

THE LEEDS  
TEACHING HOSPITALS  
**Charitable  
Foundation**  
REGISTERED CHARITY No 1075308



**LEEDS TEACHING HOSPITALS'**

**CHARITABLE FOUNDATION**

**CHARITY NUMBER 1075308**

**TRUSTEES' ANNUAL REPORT**

**2013/14**

# CHAIRMAN'S INTRODUCTION

## THE BOARD

The Board in the year 2013/14 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) MB Chartered FCSI plus Cllr Caroline Gruen as Trustee in waiting and Hamish Macdonald who agreed to remain on as medical adviser. Cllr Caroline Gruen joined as a Lay Trustee from 1st November 2013. Mrs. L Pollard OBE JP DL joined as a NHS Trustee from 10th May 2013.

## GOVERNANCE

The Charitable Foundation Trustees are :-

Fundraising & Staff Lottery  
Chaired by Bernard Atha



Research & Development  
Chaired by Roger Cannon



Finance & Audit Chaired  
by Peter Knowles



Medical and Scientific  
Equipment Chaired by  
Roger Frier



Training & Education  
Chaired by Simon Lee to  
31st Oct 2013



Patients Staff and  
Resources Chaired by  
David Loudon



Caroline Gruen Trustee in  
waiting Appointed as Lay  
Trustee 1st November 2013



Linda Pollard joined as  
NHS Link Trustee  
10th May 2013



Advisory Group Minutes are considered and their recommendations approved by the full Board subject to any changes the Board might make. All Trustees 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.

Attention has been given to succession and discussions have been finalized with the Trust Development Authority to ensure a regulated renewal of the Board. Two new Trustees have been appointed Mr. Edward Ziff Chairman elect with effect from 1st April 2014 and Prof Peter McWilliam with effect from 1st August 2014. Mr. Peter Parker has been appointed as a Trustee in waiting, and will become a Trustee from 1st January 2015 on the departure of Prof Simon Lee having rejoined from 1st April 2014.

## **Finance**

The continued turmoil in global financial markets, the 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 a slight increase in investment incoming to £1.36m, income resources have reduced to £4.935m due to a significant reduction in donations and legacy income.

Our capital investments have increased to £44.8m.

## **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 £6.656m which included an extra-ordinary grant of £1.2m to the Trust to improve patient facilities prior to the CQC inspection visit.

Staff costs in 2013/14 were £442,000 and staff numbers increased slightly due to the increased activity and energy needed in fundraising.

The outcome of the Foundations previous investment in purchasing two research Linacs is particularly pleasing (see research section). The patient benefits have been enormous improving outcomes and speed of treatment and putting Leeds on the Map as one of the worlds best treatment centres.

## **FUNDRAISING**

The environment for fundraising continues to be demanding. Our small team of fundraising 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 new Yorkshire Brain Research Centre Appeal launched in January 2014 is aiming to raise £2m by 2015 to help tackle life threatening conditions including dementia, Parkinson's disease, epilepsy and multiple sclerosis

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. 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 of £5,000 took place at the Nursing conference in May 2014.

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 effort to show that the Charitable Foundation works 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 2013/14 a total of £3.7m 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.

My many thanks to my Board colleagues with whom it has been a privilege to work. In particular Cllr Bernard Atha and Mr. Peter Knowles who have been Trustees for thirteen years and completed their terms of office on 31st March 2014, having given an enormous amount of time and brought expertise in guiding the Foundation. 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. Our collective thanks go to the distinguished clinical and nursing staff and scientists with whom we work so productively for the benefit of patients.

This is my first and indeed last report as my own term of office finishes on 30th July 2014, I have thoroughly enjoyed being a Trustee and wish the Foundation every success in the future.

Mr. R C Cannon  
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. (Trustee in waiting)

### **Independent Lay Members**

Lay Trustee from 1<sup>st</sup> October 2000 to 31st March 2014 is :  
Councillor B P Atha CBE LLB Barrister at Law FRSA (Chairman)

Lay Trustee from 1st October 2000 to 31st March 2014 is:  
Mr. P. F. Knowles FCSI FFA

Lay Trustee from 1st November 2009 to 31st October 2013 & 1st April 2014 to 31st December 2014 is:  
Professor S Lee BA (Oxon) LLM (Yale)

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

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

Lay Trustee from 1st November 2013 to 31st October 2017 is:  
Cllr Caroline Gruen

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

NHS Trustee from 1<sup>st</sup> February 2004 to 30th July 2014:  
Mr. R C Cannon (Vice Chairman 1st April 2011)

NHS Trustee from 10th May 2013 to 9th May 2017:  
Mrs. L. Pollard CBE JP DL

A Lay Trustee's term of office is normally four years. Two of the independent lay members and one of the NHS link Trustees has been extended under special dispensation from the Trust Development Authority 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 Development Manager

**Mrs. Sheila O'Shea**

Yorkshire Cancer Centre Appeal Director

**Mrs. Tifanie Carter**

Yorkshire Cancer Centre Fundraising Coordinator

**Mr. Simon Moriarty**

Yorkshire Cancer Centre Accounts Assistant

**Mr. Andrew Roberts**

Web & Communications Coordinator

**Ms Clair Challenor-Chadwick**

Yorkshire Brain Appeal Director

## **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 including donations from 1948.

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 and former Hospitals.

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 Finance and Audit 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 these 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/ Research & Innovation w/c 1st April 2014**

Mr R C Cannon (Chairman)  
Councillor B P Atha  
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)  
Professor C Hale (Head of Division of Nursing, School of Healthcare Studies)  
Mr R McMaster (Nurse Consultant Corporate nursing, 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/Children's Hospital Appeal/Yorkshire Brain Research Appeal**

Councillor B P Atha (Chairman)  
Mr R C Cannon (Vice Chairman)  
Mrs S Edwards (Fundraising Development Manager)  
Mr R Roberts (Web and Communications Coordinator)  
Ms M Booker (Secretary - Charitable Foundation)  
Mrs M C Atkinson (Minute Secretary)  
Ms Clair Challenor-Chadwick (Yorkshire Brain Appeal Director )

This Special Advisory Group is responsible for all fundraising events linked to General fundraising matters and the two Appeals.

**Fundraising (Yorkshire Cancer Centre) SAG**

Councillor B P Atha (Chairman)  
Mr R C Cannon (Vice Chairman)  
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 their discretion.

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

## General Fundraising

### Annual Report 2013/14

#### Background

The Fundraising Team co-ordinate the main appeals and fundraising initiatives for the five Hospitals across Leeds Teaching Hospitals NHS Trust Leeds General Infirmary, St. James's University Hospital, Wharfedale General Hospital, Seacroft Hospital and Chapel Allerton Hospital providing help, advice and support to patients, families and staff wishing to fundraise for our appeals, wards and departments. In addition to this the team also support local businesses, corporate, community fundraisers and focused / piggy back bespoke fundraising events to help raise money and create awareness.

Throughout 2013/14 we have seen so much support for our running, skydiving hiking and cycling events. Many of these fundraising stories are covered within our Charity Chatterbox newsletter, which is distributed across the region. Our newsletter is full of information about forthcoming events, community fundraising and how donations have been spent across all specialties' within the Leeds Teaching Hospitals NHS Trust Hospitals.



