority members.

In October 2009 the Charity Commission for England and Wales published specific NHS charities guidance. This guidance has been adopted as a framework to ensure ongoing governance and that the financial management agenda is aligned with the Charity Commission's work and accounting regulations in relation to NHS Charities.

The Charitable Foundation is independent of the Leeds Teaching Hospitals NHS Trust Board.

All applicable charitable funds are registered in line with the guidance issued by the Charity Commission to all NHS charitable bodies.

## **OBJECTIVES AND ACTION PROGRAMME**

To adhere to the disciplines of the Declaration of Trust, and especially –

- (a) Ensure all money gifted to the Leeds Teaching Hospitals is spent in accordance with the donor's wishes (taking into account medical advances).
- (b) Invite applications for grants to improve the facilities of the wards, clinics and departments (outside the responsibility of the Leeds Teaching Hospitals NHS Trust Board) with particular emphasis on patient care.
- (c) Invite applications for grants for the furtherance of medical research.
- (d) To work closely with the Leeds Teaching Hospitals' NHS Trust Board to enable the Leeds Teaching Hospitals to continue to provide high quality patient care, research and teaching in all fields of medicine.
- (e) To ensure the maximum benefit is obtained from the investments held by the Leeds Teaching Hospitals' Charitable Foundation, in accordance with Section 27 of the Charities Act 1993, Charities Act 2006 (or any modification of these acts).
- (f) To pursue an active investment policy as set out in the Charity Commission's Scheme dated 16<sup>th</sup> December 1998, and the Trustees' Act 2000 section 4 (1).
- (g) Investment in companies involved in the production of tobacco products is strictly precluded.



# MANAGEMENT

There are three types of fund within the charity.

1. **The Endowment Funds** (capital in perpetuity) are governed by documents that specify that the initial amount used to set them up cannot be spent. However, any income that is earned can be spent on items as directed in the governing documents.
2. **Restricted Funds** that are held for specific wards, departments and research specialties. These funds have their own objectives, i.e. patient welfare and training of nurses, etc. Each has a Fund Advisor who is drawn from the ward or department to which it relates.

All expenditure has to be approved by the appropriate Fund Advisor. It is then passed to the Trust Funds Officers of the Charitable Foundation for verification and final approval by the Charitable Trustees. All such requests are reviewed by the Charitable Foundation Secretary and any application for expenditure over £5,000 has to be approved by the Chairman of the Charitable Trustees before final consent. This process is overseen by the Charitable Foundation's Audit and Review Advisory Group and the actions approved by the full board.

3. There are also **Unrestricted Funds**, being money held that has been donated without having a specific ward, department or specialty in mind, and this can be spent on the general purposes of the charity. The Charitable Trustees have established an annual budget and cash flow forecast for the Unrestricted Funds, and they invite bids for grants from staff within the NHS Trust.

The Charitable Trustees have established seven Special Advisory Groups to evaluate requests for funding, prior to their being placed on the Trustees' Board agenda.

The Special Advisory Groups comprise the following Charitable Trustees Cllr Mrs. Gruen co-opted member and members of staff: -

## **Finance & Audit SAG**

Mr P Knowles (Chairman)  
Councillor B P Atha  
Mr R C Cannon  
Mr D Loudon  
Ms M Booker (Secretary – Charitable Foundation)  
Mrs S Doig (Trust Fund Accountant)  
Mrs M C Atkinson (Minute Secretary)

This Special Advisory Group is responsible for overseeing all matters relating to finance and internal/external audit.

**Patient, Staff & Support Services SAG**

Mr D Loudon (Chairman)  
Mr R C Cannon  
Miss R Holt (Chief Nurse)  
Mr M Roberts (Estates)  
Dr S Michael (Head of Clinical Engineering)  
Mrs A Franklin (Finance Administrator)  
Ms M Booker (Secretary - Charitable Foundation)  
Mrs M C Atkinson (Minute Secretary)

This Special Advisory Group makes recommendations to the Board of Charitable Trustees on applications for funding received from the various wards and departments for items not provided for by the NHS Trust Board.

**Medical & Scientific Equipment SAG**

Mr R Frier (Chairman)  
Councillor B P Atha  
Mr R C Cannon  
Mr A Gibbons (LTH Capital Contracts)  
Mr R Gledhill (LTH Finance Manager)  
Dr S Michael (Head of Clinical Engineering)  
Mrs A Franklin (Finance Administrator)  
Ms M Booker (Secretary - Charitable Foundation)  
Mrs M C Atkinson (Minute Secretary)

This Special Advisory Group makes recommendations to the Board of Charitable Trustees on applications for funding received from the various wards and departments for items not provided for by the NHS Trust Board.

**Research & Development SAG**

Mr R C Cannon (Chairman)  
Councillor B P Atha  
Mr H N Macdonald (Medical Advisor)  
Professor S Smye (Director of NIHR CCRN and Director of Research & Development NHS Trust)  
Ms M Booker (Secretary - Charitable Foundation)

This Special Advisory Group makes recommendations to the Board of Charitable Trustees following appraisal of projects for Fellowship Awards, Pilot Project Awards & Project Support funding.

## **Training & Education SAG**

Prof Simon Lee (Chairman)  
Mr H N Macdonald  
Prof Simon Lee  
Professor C Hale (Head of Division of Nursing,  
School of Healthcare Studies)  
Mr R McMaster (Nurse Consultant A&E)  
Ms M Booker (Secretary – Charitable Foundation)  
Mrs. M C Atkinson (Minute Secretary)

This Special Advisory Group makes recommendations to the Board of Charitable Trustees on the award of grants to enhance training and education of staff working for the Leeds Teaching Hospitals.

## **General Fundraising SAG**

Councillor B P Atha (Chairman)  
Mrs J Cross (Fundraising Development Manager)  
Mrs S Edwards (Fundraising Coordinator)  
Mr R Roberts (Web and Communications Coordinator)  
Ms M Booker (Secretary - Charitable Foundation)  
Mrs M C Atkinson (Minute Secretary)

This Special Advisory Group is responsible for all fundraising events linked to General fundraising matters.

## **Fundraising (Yorkshire Cancer Centre) SAG**

Councillor B P Atha (Chairman)  
Mr R C Cannon  
Mrs S O'Shea (Appeal Director – Yorkshire Cancer Centre)  
Miss Tifanie Baskerville (Fundraising Coordinator)  
Ms M Booker (Secretary - Charitable Foundation)  
Mrs M C Atkinson (Minute Secretary)

This Special Advisory Group is responsible for all fundraising events linked to the Yorkshire Cancer Centre Appeal and related matters.

## **Staff Lottery (sub group)**

Councillor B P Atha (Chairman)  
Mr T Austwick (Estates & Facilities)  
Mrs K Anderson-Kay (Staffside Representative)  
Mr M Irving (Staffside Representative)  
Mrs A Bradshaw (Corporate Planning Manager)  
Ms M Booker (Secretary - Charitable Foundation)

Mrs A Franklin (Trust Funds Co-coordinator)  
Mrs M C Atkinson (Minute Secretary)

The Group administers the Trust wide Staff  
Lottery.

A Charitable Trustee is appointed to the relevant Advisory Group for a one year term, after which the position is reviewed. The Charitable Foundation's Board of Trustees appoints the Chairmen of the Special Advisory Groups annually.

The Charitable Trustees table a list of all expenditure approved by the Special Advisory Groups at the following Board Meeting of the Charitable Foundation for ratification.

All Trustees may attend any of the meetings of the Special Advisory Groups at there discretion.

The Chairmen of the Special Advisory Groups may co-opt additional members as advisors, if they require further expertise.