During 2013/14 our twitter and facebook followers have increased dramatically which has helped to create increased awareness for the Leeds Children's Hospital Appeal. They have given an additional outlet to promote events and activities and importantly it has allowed us to share with our followers how we are spending donations.

Social media continues to have a big impact upon our charity giving instant contact and interaction with our supporters. We have now set up social media feeds for the main Leeds Teaching Hospitals Charitable Foundation and are focusing on building up the supporter base over the forthcoming year.



The Leeds Children's Hospital Appeal celebrated their 3rd birthday in September 2013, which event was attended by the Lord Mayor of Leeds. It was a fitting way to thank everyone who had raised funds, volunteered and created awareness for the hospital, as well as to thank the staff who work tirelessly to

provide the best care possible for our patients.

The support the Children's Appeal has received throughout 2013/14 has been amazing, we continue to receive Charity of the Year nominations, unflinching support from staff, patients and the local community.

The Lord Mayor of Leeds  
Tom Murray and Lady



Mayoress, Edna Murray (left).

The Leeds Children's Transplant Team, which includes children who have undergone liver and renal transplants took part in the British Transplant Games in Sheffield. They are the largest children's team in the country! In total they won an amazing 25 medals.

The team is constantly fundraising to give every transplant child the opportunity to celebrate life at this fantastic event.

### **How donations are spent:-**

The Leeds Children's Hospital Appeal has funded over £300k of state of the art medical equipment, distraction walls and toys over the last 12 months.

We recently enhanced the High Dependency Unit and Paediatric Intensive Care Departments.



The artwork has reduced the clinical look and as a result, patients and visiting siblings are already finding the new artwork to have a calming effect.

Sim Baby Manikins -  
£36,971.33 (Right)

The Sim Baby Manikins and peripheral kit allow us to run in-situ high fidelity training simulations. It provides a regular unit to

allows more portable and take out scenarios outside the theatre working environment, e.g. recovery, wards and A&E. Adhoc training simulation scenarios can now be run to improve safety and teamwork within The Leeds Children's Hospital.



MR Spectroscopy (MRS) - £62,540

MRS is a special type of imaging sequence performed on MRS scanners which provides information about the molecular structure of brain tissue. The brain is interrogated by a radiofrequency pulse within the very strong magnetic field of the MRI scanner and after computer processing, the presence, absence and ratios of certain metabolites is displayed on a graph. MRS can help differentiate between brain tumour recurrence and post treatment changes, which can make the difference between undergoing more surgery and chemotherapy and giving the child's doctors the reassurance that they can safely watch and wait.

The Charitable Foundation continue to share their successes in their bi-yearly newsletter, Charity Chatterbox, being able to share the impact of what funds raised means to our patients is crucial for securing future funding.

## Events

The Charitable Foundation has continued to plan their own bespoke events and collaborate as partner charities at other local events. It has been a very busy year for our events team. Support has been second to none with many staff, patients, patient families and the local community participating in running, jumping, hiking events and many more.



Sunday 15th September saw the very first Big Leeds Bike Ride take place raising money for the Leeds Children's Hospital Appeal. Riders had a choice of 100 miles or 100km, both routes began in Roundhay Park Leeds and headed in to the Wharfe Valley, with a steer to the north to York.

Although the weather decided to be inclement the riders took the risk and set off facing the prospect of showers and strong winds. Some were luckier than others and missed the torrential rain, although everyone encountered the exceptional strong head winds making the challenge extensive and tougher

to complete and ultimately raised £31,000 net.

The Big Leeds Bike Ride has become one of our annual events.

Other events which took place between April 2013 to April 2014 include; Leeds 10K, parachute jump, 5-a-side football tournaments, pamper evenings, bucket collections and Santa's Letter.

## Community Fundraising

Community fundraisers continue to play an important role and raise thousands of pounds for wards and departments across the Leeds Teaching Hospitals NHS Trust. Grateful patients, family and friends who wish to give something back for the care they have received generally make up this area of fundraising.



Claire Powell focused a 30 mile walk across the Yorkshire Dales raising a staggering £1,345 for the Adult Renal Wards at St. James's Hospital in memory of her Nana who spent her final years in and out of wards.

Nigel Tsang and his Wakey Wheel Team completed their cycling challenge in June cycling more than 37 miles. Nigel opted to use a single speed bike with no gears, so tackling the hills was a real challenge.

## Corporate

We continue to be selected as Charity of the Year by many large companies, although due to the economic climate. This has focused more on staff fundraising and matched funding. We are finding that the larger companies are increasingly offering employee time as part of their CSR policies, which has helped our charity immensely when seeking volunteers to marshal and help out at events.

## Volunteers / Charitable Areas

Our dedicated charitable stands are located within the hospital entrances across the Leeds Teaching Hospitals NHS Trust, they continue to play an important role by generating a regular income from traders and fundraisers alike. In addition to this, internal wards and departments use the dedicated areas to raise funds for their own wards / trust funds.

Volunteers continue to be paramount to our fundraising and are extremely valuable. Many of our volunteers are made up from staff, students, individuals, patients and their families who give up their time freely to help out and marshal at events throughout the region.



Our fantastic volunteer Leslie Hayes (87 years old) has now stepped down from his collecting post, he felt that the time had come to sit back and relax a little.

Leslie has played a significant part of raising money for Leeds Children's Hospital Appeal and so many children have and are still benefiting, Leslie is a true inspiration to many. Throughout his time with us he has raised an astounding £71,894.65.

We would like to extend our thanks to all our volunteers young and old for all their hard work and input. Their efforts are very much appreciated as without their help many of our events would be impossible to put on.

It is only with such amazing support we are able to make such a positive difference for all our patients both young and old. We would like to give a heartfelt thank you to all our very loyal supporters and donors who give so generously.

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

Fundraising Team Leeds Teaching Hospitals Charitable Foundation  
St. James's University Hospital  
Trust HQ  
Beckett Street  
Leeds LS9 7TF

Tel: 0113 2064540  
Fax: 0113 2065599

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



*Aiming higher Fighting cancer*  
**Yorkshire Cancer Centre Appeal**  
**Annual Report 2013/2014**

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

**AIMS**

*The ground-breaking work of doctors, nurses and researchers at the Centre continues to benefit from the £10m Yorkshire Cancer Centre appeal. Our fundraising aims remain unchanged as we strive to enhance patient care at this world-class unit through:*

- ◆funding supplementary medical equipment*
- ◆accommodating and accelerating medical research, education and innovation*
- ◆funding patient ‘home comforts’ throughout the cancer centre*
- ◆creating an uplifting environment through the arts and gardens projects*

Throughout 2013/14 the Yorkshire Cancer Centre Appeal continued to make steady progress and the team enjoyed a busy and varied year of successful fundraising.

Community fundraising remained our largest contributor throughout the period. Our bespoke events; international trekking challenges, annual September Ball, Yorkshire Three Peaks and Leeds 10k, contributed significantly to our overall income. The team delivered excellent support to existing supporters and to support all fundraising initiatives.

Times are still challenging, but our efforts have ensured that income streams remained consistent with the previous year and several projects showing an increase in funding.

**PR & Social Media**

We enjoyed considerable regional and national media attention thanks largely to our high profile fundraiser, staff member and cancer patient, Dr Kate Granger, enhancing our profile throughout the region and further afield.

[www.yorkshirecancercentre.org.uk](http://www.yorkshirecancercentre.org.uk) continues to enjoy increased visits with Facebook and Twitter followers gathering momentum each week. All areas are updated on a daily basis, ensuring that our response to supporters is interactive and immediate.



'Focus on Fundraising', the appeal's bi-annual magazine has again been distributed in Spring and Autumn to the entire supporter database and has received excellent 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 team.

Dedicated appeal screens on two levels of the wing continue to provide up to date fundraising event information for patients, visitors and staff. Notice boards displaying upcoming event notices attract a good deal of interest. An interactive touchscreen appeal Information Kiosk installed in the main entrance Atrium engages additional supporters by relaying up to the minute project and event information.

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

### **How appeal donations were used**

Our wards and departments benefited from funding and the following list of items was approved for purchase by the Charitable Trustees.

#### **Cryoblation Visual Ice - £13,000**



*The Image-Guided Tumour Ablation Team at the Institute of Oncology, St. James's University Hospital*

Cryotherapy is the application of extreme cold to freeze and destroy tumours. This is a minimally invasive technique which involves the use of high pressure gas-driven needles to create precise-sized ice balls that deliver temperatures of - 110 degrees Celsius to safely freeze and remove the diseased tissue, whilst avoiding damage to surrounding healthy tissue. As compressed gas passes through the cryoablation needle, the tip is cooled, forming an ice ball, which engulfs and destroys the tumour. By freezing the tumour, thawing it and then freezing it again, the cancerous cells are destroyed.

Team Leader Dr Tze Wah commented: 'It is a real privilege to have this cutting edge technology in Leeds so we can offer the treatment to patients from Yorkshire and beyond. The image guided tumour ablation team at LTHT would like to thank YCC appeal for supporting this state of the art treatment.'

### **The New Breast Unit at St James's - £50,000**

The Appeal fund supported the new Breast Unit following its relocation from Leeds General Infirmary. Matron Sue Chadwick said: 'We are so thrilled to have this gift which has enabled us to make a huge difference for patients referred to the unit (following the transfer of services from LGI). Our new unit is simply lovely and so much on the unit would not have been possible without this generous donation. We are sincerely grateful to our patron for his generosity in gifting this money to enhance the Breast Unit.'

### **£30,000 for Day Case Unit/Ambulatory Care - 12 CADD Infusion Pumps**

Ambulatory Care uses advanced medical technology in the form of highly accurate lightweight infusion pumps that a patient carries with them in an adapted pack-pack or hip bag along with the fluid containing the drug for infusion. For some patients, the length of time taken to deliver their chemotherapy and other drugs means that they have to stay as an in-patient, sometimes for several days. To allow patients to spend as much time as possible at home, staff within the team identified a solution where patients can receive their treatment in a novel, much more flexible way.

Matron, Sue Dodman said: 'Our main aim is to allow patients to stay at home if possible during their treatment and this development has been hugely successful in achieving this. Patient feedback has been so positive; we are delighted with such a successful outcome.'



*Patient James Harker demonstrates the use of the new CADD pump that allows him the freedom to go home whilst receiving his treatment. He is pictured with Staff Nurse Grace Gerona and Rebecca Golding.*

### A few examples of other YCC Appeal-funded Items 2013/14

Ward/Department	Brief description	£
Oncology Day Unit	4 X Vital Signs Monitors @ £1023.00 each	4,092
Radiotherapy Physics	Monaco Treatment Planning System	31,000
Ward J82	3 x Dinamaps to monitor patients @ £732.00 each Welch Allwyn	2,196
Haemophilia Care	1 X Vital Signs Monitor	1,023
Ward J98	Urine Testing Kit, Foot stools, Sofa Bed, TV	3,130
Oncology Outpatients	2 X Flexible Nasoendoscopes	9,776
Clinical Research Facility	Vital Signs Monitor, Glove & Apron Dispenser	1,023
Ward J82	Hoist	5,169
Rutherford Brachytherapy	Knee Support sets & Gel Table Pads	3,000
Radiotherapy	4-Panel Medical Screen	344.87
Radiotherapy	Steel Book Trolley	381.88
Ward J95	Examination Couch	791.00
Princess Royal Suite/ Westmorland Unit	2 X Optivisor 2 1/2 x 8"	172
Endoscopy Department	2 X Quasar LED Lights	
Oncology Day Unit	Seating for patients & Visitors	7,730
Ward J93	6 X Radios	150
	2 X TV's, 2 X DVD's cables	459.7
Radiotherapy	2 X laptops	1,183.20
Haemophilia Care	2 X Reclining Chairs, leaflet rack, 2 x cupboards	2,030
Natural Healer	Patient Information - copies of DVD	1,356
Urology	2 X TV's + Brackets	620
Nuclear Medicine	4 X CD Players & USB Sticks	160
Radiotherapy	Various leaflet holders & poster display stands	3,341.75
Patient Information	Video for website use + production of still images	3,000
Patient Information	Annual Patient information resources for cancer patients	10,000
Urology Ward J52	TV's, cordless telephone, Leaflet Rack & clocks & fridge-freezer	1,815.71

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

The Arts programme has 3 main functions:

- **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 2016. Yorkshire Cancer Centre Appeal receives a minimum of 25% of all art sold and sometimes 50% of proceeds are donated to the appeal. Maintenance of the exhibition space is funded through the appeal.

- **Enhancements to the hospital environment for patients**

YCC funding for the Arts is vital to our ongoing commitment to provide the best environment for our patients at the cancer centre.

- **The Performance programme**

Funding has supported a wide variety of musicians on a regular basis who perform in the Atrium for 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**

### **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 Three Peaks 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.

### **Notable community fundraisers during this period:**

#### **Aire Valley Vikings**

A gallant team of four from Aire Valley Homes; Mike Holdsworth, Mark Gray, Phil Arnett and Jamie Sampler rowed the full length of the Leeds and Liverpool canal over three days in September - a total of 127 miles.

Mike said: 'We all purchased our own equipment and funded the challenge ourselves and we're delighted to have raised over £20,000 for the cancer centre. The majority of people at some point in their lives are touched by cancer in one way or another either directly themselves or someone they know or love. We want to make a little difference'

#### **Nick Clarke Memorial Match**

After the resounding success of their inaugural fishing match in 2012, organiser Steve Akan followed up with another great match in July 2013, raising £5,703.63 for YCC.

#### **Jess & Darren Sellers**

Whilst receiving treatment for throat cancer in August 2012, Darren Sellers and his wife Jess visited the Fundraising Department to discuss plans to raise funds for the Appeal. Their initial modest plans just snowballed and less than one year later their fundraising achievement has reached an astonishing £12,894.05!

Jess & Darren recruited family, friends and colleagues to help them throughout all the challenges they undertook; cake bakes, car boot sales, Leeds/Liverpool bike ride and a fabulous Cupid's Ball all added up to this incredible sum for Yorkshire Cancer Centre Appeal.