## **GENERAL FUNDRAISING**

### **Background**

The fundraising team provides help, advice and support to community fundraisers and co-ordinates the main appeals for the Leeds Teaching Hospitals Charitable Foundation. Due to the increased workload over the last 12 months, the fundraising team increased from three to five members in early summer, to give help with finance and admin support. This support enabled our fundraisers to become more proactive in promoting and developing events and creating awareness for our appeals.

### **Communication & Awareness**

Our Charity Chatterbox newsletter has been well received by donors since our first edition in 2010 and continues to be published twice yearly, with 50,000 newsletters being distributed across the region with each edition. This has increased ten fold within the last 12 months and is having a positive effect with registrations to events and has led to increased donations. Our newsletter is full of information about forthcoming events, community fundraising and how donations have been spent across all specialities within the trust.

PR continues to play an important role in creating awareness from local media stories to the staff intranet.

Social Media has played a vital role within the last twelve months and being able to dedicate time to this has definitely helped our cause. The impact of using social media is huge and this is something that we intend to explore further over the forthcoming year.

### **Social Media Impact:**

- Increased awareness of the charity, its work, events etc.
- Instant contact and feedback with supporters
- Free and wide reaching advertising of events
- Interaction with supporter  amiliari events and free promotion
- Ability to encourage 'Text donate' micro donations - This will increase as the number of 'page likes' and 'followers' (in particular) increases.
- Interaction with corporate sponsors. Able to post pictures and interact via 'pages' on Facebook and mutual 'following' on twitter, where companies can 're-tweet' things that our appeals have said to their followers.
- Competitions and give-aways via Facebook, particularly 'like and share' type scenarios, encourage interaction with supporters. This in turn posts our page to their 'newsfeed' which appears to their Facebook 'friends'. Again, this facilitates free advertising, raising awareness and in turn increasing participation in events such as the Leeds 10K.
- Photos from events can be easily posted allowing potential future participants to view what the event is like, encouraging participation.

This year saw the launch of our new promotional DVD, which explains what Leeds Children's Hospital Appeal is all about. It took over three days to make this inspiring short film with a film crew shadowing various members of staff across a number of wards and departments.

Hours and hours of footage were edited down to make the 7 minute film.

A massive thank you to staff, patients and their families who spared their time to help us, their stories are real and we appreciate those who shared their experiences with us.



## LEEDS CHILDRENS HOSPITAL APPEAL

Over the last twelve months the Leeds Children's Hospital Appeal has received some amazing support from so many. We have been nominated as Charity of the Year by numerous companies and local businesses, we continue to receive unfailing support from patients and their families, schools and the local community.

The appeal has broken through the £1million barrier in less than three years of the appeal being launched. This has only been made possible by the incredible support we receive.

**How donations are spent:-** The Leeds Children's Hospital Appeal has funded distraction walls, wall art and glamour for wards and departments and of course state of the art medical equipment.



iDXA Scanner, this scanner provides a clear reconstruction of the spinal vertebrae in a single view. This is used to look for compression fractures, in conjunction with the bone density results this can rapidly guide diagnosis and therapy from a Single test. **Cost £79,750**

Gait keeper treadmill, walking is one of the main recommended activities for post operative or post neurological insult rehabilitation. This treadmill allows therapists to control speed, inclined and body support whilst providing

hands on facilitation of the child's gait by the therapist. **Cost £20,695**

Having an MRI scan without anaesthesia is difficult unless the child is distracted, Cinema Vision will enable children to watch a DVD, they will see a colour screen through goggles and hear sound through earphones they are wearing whilst in the scanner. This reduces the need for sedation in children. **Cost £38,500**

These are just a few of the many, items the appeal has funded throughout the last 12 months.

## Events

This has certainly been a busy year with so many national celebrations happening as well as our local events, with the Olympics inspiring many of our supporters to take part in a variety of sporting events.

We have continued to familiar and plan smaller events aimed at staff and our social media followers, encouraging them to take part, with many then going on to take part in mass participation events such as the Leeds 10K and our parachute Jump.

Throughout the last twelve months supporters have taken part in events such as football tournaments, swims, Leeds 10K, beauty school evenings, cinema nights, raffles, parachute jumps, challenge events and many more...



The Leeds 10K continues to be one of our largest events in the event calendar and this year was no different, with runners raising £12,397 for the Leeds Children's Hospital Appeal.

14 participants also donned their walking boots to experience an adventure of a lifetime discovering the beauty of the Carpathian Mountains, trekking through stunning Romanian countryside on the Transylvania Trek raising £5,496.

The Big Jump 2012 attracted our largest group of skydivers to date 19 participants taking part raising an amazing £7,678.

## Community Fundraising

Community fundraisers continue to play an important role in fundraising. The majority turn to fundraising as a way of saying thank you for the care that they, a family member, colleague or friend may have received. Having experienced the care received from Leeds Teaching Hospitals NHS staff, this motivates them to go to often extraordinary lengths to raise money and help to make a difference for others.



Isaac Jones is such an inspirational young man. He was born 8 weeks premature with a rare condition which meant he was unable to swallow and his bowels didn't work, he underwent an 8 hour operation at just two days old.

Isaac took part in the great north mini run and raised £1,332.00, just amazing!

## Corporate

The Leeds Children's Hospital Appeal was overwhelmed to receive the support of Luscombe Suzuki for a second year.

Having the car for an additional year has given the appeal increased awareness and has become a topic of conversation at schools and community events!

The Leeds Children's Hospital Appeal was extremely privileged to receive the support of Jute XPO Ltd recently. They manufacture and supply bags for life to all major supermarkets. Jute wanted to work with the appeal to create a bag for life as a director's daughter has received a life saving liver transplant here. Having created a lunch size bag, five Asda Supermarkets agreed to stock and sell the bags on behalf of the appeal. An amazing £3,600 was raised from the sale of these bags over a two week period.



## Charity Area



Our dedicated charitable areas across the main hospital sites continue to be managed by the fundraising team. These areas continue to play an important role generating charitable income and creating awareness for the Charitable Foundation.

During the last twelve months our charity areas have raised £13,500 in rental alone.

### Volunteers / Charitable Areas

Our valuable band of volunteers has grown considerably over the last 12 months, with many volunteering on a regular basis and covering a wide range of roles including marshalling events,

helping with mail outs and newsletter distribution to name but a few.

We do have three volunteers who are outstanding and work tirelessly to raise money for wards and departments and are well known amongst staff, patients and visitors and we cannot thank them enough for all their support.



Lesley Hayes



Terry Roberts



Brenda Naylor

We would also like to thank all our volunteers for all their hard work and support over the last year.



## **Donations**

We continue to receive donations and sponsorship from supporters of our appeals through various means including one off donations, sponsorship from events, local community events, in memoriam donations, just giving and legacies.

We would love to hear from anyone wishing to become involved and contribute to the work of the Leeds Teaching Hospitals Charitable Foundation, please contact:-

Sharon Edwards Fundraising Co-ordinator  
Leeds Teaching Hospitals Charitable Foundation  
Leeds General Infirmary  
Great George Street  
Leeds  
West Yorkshire  
LS1 3EX

Tel: 0113 3926803 / 3925140

Fax: 0113 3928188

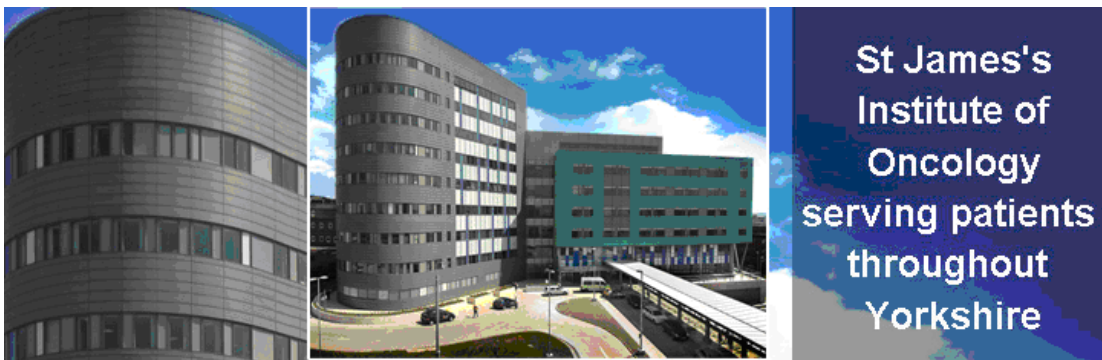
Email: [fundraising@leedsth.nhs.uk](mailto:fundraising@leedsth.nhs.uk)



*Aiming higher Fighting cancer*

**Yorkshire Cancer Centre Appeal  
Annual Report 2012/2013**

The Yorkshire Cancer Centre Appeal forms part of the Leeds Teaching Hospitals Charitable Foundation, registered charity number 1075308.