#### **Tony Walton**

Tony Walton raised a total of £9,083.00 during his fundraising year in support of Yorkshire Cancer Centre. He organised a hugely successful Ball event and a North Sea Trail trek with family, friends and former colleagues. A presentation about his cancer experience to the Rotary Club of Normanton resulted in a donation of £1,132.00 from the club where he is now a member!

#### **Cherie Sharpe**

Cherie Sharpe local businesses woman to the Amateurs was diagnosed with cancer in 2011 and her daughter Nicola decided to hold another charity ball in her memory. 160 guests attended a night filled with entertainment and fun and raised £4,224.00 for the appeal.

## **CORPORATE**

### **Intermarketing Agency**

The Intermarketing Agency 'En Tour' cycling challenge for Yorkshire Cancer Centre was completed as planned on Sunday 7th July. 120 miles in one day on the first stage of the 'Tour De France' Yorkshire route, a year before the actual event.

Blazing sunshine and incredible heat made it very hard going, especially uphill. The pleasant weather brought scores of visitors to the Dales, so the route was much busier than expected. Eleven staff members from Intermarketing along with friends and supporters left the Agency's offices in Headingley at 6am as planned. Colleagues, friends and families turned out to support and welcome back the team. The first riders arrived in Harrogate at around 6pm and the last just before 8pm – to huge cheers.

When asked how they felt, the team of mostly non-cyclists, all agreed that it had been very challenging and an incredible experience, but they would not do it again. We'll leave that to the world's best in the Tour De France in a year's time! Simon Newsome, whose brainchild the challenge was, said, "I am completely overwhelmed at how people came together to make it such an amazing experience for us all. From the riders to the support team, friends, family and colleagues who cheered us on, to the strangers we met that gave generously and encouraged us along the way. It was a real team effort for a cause close to everybody's heart. Thank you all."

### **Leeds 10k**

The 2013 Jane Tomlinson Leeds 10k Run For All attracted a field of 11,000 runners and YCC Appeal was well represented with a 65-strong team. Sponsorship from individuals reached £7,914.

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

### **Yorkshire Cancer Centre's Yorkshire Three Peaks**

Following the success of our 2012 inaugural event, the bespoke Yorkshire Three Peaks climb attracted further participation in June 2013. This long day climbing Yorkshire's highest peaks is a huge challenge that must be completed in less than 12 hours.

Nevertheless, the elements didn't prevent our 25 staunch supporters from completing the course - some of them in record time! A very strong YCC team raised £6,089.00 for the appeal fund.

### **YCC TEAM ICELAND TREK**

#### **Trekking on Ice YCC Stars Raise £21,120!**

Yorkshire Cancer Centre's Team of intrepid Icelandic adventurers trekked and camped their way across the remote volcanic wilderness of this stunning land of 'Ice, Rock and Fire'.

"Trekking through Iceland was the hardest thing I have ever done but also the most rewarding", says Lisa Clarke, dental nurse based at Leeds Teaching Hospitals". The team raised £21,200 for the cancer centre

## YCC September Ball

210 guests attended the glamorous Yorkshire Cancer Centre's 17th annual cancer charity Ball at the Majestic Hotel in Harrogate where £30,251 was raised.

Guests enjoyed a champagne reception & delicious dinner, followed by excellent cabaret entertainment from the Rockabellas and Harrogate live band The Nightjars.

### \*Kate Granger - exceptional Fundraiser

Inspirational Fundraiser Kate Granger continues her work apace. She balances her daily job as a doctor at Pinderfields Hospital with all her fundraising initiatives; The Bright Side Cake Bake sales here in Bexley Wing; her third book to follow *The Other Side* and *The Bright Side*; her ever-expanding 'Bucket List' of things she still wants to do. Despite her ongoing treatment for an incurable cancer, Kate was well enough to attend a tea party at Buckingham Palace earlier in the summer and was singled out for introduction to HM The Queen who told her she was 'an inspiration'. 'I was so moved' Kate said, 'that this incredible lady said that to me - Chris & I had a truly memorable day'.

Kate set herself a challenge to swim the equivalent of the English Channel during the month of June and she successfully completed her daily swim at Morley Leisure Centre, attracting generous sponsorship for her labours. Kate and her Bright Side Cake Bake friends then started preparations for yet another Cake Bake sale in the Atrium, Bexley Wing, where they broke their previous record and raised £1,200 in a few short hours. Kate's total fundraising has now reached £115,000.

## 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.



Members of the YCC Volunteer team

The shop stocks a variety of greeting cards, YCC merchandise, books and gift items usually donated by the general public.

### **Recycling stamps and foreign currency**

Two new initiatives to raise additional funds and raise awareness of the appeal were initiated in 2013. There has been a good deal of interest and donations of both stamps and foreign currency have started to come through to the Fundraising Department.

### **Future Plans**

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

YCC September Ball

YCC Corporate Challenges

Spartan Challenge

YCC Legacy Campaign

YCC International challenges 2014/15: Trek Indian Himalayas and Kilimanjaro.

Open Challenges worldwide

Employee fundraising initiatives

Charity of the Year applications

On-going annual sporting events

Recruit volunteers within the centre and in the wider community to staff YCC Charity Shop; distribute appeal literature and collection boxes.

Thanks to the loyal support of many individuals, the Yorkshire Cancer Centre Appeal will continue to generate significant funding for the foreseeable future. It is hoped that the £10m target will be reached by December 2015.

Sheila O'Shea  
Appeal Director



**Breast Cancer Research Action Group  
(BCRAG)  
Annual Report 2013 - 2014**

The Breast Cancer Research Action Group comprises of approx 100 volunteer ladies and gentlemen, most of whom have travelled the breast cancer journey. The group was founded and formed in 1994 by Margaret Stead, an ex patient who has dedicated the last 20 years to the group campaigning for a dedicated breast unit and raising money to fund vital research here in Leeds.



The Breast Cancer Research Action Group's volunteers are crucial to their continued success.

Each year a dedicated band of volunteers give up their time to act as ambassadors and to raise vital funds to help support breast cancer in Leeds, without these fantastic volunteers the group would not be what it is today.

In 2012 the Breast Cancer Research Action Group funded research that has led to increased understanding of why some breast cancer patients are cured by chemotherapy, while others have cancer recurrences. The project is being carried out by Dr James Thorne

(right) at the Leeds Institutes of Molecular Medicine along side Dr. Hughes, who said "BCRAG are supporting this project for three years but, already after only one year, we have gained considerable insights into how breast cancer works.

Our findings have been published and this has helped us to be awarded additional funding from other sources.

The Breast Cancer Action Group generous support has been critical for us to start the virtuous cycle of making important findings and securing further funding, in order to research how to improve chemotherapy outcomes".

### **Fundraising Activities / Events**

The group continues to have success with its organised events including coffee mornings, 10ks, marathons, pamper evenings, fashion shows and receives fantastic support from local companies and businesses.



The Breast Cancer Research Action Group are welcoming the Le Tour de France to Yorkshire with specially designed pink bikes.

These bikes were designed and made here in Yorkshire by the Design & Technology Department at Rishworth School.

These charming pink bikes not only raise money to support breast cancer research but are also a memento of what will, no doubt, be one of our region's most high profile events ever.

## **Legacies**

In January 2012 BCrag received a substantial legacy which will give the Leeds Teaching Hospitals NHS Trust a game-changing opportunity to lift the profile of Breast Cancer Services in Leeds. The Breast Cancer Service at Leeds is one of the UK's largest and delivers care of the very highest standard with excellent clinical outcomes.

Three areas of breast cancer research have been identified by Prof Geoff Hall, Lead Cancer Clinician, Leeds Teaching Hospitals NHS Trust:

- i) Clinical Trials
- ii) Innovations in clinical trials (including diagnostics)
- iii) Translational laboratory research (including molecular profiling)

## **Support**

The group have enjoyed support from all areas throughout the last year to mention just a few the Otley Town Mayor, Mary Vickers who raised £3,125.00, ARD Finance raised £1,025 from a fancy dress Halloween party, Helen & Billy McAuley held a coffee morning and raised £1,000 and more recently Engage Mutual have adopted the group as their Charity of the Year for 2014.

As always the support that is received from the groups members itself is phenomenal, many are still struggling with their own health but continue to fundraise and campaign motivating each other, the bond that is between the group is second to none.

Throughout the year Horsforth Golf Club have continued their very kind support allowing free venue hire for our events and meetings, they continue to support the group year on year and this is very much appreciated. Thank you.

## **Donations**

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

## **Future**

The group are very much looking forward to supporting game changing breast cancer research at Leeds. That will not only lift the profile of Breast Cancer Services in Yorkshire but will also help create awareness for the Breast Cancer Research Action Group itself.

The group would love to hear from anyone wishing to join them in their fight against breast cancer, you can do this by contacting:-

Sharon Edwards  
Fundraising Office Breast Cancer Research Action Group  
C/o Leeds Teaching Hospitals Charitable Foundation  
St. James's University Hospital  
Trust HQ, Beckett Street, Leeds, LS9 7TF  
Tel: 0113 2064540  
Fax: 0113 2065599  
Email: [bcrag@leedsth.nhs.uk](mailto:bcrag@leedsth.nhs.uk)



## Yorkshire Brain Research Centre Appeal

At the Charitable Foundations Board Meeting in March 2013 it was reported that the Chairman and the Senior Management Team of the Leeds Teaching Hospitals had given support and approval to the launch of a Brain Disease Appeal.

### **Brain Disease Appeal - Launch**

At the Charitable Foundations Board Meeting in July the Chairman advised Ms Linda Pollard that the Charitable Foundation Board had given their support to the Brain Disease Appeal. Ms Pollard reiterated the LTHT support for the Appeal.

Ms Clair Challoner-Chadwick, the newly appointed Major Trust & Fundraiser, is to meet with Professor Selby and Dr Stuart Murdoch for early discussions.

In January 2014 the Media Launch was instigated and Kick started with a £250,000 personal pledge from Patron Sir Robert Ogden CBE LLD.

Yorkshire is leading on a new Brain Research Appeal to tackle life-limiting brain conditions.

Leeds Hospitals Charitable Foundation will launch the appeal in January to raise £2million by 2015. The fundraising appeal will create a world-class Yorkshire Brain Research Centre to help tackle life-conditions including Dementia, Parkinson's disease, Epilepsy, and Multiple Sclerosis.

Professor Selby who helped write the case for the new Yorkshire Brain Research Centre said, "As the population gets older, there will be a significant increase in brain conditions in Yorkshire in the near future. To have a centre of excellence for brain research at Leeds means that patients do not have to travel out of the county. The Centre will conduct research for patient benefit and will help Yorkshire scientists find new treatments and drug therapies as well as conduct clinical trials."

In Yorkshire the number of people over 65 is due to increase by almost half in the next 20 years to close to 1.3 million with the number over 85 rising 90% to 220,000 (*Future Years the Yorkshire and Humber regional forum on ageing*). The medical community needs to be able to respond to the increase in people living with brain conditions. By 2030 there will be a 20% increase in Parkinson's disease with 80% of individuals also succumbing to Dementia.

"The Yorkshire Brain Research Centre will help attract the very best clinicians from around the world to train and study at Leeds and grow a strong neurosciences community for the benefit of patients in Yorkshire and beyond. The Yorkshire Brain Research Centre will mean we will have better diagnosis, better treatment and better outcomes for patients in Yorkshire."

## RESEARCH AND DEVELOPMENT 2013/14

Research and Development (R&D) is a vital element of LTH Trust activity and is undertaken in close collaboration with Leeds University. The Charitable Foundation 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 Charitable Trustees is crucial to the success of Leeds Teaching Hospitals Research & Development.

### National Institute for Health Research BRU bid for Clinical Fellows

Following consideration of the application to the Research and Development Special Advisory Group in the financial year 2013/14 it was agreed to continue support for the National Institute for Health Research and to fund a further two Clinical Research Fellows.

Finance to be taken from the Research & Development Special Advisory Group budget for 2013-14 **£220,000** was approved.

Designation of :- Leeds Teaching Hospitals clinical staff as Honorary Clinical Associate Professors. The University has agreed a process whereby NHS clinicians will be accorded the title of Honorary Clinical Associate Professor (HACP), subject to a number of criteria, including delivering the equivalent of two PAs of research. This is a model which will help support patient access to high-quality clinical research studies, and offer real benefits to the Trusts patients.

The above model was discussed and it was agreed to support the proposal under the provision that the additional PAs were 11-12 :- **£50k** was approved funding for five PAs successful candidates as follows

Dr Darren Treanor Consultant Histopathologist	Histopathology Department	<b>Digital pathology research, Leeds pathology project</b>	£ 10,000.00
Dr Abeer Shaaban Consultant Breast Pathologist	Histopathology Department	<b>Breast Clinical Studies Group Research</b>	£ 10,000.00
Dr Sinisa Savic Consultant Clinical Immunologist	Department of Clinical Immunology and Allergy	<b>The role of metabolic and cellular stress on the pathogenesis of inflammatory response in RA. The use of novel cellular biomarker assays in predicting disease in the early stages of RA</b>	£ 20,000.00
Dr PJ Hamlin Consultant Gastroenterologist	Gastroenterology Department	<b>Research in inflammatory Bowel Disease</b>	£ 10,000.00

## 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.

Applications were received for evaluation under the Pilot Project Awards scheme; projects listed were supported under the scheme.