*St James's Institute of Oncology, Bexley Wing*

**Aims**

Yorkshire Cancer Centre is the fundraising arm of St James's Institute of Oncology/Leeds Cancer Centre. Our fundraising continues to underpin the ground-breaking work of doctors, nurses and researchers at the Centre.

Our progressive £10m appeal which has now reached the £8.2m aims to promote this world-class unit to the highest level possible by:

- ◆ purchasing supplementary medical equipment
- ◆ providing 'home from home' comforts for every patient
- ◆ facilitating medical research and innovation
- ◆ enhancing the patient environment through the arts and gardens projects

Throughout 2012/13 Yorkshire Cancer Centre Appeal continued to make good progress and the fundraising team enjoyed a year of varied and successful fundraising.



Yorkshire Cancer Centre Appeal benefited from additional press coverage during this period, enhancing our profile throughout the region. Fundraising was challenging - mirroring our economic climate. The Appeal continued to attract donations during this period and much of the income generated resulted from our bespoke international challenges, our annual Ball event and consistent support from our community fundraisers.

The final grant installment of £500,000 from the Audrey & Stanley Burton Trust contributed greatly to our income total.

### **Yorkshire Cancer Centre Appeal Profile**

Our relationship with local and regional media has been well nurtured as has our national profile thanks largely to the work and achievements of one fundraiser in particular (see page 23.)

The appeal website [www.yorkshirecancercentre.org.uk](http://www.yorkshirecancercentre.org.uk) has enjoyed increased visits - it is now updated practically on a daily basis, ensuring that our supporters view up to the minute information as it comes in.

'Focus on Fundraising', the appeal's bi-annual Newsletter has again been distributed in Spring and Autumn to the entire supporter database and received good feedback. In addition, the newsletter continues to enjoy wide readership amongst staff throughout the Leeds Teachings Hospitals Trust sites. This magazine provides supporters with comprehensive coverage of YCC Appeal's progress, fundraising events, human interest stories and an opportunity for supporters to become more involved with the work of the appeal's team.

All literature is distributed to other hospital sites throughout the city. A new Fundraising Information Touch-screen Kiosk has been installed in the Atrium (Main Reception area) to assist potential givers and to provide up to date project and event information. Social media websites Facebook and Twitter continue to attract daily dialogue with our supporters.

YCC merchandise is prominently displayed in our Charity Shop and continues to heighten awareness and attract income.

## **‘WISH LIST’ ITEMS PURCHASED THROUGH YCC APPEAL FUND 2012**

### **Recent ‘Arrivals’ - funded by Yorkshire Cancer Centre Appeal**

#### **Letter from Julie Scholefield, Sister HDU**

‘Many many thanks to the Yorkshire Cancer Centre Appeal and the Charitable Trustees and supporters for approving funding for ward 81/HDU’s home comforts application. We are over the moon! I know the new curtains were a huge part of the money approved for HDU and did seem a very steep request but they had to be the specially approved hospital curtains and the 14 bed spaces in HDU are huge! We also needed to order a set and a half for cleaning purposes and there is no way we would have secured the money out of any other ‘pot’. The new bright but calming coloured curtains have made such a difference to the environment.

The other items applied for; bright clocks, mood lights, CD players etc will all enhance the HDU environment so much. The TV aerial work which the YCC funded last year has been invaluable - patients can now watch normal TV programmes and have a link with the outside world! The patients have benefited so much from being able to watch the news, the soaps, the jubilee coverage, the Olympics! Many thanks again’

### **Childs Play - ‘Ken & Barbie’ in new leading roles**



*Unique working model gives young patients a doll-sized view of complex cancer treatment machines*

Popular children’s toys “Barbie” and “Ken” have a unique new accessory thanks to the efforts of engineers and radiotherapists in Bexley Wing - a realistic scale model of a linear accelerator cancer treatment machine.

The specially designed simulator helps children undergoing radiotherapy treatment familiarize themselves with the high-tech kit that is being used to treat them. It is intended to take some of the fear out of the experience, and builds on the work the hospital already does, including promoting play.

Controlled by a series of motors which the children can operate with buttons, a doll in a specially made hospital gown and mask is laid on the treatment couch, which moves up and down and from side to side. The linear accelerator also rotates realistically around the doll, and the colours and materials have been designed to look like the real department.

The model even has two working TV screens for young patients and their siblings to watch cartoons.

Paediatric radiotherapist Lucy Hume came up with the idea as part of a project to develop better distraction techniques. By making child cancer patients more comfortable with their surroundings, they are less likely to need a general anaesthetic during radiotherapy treatment, which both slows down the treatment and recovery and is potentially more risky for the patient.

“We already try and make the hospital seem as friendly as possible for our young patients, and when possible will take them into the linear accelerator chambers – for instance we have sometimes held a teddy bear’s picnic in there,” she explained. “However the machines are very busy and in use much of the time so that isn’t always possible. The Yorkshire Cancer Centre Appeal generously provided £5,000 to fund the project, and our engineers have painstakingly designed and built it. The finished model is absolutely fantastic!”

### **Other Appeal-funded Items 2012-13**

<b>J80 Oncology Day Case Unit</b>	<b>30,000</b>
CADD Pumps X 12	
Pilot scheme - New generation of infusion pumps that are more efficient & patient user-friendly	
<b>Radiology</b>	<b>13,000</b>
Cryoablation Visual Ice Seednet (funded by YCC Appeal) now obsolete - Visual Ice is replacement	
<b>Oncology &amp; Physics</b>	<b>10,728</b>
A touch screen kiosk to enable patient input	
<b>Princess Royal Review Clinic</b>	<b>4,500</b>
ECG Machine	
<b>Radiotherapy</b>	<b>29,319</b>
Nucletron Licence & Workstations needed to increase MLC capacity	
<b>Radiotherapy (Ward J80)</b>	<b>15,640</b>
Sonosite Nanomaxx for PICC Line Insertion. An ultrasound for the PICC service to enhance patient care/enable quicker cannulation	
<b>Integrated Breast Unit</b>	<b>40,000</b>
To provide 'Wall Glamour' & furniture to new Unit breast screening area	
<b>Paediatric Radiotherapy</b>	<b>299</b>
ipod touch and itunes vouchers for child-led distraction during treatment	
<b>High Dependency Unit (Ward 91)</b>	<b>5,977</b>
Curtains, clocks, CD player to enhance the HDU patient environment	
<b>Ward J82</b>	<b>1,889</b>
TAB Mats to ensure patient safety when at risk of falling	
<b>Radiotherapy</b>	<b>27</b>
Bush portable CD Player with iPod docking station	
<b>Arts &amp; Gardens</b>	<b>516</b>
10,000 promotional leaflets to promote Arts & Gardens Programme	
<b>Brachytherapy Theatres</b>	<b>2,868</b>
Recliner chairs, bed tables to improve patient comfort	
<b>CPDI (Cancer Patient Information Development)</b>	<b>3,000</b>
2 Videos for web site & still images to help convey additional information to cancer patients	
<b>Radiotherapy Department</b>	<b>4,100</b>
Vac bags and other items	
<b>Ward 92 Gynaecology</b>	<b>7,784</b>
Coffee tables x 4 Recliner chairs	
<b>TOTAL</b>	<b>£ 213,193</b>

## **Bexley Wing Arts Programme at St James's Institute of Oncology**



*Artist Julie Barham pictured with one of her watercolours (Julie is also a Volunteer for YCC)*

The Arts programme in Bexley Wing is funded by Yorkshire Cancer Centre appeal donations. This supports a programme of arts to enhance the environment for patients, visitors and staff.