Applicants Name	Department	Details of Application	Grant £
Dr Robin Prestwich	Clinical Oncology	A pilot study investigating the role of pre-operative PET-CT and MRI in planning post-operative radiotherapy for locally advanced oral cavity cancer	38,272
Prof. D. Valerie Clerehugh	Advanced Restorative Clinical Practice	Investigating human host-microbiome interactions in periodontitis	31,841
Dr Jane Minton	Infection & Travel Medicine	Transmission of antimicrobial resistance in the community: are household contacts of patients with Extended Spectrum $\beta$ -Lactamase (ESBL) Infections a potential reservoir in the UK?	17,471
Prof. Alan Melcher	Leeds Institute for Cancer Studies and Pathology	Characterisation of neutrophils in brain cancer	29,955
Mr Roger Hackney	Chapel Allerton Orthopaedic Centre	Shoulder patch for massive rotator cuff tears (SPARC)	39,968
Professor David Julian Ashbridge Scott	Leeds Vascular Institute	Linking in-vitro and ex-vitro fibrin clot structure of patients with abdominal aortic aneurysm (AAA) with MRI T1 and T2 mapping of the ontraluminal thrombus (ILT)	37,740

Dr Klaus Karl Witte	Division of Cardiovascular and Diabetes Research	Bowditch revisited: defining the optimum heart rate range in chronic heart failure	31,102
Dr Tufail Patankar	Neuroradiology	"Under the Radar: Improving Methods of Assessing Cognitive and Motor Outcomes of Aneurysmal Subarachnoid Hemorrhage (aSAH)"	39,996
Dr Graham Mark Sutton	Geriatric Medicine	Cognitive inconsistency and falls in older persons living in the community ( 1 year funding Only)	18,870

**Total Pilot Project Awards Granted    £285,215.35**

**During the financial year 2013/14 an Extra-Ordinary Grant was given towards Research and Development**

The projects below were supported using the additional funds totalling **£205,000**.

**1. Clinical Trials Manager for two years costing £50,000 per annum total funding £100,000.**

The post will involve line management and the overall managerial responsibility for the clinical trial programme of the Cardiology Department. This involves co-ordination of trial design, initiation, conduct, quality control, data analysis and reporting ensuring multidisciplinary-collaboration with clinical specialties and other departments throughout the Trust, University Research Departments and Industry.

The post will encompass the development, provision and support of clinical trial services to the Cardiology Department.

The post will cover the financial management of the Cardiovascular Clinical Research Facility, which includes the responsibility for costing study protocols, controlling study budgets and clinical trial facility expenditure, and periodic review of study costs.

**2. Part funding for a Director of Clinical Biochemistry for one year costing for a 0.2 FTE totalling £35,000**

The Director of Clinical Biochemistry will provide high level operational expertise, leadership and strategic oversight, in addition to providing a critical interface between the Diagnostic Evidence Co-Operative and the clinical laboratory. The role will replace the retiring Director of Clinical Biochemistry who is currently employed by Clinical Biochemistry at Leeds Teaching Hospitals NHS Trust.

This post will support the development of:

- new initiatives

- research funding applications
- protocol development
- staff development
- collaborations

### **3. Colorectal Therapies Healthcare Technology Co-operative wish to appoint a Scientific Officer for one year costing £35,000**

This post would support the development of new research funding bids across the surgical specialties in LTHT, (including those surgeons who are Honorary Clinical Associate Professors), in conjunction with lead academics at the University of Leeds (and potentially other experts across the UK)

Support the start up of research projects in the HTC as a result of awarded Proof of Concept (PoC) funding

Also support successful projects, which have proved a concept through the HTC, to apply for further funding to undertake the next stage research (or further PoC testing).

### **4. Project Manager post in support of the NIHR Leeds Clinical Research Facility (LCRF) part of the NIHR UK CRF Network for one year costing £35,000**

This post is required to bring about a coordinated and cohesive approach to the operational functioning of the CRF and its associate programmes of research.

The provision of project management support to assist in the delivery of the aims and strategic direction of the facility and support projects including coordinated governance processes, IT and other systems and initiatives necessary for the safe delivery of experimental research and accurate activity and performance data capture.

This post will support additional funding bids and prepare progress reports and necessary data analysis, taking a lead where appropriate in working with colleagues to coordinate production of accurate reports to inform the executive and support annual report preparation.

Also acting as a first point of contact to the UK CRF coordinating team, maintain the content of UK CRF Leeds website pages, developing content alongside professional colleagues, ensuring links to local organisational websites such that the profile of the CRF is prominent and appropriately showcases research outputs, publications and additional grant acquisition.

Assisting the Operations Manager and research leads in the integration and utilisation of Patient and Public Involvement in research activities, grant bids, projects and the overall development of the CRF.

## Clinical Achievements supported by the Charitable Foundation – Radiotherapy research and the Research Linac facility

**The support from the Charitable Foundation was of crucial importance in the development of academic radiotherapy research in Leeds. The investment in the research linacs and the subsequent support for academic appointments has contributed to the clinical achievements that are summarised below as reported by Prof David Sebag-Montefiore and Dr. Viv Cosgrove.**

Two professors of Clinical Oncology (David Sebag-Montefiore and Susan Short) were appointed in 2012. An Associate Professor (Ann Henry) and the radiotherapy physics research lead (Jonathan Sykes) were appointed in 2014. Two PhD students have radiotherapy related projects. Louise Murray (CRUK funded) is due to complete her PhD on complex radiotherapy techniques in prostate cancer later this year and Alex Gilbert (NIHR funded) is in her second year studying long-term radiotherapy side effects and their relationship to the radiotherapy treatment.

The research linacs are a key component in the “critical mass” required to deliver high quality clinically focussed radiotherapy research. The development of the Agility treatment head and flattening filter free treatment were key in supporting Elekta’s development of the new VERSA linear accelerators. This collaboration directly influenced our ability to install two VERSA machines on the NHS fleet in 2013 and deliver complex and shorter radiotherapy treatment to NHS patients.

The research linacs are a flagship example of our partnership with Elekta, the equipment and software manufacturer. Further partnership opportunities are currently under discussion. Our ability to attract future academics to Leeds is closely linked with the quality of the research environment.

The research linacs enabled us to lead the UK in the delivery of lung SABR. This highly focussed technique delivered over a week locally controls early stage lung cancer in over 90% of cases. This is a dramatic improvement when compared with a protracted course of chemotherapy and radiotherapy. We have now treated over 500 cases representing over half of all the cases treated in the UK. This expertise has been important in the development of a funded clinical trial (see below). Our track record using SABR is important in current discussions regarding UK centres that may be selected to further evaluate SABR in other parts of the body.

Volumetric arc radiotherapy is a complex radiotherapy technique that delivers focussed radiotherapy to the tumour and sites at risk of tumour involvement whilst achieving maximal sparing of the surrounding normal tissues. An arc of treatment can deliver this with the shortest treatment time. This approach has been applied to head and neck, oesophageal, base of skull and lung tumours, endometrial and anal cancer.

We have led the development of radiotherapy techniques in pancreatic and oesophageal cancer allowing radiotherapy planning to account for the motion due to patient respiration leading to movement of the tumour. The solutions to this problem have been adopted into national clinical trials (Neo-Scope and SCALOP2) and we have held workshops to share this experience and develop complex radiotherapy implementation across the UK.



David Sebag-Montefiore leads the national flagship CRUK funded ARISTOTLE phase III trial in locally advanced rectal cancer that recruited its 200<sup>th</sup> patient this week. Kevin Franks was recently awarded a NIHR grant of £250,000 for a clinical trial to compare lung SABR against radical surgery in early stage lung cancer.

A dose finding pre-operative margin intensive SABR study has been submitted to CRUK for funding where Oxford Leeds and Glasgow will collaborate to determine the optimal radiotherapy doses to be used in future research.

David Sebag-Montefiore is leading a national consortium, with the Leeds Clinical trial unit, to personalise the radiotherapy treatment of anal cancer representing the largest clinical trial initiative in anal cancer worldwide. This umbrella trial will be submitted for funding at the end of July 2014. Discussion is at an advanced stage to facilitate participation from the USA in this proposal.

### Summary of impact and achievements :-

- ***Stereotactic Ablative Radiotherapy (SABR) technique and service.***

The research linacs have been key to the development and implementation of SABR for inoperable non-small cell lung cancer in St James's. SABR is an advanced radiotherapy technique that enables very high-doses of radiation to be precisely and safely targeted to a moving tumour volume. Radiotherapy can then be delivered in high-dose, 'hypo-fractionated' sessions, requiring less visits to hospital (between 3-8) compared to a conventional, radical radiotherapy approach (up to 30).

St James's is recognised as the national leader in the use of this technique. A landmark 500th patient was treated in July 2013, and currently 20-25 patients start a new treatment course every month. This has meant the radiotherapy department has delivered over half of all SABR treatments in the UK. The technical expertise of the staff and the availability of the research linac facility will allow the application of high-dose, hypo-fractionated SABR to be developed for other sites in 2014, and help St James's to continue to lead the development of the technique in the UK.

- ***Implementation of Volumetric Modulated Arc Therapy (VMAT)***

VMAT is the most advanced technique for delivering external beam radiotherapy. It achieves faster and more conformal treatment delivery. Work supported by the research linacs has helped with the development and clinical implementation of the technique. Currently VMAT is used for radical radiotherapy treatment of the prostate, head and-neck, endometrium, base of skull, lung and oesophageal cancers. The work on the research linacs has been used to help inform capital investment in the clinical fleet of linear accelerators to improve the overall efficiency of the routine service.

- ***World first – Agility Multileaf collimator***

Leeds treated the world's first patient using Elekta's new multileaf collimator called 'Agility' in April 2012, which attracted world-wide media coverage. The Agility has now been installed in over 500 linacs world-wide and is the industry leader in advanced beam shaping for radiotherapy.

Elekta were awarded an Institute of Physics innovation award in 2013, and acknowledged the importance of the partnership with St James's in the development process.

- ***World first - Flattening filter free treatment*** (An innovative modification of the radiation beam emitted from the treatment machine)

St James's, in partnership with Elekta, have developed and tested the world's first 'Flattening Filter Free' (FFF) system. This improves treatment delivery by increasing the rate at which the radiation dose is delivered, therefore reducing treatment times. This is also achieved with reduced secondary doses to the patient, reducing the overall risks associated with the treatments. The department delivered the world's first clinical treatment using this technology in February 2013, again with world-wide media attention.

- ***National training***

Leeds radiotherapy staff have been commissioned by the Department of Health to provide SABR and advanced radiotherapy training to other health professionals across the UK. Supported by the research linacs, this training has helped accelerate the clinical introduction of SABR and Intensity Modulated Radiotherapy (IMRT) across the UK.

- ***QiC Excellence in Oncology awards (2012 and 2013)***

Highly Commended award (2012) for the development and integration of an electronic radiotherapy referral system, reducing cost and increasing speed of access for patients, and Highly Commended 'Team of the Year' award (2013) for the Lung SABR Team.

- ***National and international conference profile***

Strong presence from all disciplines at national and international meetings presenting Leeds research and development activity (ESTRO, ASTRO, EORTC, BIR, UKRO, SOR).

- ***Radiotherapy innovation – Al Jazeera***

Leeds radiotherapy team featured on Al Jazeera TV in June 2013 as part of a series focusing on how innovative technology is helping to cure patients.

- ***Pilot of new treatment planning software***

Piloted new treatment planning software (Monaco Software v3.3) to improve the quality of the radiation treatment delivered to patients. First to use the system for clinical IMRT/VMAT in the UK, initially on the research linacs.

- ***One of four international pilot sites for new 4D imaging software***

Invited to be a pilot site for new 4 Dimensional imaging software (XVI v5.0). This pilot was undertaken in July/August 2013, using the research linacs, and will lead to further improvements to the VMAT and SABR services.

- ***£0.7m award from Radiotherapy Innovation Fund***

2012-13, St James's was successful in a bid for over £700k from the Radiotherapy Innovation Fund. This enabled the purchase of hardware and software to enhance optimisation of technical radiotherapy treatments on the clinical fleet of linacs. This bid was informed and helped by the VMAT and SABR work developed on the research linacs.

- ***£100k research award from PTW GmbH***

Attracted further research funding from PTW GmbH (German manufacturers of dosimetry equipment). This supported a member of physics research staff for 3 years, to develop a radiation dosimetry device on one of the research linacs.

- ***MOSAIQ development partnership with Elekta***

Partnership with Elekta in developing MOSAIQ (the integrated oncology management system) to increase productivity and work-flow efficiency. New software is regularly implemented and tested on the Research Linacs prior to clinical use. Therefore, opportunities to enhance and streamline the clinical service can be optimised prior to the software being rolled out on the clinical fleet of linacs.

- ***3<sup>rd</sup> SABR Training day 2012***

Over 60 health care professionals attended the 3<sup>rd</sup> Annual Leeds SABR Training day in 2012. This has helped with the development of SABR throughout the UK.

- ***XVI National user meeting***

Leeds hosted and provided key speakers for Elekta's National XVI user meeting in 2012.

- ***Technical development to improve Clinical Trial participation***

3D Breast Image guided radiotherapy (IGRT) solutions, a pre-requisite for participation in IMPORT and FAST FORWARD national clinical trials were developed and implemented on the research Linacs prior to clinical roll out. In addition, use of 4D-CBCT in developing IGRT Protocols for gastro-intestinal cancers have allowed Leeds to provide national expertise for the Neoscope and SCALLOP 2 NIHR portfolio trials.

- ***Recruitment to Clinical Trials***

Creation of a RT Trials team, comprising Research radiographer, Clinical Trials Assistant and research physicist has improved the process for initiating and opening of NCRN Portfolio studies. In 2012/13, 152 Radiotherapy patients were recruited into NCRN studies, 131% of the locally agreed target and a considerable improvement on the comparable figure of 53 from 2007/8.

- ***Improvements in clinical workflow***

The Research Linac facility has represented the department's test bed for process changes that seek to improve efficiency and quality of radiotherapy delivery. Work has included development of radiographer led IGRT protocols, increased use of automatic software functionality, error reduction and paper 'light' working. Installation of Synergistique, an application that integrates imaging data into Mosaiq, was trialed in the research environment in preparation for its wider clinical implantation.

- ***Enhanced and accelerated equipment replacement***

One of the most significant outputs in terms of the research collaboration with Elekta is the new equipment that has recently been installed. As part of the PFI contract, we were scheduled to have two clinical linear accelerators replaced in Oct 2014. Mostly at Elekta's expense, the replacement programme has been brought forward, and two state-of-the art 'Versa HD' linear accelerators have been installed for clinical use in the dept in 2013.

The accelerators are a significant upgrade in terms of specification relative to those we would have received via the PFI replacement programme (retail price of the accelerators are >£2Million each). They present us with an opportunity to translate more of the development techniques and technology into clinical use and have provided us with an even better platform to continue high-profile, cutting edge research and development work in the future.