The Arts programme has 3 main elements:

- **The Atrium Gallery programme**  
This programme provides 4 exhibitions per year in the main entrance to Bexley Wing. Through this programme the hospital has been able to develop close links with local artists, Leeds Museums and Galleries services and Leeds University Arts School to showcase local art and themes. An Arts Steering Group committee monitors the submissions and decides on appropriate works for display. Currently the space is booked up until 2015. Yorkshire Cancer Centre Appeal receives a minimum of 20% of all art sold and often as much as 50%.
- **Enhancements to the hospital environment for patients**  
Arts funding is vital to our ongoing commitment to provide the best environment for our patients. Recent projects have included the artwork scheme for the High Dependency Unit which has been welcomed by both patients and staff. Patients can often view HDU as quite a frightening place and the artwork scheme throughout the unit has now provided a more soothing environment as well as adding some valuable signposting.
- **The Performance programme**  
Funding has supported a wide variety of musicians on a regular basis who perform in the Atrium for our patients, visitors and staff - a large proportion of musicians perform free of charge.

The YCC appeal-funded piano continues to be used almost daily. Patients and visitors have often commented how the welcoming sound of music makes them feel more relaxed and welcome. Our fundraising concerts continue and Christmas celebrations around the tree with choirs are a firm favourite.

## Donations

The Appeal continued to receive considerable funds from supporters through various means including one-off donations; individual sponsored activities; local community events; in memoriam donations; celebration giving; TEXT Giving; Just Giving and Virgin Money Giving. Applications to grant-giving Trusts continued with some success.

## Fundraising Events in the Community

Established community fundraising continued to attract impressive income through a variety of initiatives:

Coast to coast cycles, London to Paris cycle, Ben Nevis, Yorkshire and national Three Peaks challenges; abseils, triathlons, clay pigeon shoot, cabarets and concerts; Christmas and Easter fundraising initiatives; car boot and garage sales; auctions, fun runs, coffee mornings, fashion shows, dinner dances; raffles - all held throughout Yorkshire and often beyond the county boundaries. The Iron Man & Mudder challenges have enjoyed particular success.

The Great North Run, the Leeds Half Marathon, the Flora Light Challenge, the Leeds 10k and Race for Life also provided a good deal of support for the Appeal and attracted considerable local media attention.

## Corporate

A new corporate challenge initiative was introduced to encourage involvement from the corporate sector. Businesses were challenged from across Yorkshire to prove that they are the best of the region's entrepreneurs.

The initiative was simple; companies were invited to turn a £100 investment (provided by the charity) into the largest possible sum within a twelve week period. The winner was awarded with a corporate table for 10 at the annual YCC Ball. Seven companies signed up for the challenge and £7,821.00 was raised. A team from Barclays Bank returned the largest 'investment'.



*Team Principal Haley chose YCC as their Charity of the Year*

15 trekkers from hotel chain Principal Haley Group's head office in Harrogate took to the Yorkshire Three Peaks in support of YCC. The resolute team raised a fantastic £1,765.00 in sponsorship.

## Other Events/Bespoke Events

### Leeds 10k

The 2012 Jane Tomlinson Leeds 10k Run For All attracted a field of 11,000 runners and YCC Appeal was well represented by an 87-strong team.

### Yorkshire Cancer Centre's Yorkshire Three Peaks inaugural trek

Our very first bespoke Yorkshire Three Peaks climb was a tremendous challenge for everyone - a long and arduous day made more difficult by unseasonal June weather.

Nevertheless, the elements didn't prevent our 37 staunch supporters from completing the course - some of them in record time! A very strong YCC team raised £5,863.00 for the appeal fund.

### International Trekking Events

Treks to the Italian Three Volcanoes in September and the Inca Trail during October resulted in combined nett profits of £70,658 for YCC. Teams of 14 and 23 respectively enjoyed the challenge of a lifetime and many friendships were forged.

### YCC September Ball had the wow factor! £31,000 raised

370 guests attended the glamorous Yorkshire Cancer Centre's 16th annual cancer charity Ball at the Majestic Hotel in Harrogate.

Guests were wowed throughout the evening - starting with champagne reception and delicious dinner, followed by spectacular cabaret entertainment from West End performers, The Sirens, and a unique but hilarious performance from Bruce Airhead.

Two excellent auctions, a Grand Raffle and fun Casino helped to boost funds for the cancer appeal. Revellers then danced the rest of the night away to fabulous local band, The Nightjars, before departing following early morning 'bacon butty' breakfast.

### \*Kate Granger - exceptional Fundraiser

Dr Kate Granger writes from 'The Other Side' in support of the Appeal



*Kate is pictured at the launch of her second book 'The Bright Side'*

*With friends during a Cake Bake sale in the Atrium*

*"I am determined to remain cheerful, to enjoy life to the full and always to remember there is someone out there worse off than me." Dr Kate Granger*



*“A true story of one doctor's journey as a patient coming to terms with a terminal cancer diagnosis. The hope is that healthcare professionals will read it, in particular young doctors and medical students, and understand exactly what being a patient is really like and how their behaviours, no matter how small, can impact massively on their patients. It is also a story of personal battles with control and learning how and when to relinquish it.”*

Dr Kate Granger is a patient with cancer - she is 31 years old. Kate is also a doctor - a Registrar in Elderly Medicine, caring for older people at Pinderfields Hospital. She has written a frank and honest account of her cancer treatment and care at St James's Institute of Oncology in Leeds. Kate wrote the book throughout her treatment and she hopes that many doctors will read it and that her words will help them to be better doctors - putting themselves in the patient's place and helping them to appreciate better the fears and concerns of their patients as they tackle the treatment and the knowledge, in some cases, that they will not make a recovery.

Kate has exceeded her target of £50k and has now set her sights on £100k! She has completed and published a follow-up book called 'The Bright Side' and continues to raise substantial funds from the sale of her books and other fundraising events - all in support of the appeal.

### **YCC Charity Shop**

The YCC Charity Shop continues to generate considerable sums. Our Volunteers not only staff the shop, but they also act as a signposting station for patients and visitors who require additional patient information.

The shop stocks a variety of greeting cards, YCC merchandise, books and gift items usually donated by the general public. The shop raised over £10,000 in 2012/13.

### **Future Plans**

Continuation and development of bespoke events to raise funds and heighten the Appeal profile:

YCC Gala Day

YCC September Ball

YCC Corporate Challenge

YCC Legacy Campaign

YCC International challenges 2013/14: Trek Iceland, China & Nepal

### **Yorkshire Cancer Centre Appeal - Financial Summary**

<b>2012/13</b>	<b>£</b>
Income	979
Grants	(666)
Fundraising costs	(296)

Thanks to the loyal support of many individuals, the Yorkshire Cancer Centre Appeal will continue to generate significant funding for the foreseeable future

Report compiled by:

Sheila O'Shea  
Appeal Director

# Breast Cancer Research Action Group (BCRAG)

## Annual Report 2012 - 2013

### Background

The Breast Cancer Research Action Group, (which is composed entirely of volunteers) was founded by Margaret Stead, an ex-patient, in 1994 to campaign for a dedicated Breast Unit at the General Infirmary at Leeds. Prior to this time, patients had been nursed in general surgical wards, and some even in mixed sex wards. The campaign was successful and the group raised £7,500 in a few months to help furnish the new Breast Unit which opened in April 1995. It was the first such unit in Yorkshire and was described by the Minister of State to the Cabinet Office as “a trailblazer for others to follow” and was awarded the Government’s Charter Mark in 1999. Having achieved their original goal, and with the encouragement of the senior surgical consultants, they then turned their efforts into raising money to fund vital research here in Leeds.



The Breast Cancer Research Action Group are still as committed today as they were in 1994, the group has become more widely recognised over the years.

In 2012 the Breast Cancer Research Action Group committed to funding a Postdoctoral Research Fellow over three years to support the project “Chemotherapy resistance in breast cancer”. James Thorne took up his post in April 2012. He is currently working on a family of proteins that allows some breast cancers to be resistant to chemotherapy, by working out which proteins are

the most important and how their levels are controlled. Thought can be given to how to stop the proteins from working, which should help chemotherapy to treat cancers better.

From the research carried out in the last 12 months a research paper name “Neoadjuvant Chemotherapy Induces Expression Levels of Breast Cancer Resistance Protein That Predict Disease Free Survival in Breast Cancer” has already been published.

### Fundraising Activities / Events

The group continues to be chosen as “charity of the year” by many organisations and companies, with their fundraising activities being very varied, ranging from open gardens, 10K runs, 3 peaks challenges, coffee mornings.

Pamper evenings are always a success and well attended, these are held twice a year at Horforth Golf Club who continue to support the appeal.

Bag packs organised by Jean Pinder are again always a hit and have raised over £2,500 in the last 12 months.

The Ilkley Luncheon Club continue to support and raise money for the Breast Cancer Research Action Group at their monthly luncheons.

## **Legacies**

In January 2012 Sandra Whitehead came along to the BCRAAG meeting to meet the ladies with a view to joining the group on a more active basis. Sandra was welcomed in to the group just as any other new member would be. The group were unaware that Sandra and her husband had been appointed executors of their neighbours Will, the late William Edgar Gorst Exton. William had left an amount of money in his will to be distributed to charity, as his wife suffered with breast cancer. Sandra was looking at breast cancer charities to donate to. Sandra came along to several of our meetings and helped out at many of our events and was impressed at the way the group not only raised money, but how they managed how that money was spent.

BCRAAG were overwhelmed to receive a staggering £948,000 in the late William Edgar Gorst Exton's memory, a wonderful amount of money which will go on to achieve amazing results. £718,000 will be spent on breast cancer research and £230,000 will be spent on the new Breast Unit at St. James's over the forthcoming months / years leaving a lasting legacy in his name.

## **Support**

As always the Breast Cancer Research Action Group members are outstanding in their support and fight against breast cancer. Many of our members this last year have struggled with their own health, but they never fail to continue to support our fundraising activities and campaigns. They are such strong individuals and an amazing group not only supporting each other through their own personal struggles but motivating each other and creating awareness for the BCRAAG cause.

Throughout the last year Mr Terry Roberts has fundraised on a daily basis for the group, holding a charity stand most days selling books and bric-a-brac to raise money for research. A massive thank you from all the group for his outstanding contribution.

## **Donations**

The group continue to receive donations / sponsorship from members and supporters of the group through various means including one off donations, sponsorship from events, local community events, in memoriam donations and more recently legacies.

## **The Future**

Very exciting times are ahead. A milestone in the Breast Cancer Research Action Group's history will be when they celebrate their 21st Birthday in 2014, as this will be a momentous occasion. The group are also looking forward to the future and to supporting further research projects over the forthcoming year.

The group wish to create more awareness for their appeal by being more proactive, new leaflets, banners and literature are currently being designed to help with this.

We would love to hear from anyone wishing to join the group and help the fight against breast cancer, you can do this by contacting :- Sharon Edwards Fundraising Office (BCRAAG) Leeds Teaching Hospital Charitable Foundation Email: [sharon.edwards@leedsth.nhs.uk](mailto:sharon.edwards@leedsth.nhs.uk)

## **RESEARCH AND DEVELOPMENT 2012/13**

### **Introduction**

Research and Development (R&D) is a vital element of LTH Trust activity and is undertaken in close collaboration with Leeds University. The Trust is committed to encouraging high quality, ethical and appropriate R&D which makes a significant impact on clinical practice and the wellbeing of patients. Securing funding for high quality R&D is increasingly competitive and the role of the Trustees is crucial to the success of Trust Research & Development.

### **NIHR BRU bid for Clinical Fellows**

A bid was received from the National Institute for Health Research to support five Clinical Research Fellows for the Biomedical Research Unit (LMBRU) at Chapel Allerton Hospital in Orthopaedic surgery, rheumatology, radiology and immunology staggered over a period of 5 years.

Following consideration of the application to the Research and Development Special Advisory group it was agreed to recommend to the Charitable Trustees to initially support two Clinical Research Fellows as Fellowship projects, in accordance with the criteria.

The projects are to have an annual review provided to the Research & Development Special Advisory Group.

Finance to be taken from the Research & Development Special Advisory Group budget for 2012-13 **£220,000** was approved.

### **Nursing Research and Development Proposal**

The Chief Nurse of Leeds Teaching Hospitals NHS Trust, Ms Ruth Holt, and Ms Juliette Cosgrove Head of Nursing and Patient Experience, gave a presentation to the Board of Trustees at their meeting on the 25th January 2012 requesting financial support for a scholarship scheme in conjunction with the Leeds University entitled "Patient Safety and Experience". This scheme was linked to the Leeds Teaching Hospital Trust Research and Innovation strategy.

The cost to provide two Nursing & Midwifery Fellowships was supported by the Research & Development Special Advisory Group total funding requested and agreed from the Charitable Foundation of **£257,000** was approved over five years.

It was agreed that a paper should be requested to clarify the scope of the project and quantify the benefits. Professor S Smye assured the Group that the scheme, if approved, would be motivated and driven through in accordance with the University's reviewing controls.

## Charitable Trustees

### Pilot Project Awards (PPA)

The PPA scheme is designed to support pilot projects which will lead to a larger research grant application to one of the following bodies;

- ◆ Department of Health
- ◆ Research Councils (e.g. Medical Research Council)
- ◆ Wellcome Trust
- ◆ Cancer Research UK
- ◆ British Heart Foundation
- ◆ Arthritis Research Council
- ◆ Charities where funding is awarded following open national competition and subject to peer review

Applicants have had to submit applications with a covering letter stating the national funding body to which the full application would be made.

Twenty four applications were received for evaluation under the Pilot Project Awards scheme; projects listed were supported under the scheme.

Applicants Name	Department	Details of Application	Award
Prof Julia Newton-Bishop	Dermatology/Leeds Institute of Molecular Medicine	A pilot study to explore genomic heterogeneity of melanoma tumours	29,639
Mr Alan Daniel White	Hepatobiliary and Transplant Unit	Understanding the incidence and nature of intra-operative errors in minimally invasive surgery	39,996
Dr Heike Imrgard Grabsch	Pathology & Tumour Biology, Leeds Institute of Molecular Medicine, University of Leeds and Department of Histopathology	Developing the toolkit for the OPTIMUM (Oesophagogastric cancer: assessment of Preoperative sTaging ImproveMents Using MRI) study	23,671
Mr Syed Soulat Raza	HPB and Transplant Surgery	Improving preservation of kidneys from donors after circulatory death (DCD): an assessment of existing and 'novel' preservation solutions in an isolated porcine kidney perfusion model	15,000
Dr Alexander Charles Ford	Leeds Gastroenterology Institute	Pilot Study: A survey of the prevalence of irritable bowel syndrome-type symptoms, and their relationship with ongoing occult inflammation, in inflammatory bowel disease patients	4,066

Dr Robin James Daniel Prestwich	Clinical Oncology	Pilot study to optimise the use of FDG PET-CT and deformable image co-registration for lymphoma radiotherapy planning	20,604
Dr Hani Abudiak	Paediatric Dentistry	Regenerative Endodontic Technique for the management of non vital immature permanent teeth in children. A study of a new treatment paradigm	20,590
Prof Gordon Cook	Haematology	Epigenetic Enumeration of Regulatory T Cells in Multiple Myeloma	39,996
Mr Jonathan Sutcliffe	Paediatric Surgery	Identification of Interstitial Cells of Cajal in Human Vascular Tissues	34,848
Dr Vivian Cosgrove	Medical Physics and Engineering	Feasibility of using a real time patient surface monitoring system during radiotherapy delivery to detect intra-treatment motion and improve accuracy for Stereotactic Ablative Radiotherapy treatments of Non Small Cell Lung Cancer	25,573
Prof Graham Roy Taylor	Clinical Sciences, Leeds Institute of Molecular Medicine	Analysis of bacterial gene expression in root caries using RNA-seq	37,228
Mr Abdul Hakeem	HPB and Transplant Surgery	Production and characterisation of Acellular Human Liver Matrix: Potential Auxiliary Liver Graft	39,950

**Total Pilot Project Awards Granted   £331,161**

### **Statement from Professor Steve Smye**

Professor Steve Smye director of Research & Development for Leeds Teaching Hospitals stated “We remain indebted to the Charitable Foundation for the real difference they are making in enabling the Trust to ensure Trust patients benefit from access to leading edge treatments, not only in musculoskeletal disease, but also notably in cancer and cardiovascular. Without the strong support of the Charitable Foundation in recent years the Leeds Teaching Hospitals research portfolio would be considerably poorer, and we want to place on record our gratitude for this tremendous support”.

## Patient Staff & Support Services Awards

The following are but a few of the projects that the Charitable Foundation's Special Advisory Groups' budgets have supported, and ratified, at the full Board Meetings of the Charitable Foundation during the financial year 2012/13:

The following are applications awarded from the Children's Hospital Appeal for Environment and Equipment Funding

Jeannette Kraft	Radiology	Cinema Vision Audio Visual System	38,500
Katy Inman	Orthopaedic, Plastic & General Surgery	3D V-POD - Pain & Distraction Unit	10,000
Sue Marshall	Ward 54 Children's Day Care	3D V-POD - Pain & Distraction Unit	10,000
Lisa Beaumont	Ward 12	3D V-POD - Pain & Distraction Unit	10,000
Joanne Phillips	Ward 48a	3D V-POD - Pain & Distraction Unit	10,000
Sandra Garbutt	COPD	Couches, Vital signs monitors, urine testing machine,	12,000
Phillip Holland	Paediatrics	monitor and N Lite sensors	3,400
Siobhan Conlin	Ward 9	10 x Masimo Rad 7 Monitors - 3 x Welsh Allen - 2 Proaq LTM wireless x 2 monitors - 6 x Masimo Rad 5 monites	7,205
Rosemary Gray	PICU	Precision Flow,, Nappy Scales, Ophthalmoscope and 2 off breeze mattresses	7,500
Jessica Mudd	Occupational Therapy	Memory Quest	350
Tracey Garner	Ward 54,92 & Pre assessment	2 portable saturation monitors	2,000
Sandra Garbut	Martin Wing	Wall Glamour and Artworks for Martin Wing Childrens outpatients	60,000

**2nd round applications awards totalling £170,955 approved for funding by the Trustees funded from the Children's Hospital Appeal.**

It was agreed at the Trustee Board Strategy Meeting that there would be a 50-50 split of allocated funds between the Medical & Scientific Equipment Special Advisory Group and the Environment applications to Patient, Staff & Service Support Special Advisory Group the allocation to each group in 2012/13 was £150,000, total allocation £300,000.

Below are a few examples of the applications awarded for the Environment

Alison Raycraft	Elderly Medicine, Ward 27A, Level 3, Chancellor Wing, SJUH	A selection of items to improve the overall patient experience and increase patient well being and the environment in 8 clinical areas	13,086
Bev Brown	J28, Acute Medicine for older adult, SJUH	Tub chairs, Television, Laptop.	1,881
Karen Waterhouse	Surgical Pre-assessment Clinic, B Floor, Brotherton Wing, LGI	Television/ DVD & 4 extra wide heavy duty chairs	2,379
Katie Carlisle	ENT Pre-assessment Clinic, Wharfedale	Carna ENT Patient Chair	574
Kathryn Brown/Donna Pearson	L37 Orthopaedic Ward, LGI	Furniture & Television to develop rehabilitation area for patients	2,502
Julie McFarlane	New Outpatient Department Lincoln Wing	6 x integral ceiling lightboxes	3,000
Julie McFarlane	New Outpatient Department Lincoln Wing	4 x integral ceiling lightboxes, 9 x Waiting room TVs, 30 x Waiting Room chairs	6,500
Kirsten Sinclair	Ophthalmology Outpatients	A selection of items for Seacroft & Beckett wing Ophthalmology outpatients Departments	4,201
Catherine Owen	Surgical Pre-assessment, SJUH	Chairs & Television for surgical pre-assessment	4,883
Anthony Lister	Pain Management - Seacroft	Specialist Chairs	2,225
Terri Saunderson	L35 Trauma & Orthopaedics	Specialist chairs, Digital Signage.	10,202
Lisa Corrison	Obstetrics, Ward L36	4 - seater beam seat 12 x Bedside Chairs	2,018
Elizabeth Holder	Ward 24, Chancellor Wing, SJUH	9, Bedside Lockers, 29 Bedside tables	7,525
Louise Holt	Delivery Suite (45) LGI	Television & DVD player	529
John Keating	Post Anaesthetic care unit	Endthermics 340 blanket warming cabinet	4,055
Paula Marsh	Clarendon wing radiology department	30 x visitors chairs, 2 x 2 seater sofas, Tub chair, Lamp & 2 pictures	2,136
Jane Fetherstone	The Sick Children's Trust	Support for Eckersley House 'Home from Home'	10,000
Chris Swift	Chaplaincy	Prayer Board for Prayer Messages	3,436



Below are a few examples of the applications awarded for Additional Equipment

Brendan Clark	Transplant Immunology	LABXpress platform	65,000
Helen Jackson	Plastics & General Surgery assessment	Mac 1200 ECG Machine with Interpretation	4,500
Jane Robbins	Ward L35, LGI	NIBP Monitors x 2	1,460
Barbara Martinez	Wharfedale Hospital Otley	Humphrey field Analyzer	24,000
David Russell	Leeds Vascular Institute	Portable u/s machine	19,193
Eleanor Gleed	Delivery Suite J3	Sonicaid Freedom T840 Wireless Transducer system	5,952
Eleanor Gleed	Delivery Suite J3	Sonicaid FM830 Encore Fetal Monitor	8,900
Dawn Galloway	Clinical Decisions Unit, SJUH	Urine Analysis Test strip reader	484
Dawn Galloway	Clinical Decisions Unit, SJUH	VSM5300 Welch Allyn Vital Signs Monitor x 2	1,188
Claire Jones	Elderly Ward J14	Lxi Welch Allyn Vital Signs Monitor x 3	1,460

The Trustees also have a Training & Education Special Advisory Group to support training initiatives for clinical and administration staff within The Leeds Teaching hospitals please see below a few examples of training initiatives supported.

Jill Asbury	Acting Divisional Nurse Manager	Nursing & Midwifery Conference 2013	12,400
Georgina Simmons	Corporate Nursing Directorate	Chief Nurse Education Fund	25,000
Julie Atkey	Cytogenetics	Delivery of specialist Bioinformatics training	5,000
Philip Holland	Childrens Diabetes team	Upbete:online support for children with diabetes	17,831.00
Emma Dugdale/Ganesh Radhakrishna	Non Surgical Oncology	Examination course Oncology, Radiotherapy planning e learning softwareand in house development	2,625
Peysh Patel	Cleft Lip & Palate Service	Production of a Coronary heart disease vidio module	1,490
Helen Collins	Acute Medical Floor	Interactive smart board, keyboard and mouse, Extron mouse, cabinet. 20 stacking	7,629

# THE STAFF LOTTERY

The Charitable Foundation administers the Leeds Teaching Hospitals Trustwide Staff Lottery which is limited to staff working for the NHS Trust Board. The lottery is drawn on a monthly basis scrutinised by an independent witness. There are eleven cash prizes each month and at Easter and Christmas there are special bonus prizes.

The Staff Lottery supports initiatives, which improve staff and patient facilities. All proceeds from the lottery are primarily used for the benefit of staff working within the Trust. Applications for grants from the Staff Lottery are considered on a bi-monthly basis by the Trustwide Staff Lottery Special Advisory Group.

The following are just some of the grants approved by the Trustwide Staff Lottery Special Advisory Group during the present financial year:

## **Applications received and approved for**

- Larder/fridges
- Microwaves
- Refrigerators
- Toasters
- Computers & Printers
- Kettles
- Thermos pump pots
- Furniture for Junior Medical Staff
- Equipment for office area and rest rooms
- Fridge/freezers
- Table and chairs
- Various items of furniture for rest rooms

## **Other**

- Lockers for Quiet Room for prayer items
- Football kit for Hospital football team
- Health and Fitness Department - 50% towards purchase of Gym equipment for staff gyms

During the financial year 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013, the Trust wide Staff Lottery Special Advisory Group approved grants totaling £17,000 for the benefit of staff employed by the Leeds Teaching Hospitals' NHS Trust.

All decisions are made by a group of individuals employed by the Hospital at a bi monthly meeting.

## **SUMMARY**

### **FINANCIAL REVIEW**

The accounts which appear on the following pages are summaries. The full accounts can be found in Appendix 1, starting after page 43.

### **LEGACIES**

Amongst specific bequests were:

Legacies received during the year totalled £1,584,000 the following of which exceeded £50,000:

Doris Arnall for the former Cookridge Hospital (now Institute of Oncology SJUH)

William E.G. Exton for Breast Cancer Research Action Group

Shirley Marsh for Leeds Teaching Hospitals Charitable Foundation

Mabel Swales for Bone Tumour Research

Alma Zurawczak for the benefit of Children and Leukaemia

The Charitable Foundation's Board of Trustees wish to record their very deep appreciation to those who have already so generously supported the work of the Leeds Teaching Hospitals when making their Wills.

All bequests are gratefully recorded in the Legacy Register.

The Board would like to thank Mrs. Margaret Atkinson for her expert administration of legacies.

## Statement of Financial Activities for the year ended 31 March 2013

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	<b>Total Funds £000</b>	2011/12 Total Funds £000
<b>Incoming Resources</b>					
<i>Incoming Resources from Generated Funds:</i>					
Voluntary Income:					
Donations	220	2,563		<b>2,783</b>	2,139
Legacies	226	1,358		<b>1,584</b>	316
Grants Receivable				<b>0</b>	
<b>Sub total: Voluntary Income</b>	<b>446</b>	<b>3,921</b>	<b>0</b>	<b>4,367</b>	2,455
Income from Fundraising Activities	517	393		<b>910</b>	822
Investment Income	1,143	147		<b>1,290</b>	1,239
Incoming Resources from Charitable Activities	21	119		<b>140</b>	195
Other Incoming Resources	38	15		<b>53</b>	54
<b>Total Incoming Resources</b>	<b>2,165</b>	<b>4,595</b>	<b>0</b>	<b>6,760</b>	4,765
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
Costs of Generating Income	471	60		<b>531</b>	430
Investment Management Costs	23	130	17	<b>170</b>	159
<i>Charitable Activities:</i>					
Capital Equipment, Buildings & Infrastructure	198	543		<b>741</b>	725
Medical Research	405	1,271		<b>1,676</b>	2,499
Staff Welfare and Amenities	193	615		<b>808</b>	891
Patient Welfare and Amenities	151	555		<b>706</b>	884
<b>Sub total: Direct Charitable Expenditure</b>	<b>947</b>	<b>2,984</b>	<b>0</b>	<b>3,931</b>	4,999
Governance Costs	15	82		<b>97</b>	84
<b>Total resources expended</b>	<b>1,456</b>	<b>3,256</b>	<b>17</b>	<b>4,729</b>	5,672
Net incoming/(outgoing) resources before trf.	709	1,339	(17)	<b>2,031</b>	(907)
Gross transfer between funds				<b>0</b>	
<b>Net incoming/(outgoing) resources</b>	<b>709</b>	<b>1,339</b>	<b>(17)</b>	<b>2,031</b>	(907)
Gains/(losses) on revaluation of own fixed assets				<b>0</b>	
Gains/(losses) on revaluation and disposal of investment assets	832	4,751	(551)	<b>5,032</b>	(687)
<b>Net movement in funds</b>	<b>1,541</b>	<b>6,090</b>	<b>(568)</b>	<b>7,063</b>	(1,594)
Fund balances brought forward at 1 April 2012	4,155	26,494	3,698	<b>34,347</b>	35,941
<b>Fund balances carried forward at 31 March 2013</b>	<b>5,696</b>	<b>32,584</b>	<b>3,130</b>	<b>41,410</b>	34,347

## Balance Sheet as at 31 March 2013

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	<b>Total at 31 March 2013 £000</b>	Total at 31 March 2012 £000
<b>Fixed Assets</b>					
Intangible assets				0	
Tangible assets				0	
Inalienable & historic assets				0	
Investments	5,609	32,129	3,120	40,858	36,119
<b>Total Fixed Assets</b>	<b>5,609</b>	<b>32,129</b>	<b>3,120</b>	<b>40,858</b>	<b>36,119</b>
<b>Current Assets</b>					
Stocks				0	
Debtors	222	343		565	191
Short term investments/ deposits	321	1,838	10	2,169	1,767
Cash at bank and in hand	1,492	1,212		2,704	1,495
<b>Total Current Assets</b>	<b>2,035</b>	<b>3,393</b>	<b>10</b>	<b>5,438</b>	<b>3,453</b>
Creditors: Amounts falling due within one year	1,948	2,938		4,886	5,225
<b>Net Current Assets/(Liabilities)</b>	<b>87</b>	<b>455</b>	<b>10</b>	<b>552</b>	<b>(1,772)</b>
<b>Total Assets less Current Liabilities</b>	<b>5,696</b>	<b>32,584</b>	<b>3,130</b>	<b>41,410</b>	<b>34,347</b>
Creditors: Amounts falling due after more than one year				0	
Provisions for liabilities and charges				0	
<b>Total Net Assets</b>	<b>5,696</b>	<b>32,584</b>	<b>3,130</b>	<b>41,410</b>	<b>34,347</b>
<b>Funds of the Charity</b>					
Capital Funds:					
Endowment Funds			3,130	3,130	3,698
Income Funds:					
Restricted		32,584		32,584	26,494
Unrestricted	5,696			5,696	4,155
<b>Total Funds</b>	<b>5,696</b>	<b>32,584</b>	<b>3,130</b>	<b>41,410</b>	<b>34,347</b>

## Cash Flow Statement for the year ended 31 March 2013

	31 March 2013 £000	31 March 2012 £000
<b>Cash inflow/(outflow) from operating activities</b>	<b>28</b>	<b>(1,739)</b>
<b>Returns on investments and servicing of finance</b>		
Interest received	148	168
Interest paid		
Dividends received	1,139	1,068
Property income	3	3
<b>Net cash inflow/(outflow) from returns on investments and servicing of finance</b>	<b>1,290</b>	<b>1,239</b>
<b>Capital expenditure and financial investment</b>		
Payments to acquire tangible fixed assets		
Receipts from sales of tangible fixed assets		
Payments to acquire investment assets	(1,967)	(1,300)
Receipts from sales of investment assets	2,260	1,618
Net movement in cash-flows attributable to endowment investments		
<b>Net cash inflow/(outflow) from capital expenditure and financial investment</b>	<b>293</b>	<b>318</b>
<b>Management of liquid resources</b>		
(Increase)/decrease in Short Term Deposits	(402)	(187)
<b>Net cash inflow/(outflow) from management of liquid resources</b>	<b>(402)</b>	<b>(187)</b>
<b>Financing</b>		
Payments made from permanent endowment funds (SORP 2005 s.354)	0	0
<b>Net cash inflow/(outflow) from financing</b>	<b>0</b>	<b>0</b>
<b>Increase/(decrease) in cash</b>	<b>1,209</b>	<b>(369)</b>

## **RISK MANAGEMENT**

The Audit Commission, and also the Leeds Teaching Hospitals NHS Trust internal auditors on behalf of the Charitable Trustees, ensures that the charity meets its obligations for risk management. The charity has adopted a framework under which it manages its risks.

This forms a guide for future internal audit work.

The framework for risk identification is as follows:

- Development of a clear link between the charity's business plan objects and the identification of risks.
- Preparation of an impact analysis once risks are identified.
- Continual review of existing and proposed business activities to ensure that new risks are identified and that existing documented risks are revised, or removed, if no longer appropriate.
- Invaluable internal audit reports

Using this process, Charitable Trustees have examined the major strategic business and operational risks which the charity faces, and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

## POWERS OF INVESTMENT

The Charitable Trustees' powers of investment are set out in the Trustee Act 2000. This Scheme allows the Charitable Trustees to invest the assets of the charity in investments of any nature as they think fit, subject to a provision to avoid speculative and hazardous investments.

The Charitable Trustees seek to balance ethical and socially responsible investment and risk. As such, the investment managers appointed by the Trustees are restricted from directly investing in the processing and/or manufacture of tobacco products.

The Charitable Trustees have appointed Rathbones as their investment managers. Rathbones give a six-monthly presentation, produce a monthly valuation and a bi-monthly activity report, culminating with an annual valuation.

The portfolio is widely diversified, with an equity based approach. Such an approach balances the greater risk posed by equity biased investment with the potential for higher returns.

### Portfolio Performance Summary For the year ending 31<sup>st</sup> March 2013

<b>Market Value</b>	<b>As at 31/03/13 £m</b>	<b>As at 31/03/12 £m</b>	
Investments listed on the UK Stock Exchange	41.2	36.0	
Investments in a Common Investment Fund	0.0	0.0	
	<b>%</b>	<b>%</b>	
Investments listed on the UK Stock Exchange	100	100	
Investments in a Common Investment Fund	0	0	
 <b>Capital Return</b>	 <b>2013</b>	 2012	 3 year
Leeds Teaching Hospitals Charitable Foundation	13.89 %	(1.81%)	19.52 %
<i>Benchmark:</i>			
FTSE APCIMS Income	7.81 %	2.41%	14.60 %
 <b>Total Return (Capital Appreciation &amp; Income Received)</b>	 <b>2013</b>	 2012	 3 year
Leeds Teaching Hospitals Charitable Foundation	17.67 %	1.48 %	31.46 %
<i>Benchmark:</i>			
WM Total Charities	14.90 %	1.20 %	27.04 %



## RESERVES POLICY

The Charitable Trustees are aware of their general legal duty to apply the income of the Charity for its purposes within a reasonable period of receipt, and within that framework have reviewed the Charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Charity needs to retain some reserve of income in order to ensure the continued furtherance of its objectives. These unrestricted funds are needed:

- To enable the Charity to maintain its level of grants to beneficiaries
- To provide funds which can be designed for specific projects to enable these project to be undertaken at short notice, and
- To provide funds to cover administration, fund raising and support costs without which the charity could not function.

Given the unpredictable nature of the Charity's income, the Trustees have set aside £1.7 million to cover the 2013/14 budget for administration, fundraising, support costs and grants.

The Trustees' stated objective is that any amount over and above the planned amounts of reserves will be spent on charitable purposes. As the Charity is enjoying a period of relative prosperity, the Trustees have set aside £1 million to use on special projects over the next two financial years.

The balance of the funds approximates a further year's running costs.

The Charity's reserves include a significant proportion of unrealised gains. Given that the value of investments can go down as well as up, the Trustees believe that the reserves should be at least at this level to ensure the Charity can run efficiently, and meet the needs of the beneficiaries.

**PROFESSIONAL ADVISORS  
TO THE TEACHING LEEDS HOSPITALS'  
CHARITABLE FOUNDATION**

**2012 - 13**

**BANKERS**

National Westminster Bank PLC  
Leeds Market Branch  
Vicar Lane  
Leeds LS1 7JQ

Yorkshire Bank PLC  
94 Albion Street  
Leeds LS1 6AG

**INVESTMENT MANAGERS**

Rathbones  
159 New Bond Street  
London W1S 2UD

**EXTERNAL AUDITORS**

Grant Thornton UK LLP  
No 1 Whitehall Riverside  
Leeds LS1 4BN

**PUBLIC RELATIONS**

Different PR Ltd  
Director's Suite, Pannal Industrial Park  
Station Road  
Harrogate HG3 1JL

# **ACKNOWLEDGEMENTS**

## **FUNDRAISING VOLUNTEERS AND GROUPS**

All the Appeals within the Leeds Teaching Hospitals rely on the work of voluntary fundraisers who give their time with unfailing generosity.

Working alone, or in groups, the hospitals' volunteers undertake a variety of activities to raise money in support of their specialist Appeals, which also include the manning of charity stalls, delivery of newspapers, books, sweets and incidentals to patients.

Both patients and staff gratefully welcome their energy and vitality.

The Charitable Trustees would like to take this opportunity to pay tribute to all volunteers and to thank them most warmly for their sterling efforts.

Without the volunteers, the Charitable Trustees would be unable to provide the level of support they currently offer to patients in Leeds.

## **DONATIONS**

The Charitable Foundation is so very grateful for the money received for their various wards, departments and specialties which has been given in lieu of flowers at the funerals of loved ones.

Donations are received as a result of many spontaneous fundraising initiatives, birthdays, wedding anniversaries, and during recent years at Christmas instead of sending cards.

The Leeds Teaching Hospitals Charitable Foundation wish to acknowledge all anonymous donations received.

All donations are invaluable and help to provide services outside the NHS Trust Board's remit.

## **LEGACIES**

All legacies, whether large or small, are greatly valued by the Charitable Trustees. The money is used strictly in accordance with the terms written in the Will and the wishes of the deceased. They represent a commitment to the work of our charity, and frequently express the gratitude of a former patient to the hospital and its staff. The Charitable Foundation is most appreciative of those who remember the work of the hospitals in their Wills.