During the Financial year of 2013/14 and Extraordinary Grant to the Leeds Teaching Hospitals NHS Trust was made for 1.2million

During the Trustees Board Meeting of the 25th September 2013 when Mr Julian Hartley (Chief Executive of Leeds Teaching Hospitals NHS Trust ) Mr. D Kerr (LTHT Director of Estates & Facilities) and Ms S Hinchliffe (Chief Nurse) requested that the Trustees consider allocating a one off extraordinary grant to provide help to the Trust to meet the required standards of the Care Quality Commission inspection that was due on 14th March 2014.

It was suggested that Trust would provide and present the Trustees with a list of bids for Environment and Equipment Applications that would be additional and would improve the patient environment and treatment. Following this request it was unanimously agreed by all Trustees that £1.2m should be made available for Grants and Awards within the 2013/14 financial year.

**Awards totalling £1million were approved for funding by the Trustees**

Below are a few examples of expenditure in relation to the Extraordinary Grant :-

Acute Medicine	TVs, wall brackets, reclining chair, patients chairs, bedside lockers, bedside tables, visitor chairs, day clocks, wall clocks, CD/radio players, TV aerials, picture signs for all toilet and bathroom doors. Refurbishment of Acute Wards	£60,433
All CSUs	Ferno Spinal seated falls rescue inflation cushion compressor	£21,290
All CSUs	Moving & handling equipment - Sarah Stedy x 25	£50,759
Cardiac Services	Sentinel cardiology archiving module & Dynamap for stress echo	£8,543
Digestive Diseases	Godfrey Syrett Pentire Pressure Chairs & Environment	£19,449
Corporate Nursing	High specification seats for stroke patients	£10,000
Therapies	Rea Azalea wheelchairs	£4,788
Theatres	Refurbishment of unit (David Beevers) - Phase 2 - Furniture	£6,000
Pathology	Interface between ICE and TelePath	£20,400
Ophthalmology	Takagi fully motorised chair/bed combination x 11	£47,460
Pharmacy	ARX robotic dispensing system - hopper	£42,000
Cardiac Services	Telemetry cardiac monitoring system	£38,080
Children's Services	– Children's Diabetes OPD SJUH - Improve environment	£15,525
Children's Services	– Children's OPD LGI - Creation of discrete urology area	£15,997
Children's Services & OPD	– Reconfigure surgical OPD to separate adults and children	£10,800
Theatres	Refurbishment of unit (David Beevers)	£8,000
Estates & Facilities	Refurbishment of Brotherton Wing Entrance	£35,000

## 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 2013/14:

The following are just a few of the applications awarded from the Children's Hospital Appeal:-

Elspeth Brown	Paediatric Cardiology	1 x iE33 intelligent Echo 2D Ultrasound sound @ £63,171.00	£ 63,171
Jeremy Macmullen-Price	Radiology	MRS Software for scanners - MRS Post processing equipment	£ 62,540
Tim Haywood	Paediatric Intensive Care	Ultrasound machines x 2, assorted probes etc	£ 50,000
Niaz Ahmad	Transplant Surgery	Transit Time Flow Meter	£ 14,000
Elizabeth Whitehead	Paediatric Physiotherapy (Child Therapy)	Physio Equipment - Swift lightweight posture walker, Quest 99 Colt Trike	£ 2,936
Duncan Johnson	Anaesthetic	SonoMBe - S-Series £1015.00 HFL50x / 13-6 MHz Transducer £2950.00	£ 3,965
Paul Roberts	Cytogenetics	1 x NanoDrop ND2000c. 0.5ml Spectrophotometer without operating software. @ £4995.00 and 1 x ND2000c operating software, installation and training @ £4300.00	£ 9,295
Vanessa Van Rooyan	Paediatric Rheumatology	Buzzy kit	£ 4,752
Philip Holland	Paediatrics	Dexcom starter kit and sensor with pump / spare sensors	£ 500
Niaz Ahmad	Histopathology	Spot Idea 5 Megapixel Colour Camera	£ 3,654
Paul Nix	ENT	Microdebrider consul with two hand pieces and one drill hand	£ 29,314
Sandra Garbutt	Children's Outpatients	Vital Signs Monitor	£ 1,542
Sue Marshall	Ward 54 Children's Day Care	3D V-POD - Pain & Distraction Unit	£ 6,750
Joanne Phillips	Ward 48a	3D V-POD - Pain & Distraction Unit	£ 6,750
Phillip Holland	Paediatrics	monitor and N Lite sensors	£ 3,400
Rosemary Gray	PICU	Precision Flow,. Nappy Scales, Ophthalmoscope and 2 off breeze mattresses	£ 3,453

**Awards totalling £296,023 approved for funding by the Trustees funded from the Children's Hospital Appeal.**

It was agreed at the Charitable Trustee Board 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 2013/14 was £200,000, total allocation **£400,000**.

Below are a few examples of the applications awarded for the Environment			£
Karen Williams	Surgical Outpatients LGI	Three Televisions, Wall Brackets and installation of 3 Aerials	2,172.49
Karen Williams	Surgical Outpatients LGI	Three Bariatric Chairs	1,795.50
Lucy Whiting	Ward J42 Lincoln Wing SJUH	20 Bedside lockers, 15 patient bedside chairs	7,238.82
Cathy Bishop	Same Day Admissions Unit SJUH	24 Multi purpose chairs & 12 Tub Chairs for waiting Room	5,434.47
Katie Cockerline	J29 Acute Medical Unit SJUH	3 Seater sofa x 2, 2 Seater sofa, television, and bracket	2,542.18
Jane Rothery	Acute Medical Assessment Area Ward 27 SJUH	Two reclining patient chairs & Radio	2,368.00
Romy Smith	Ward J26 Acute Medical Unit	3 Seater Sofa x 2, 2 Seater Sofa, Arm Chair	2,661.60
Anne Storey	Urology Outpatients	Two Televisions	620.00
Lindsay Hutchinson	Surgical Assessment Unit	Two Televisions, Wall Bracket, Coltesmore Chairs	3,663.99
Helen Jackson	Surgical Pre-assessment Clinic	Colour Printer	215.98
Louise Holt	Ward L45 Delivery Suite LGI	Mats x 3, Beanbags x 2	638.00
Caroline Dunn	Ward C1 CAH	22 Bedside Lockers	10,428.00
Sandra Garbutt	Children's Outpatients	Chairs x 220, Chairs x 28	18,592.56
Jackie Newbould	Adult Social Care	LGI & St James Samaritan Fund'	3,000.00
Lisa Smith & Helen Jackson	LGI Surgical Pre-assessment Clinic	Stacking Patient Mugs, 2 Litre Insulated Beverage Server, 1.2 Litre Insulated	54.01
Dawn Galloway	Ward J22 Clinical Decisions Unit	8 Stackable Chairs	236.56
Liz Nicholson	Wharfedale Hospital	30 Chairs	1,512.00
Clare Woodward	Ward J3 Delivery Suite	Equipment for normal birth environment, artwork, storage	7,898.00
Joanna Aftowicz	Ward J12 Respiratory	Sofa tub seat x 2, Table forum unit	419.59
Chris Swift	Chaplaincy	A Lectern for the LGI Chapel	380.06
The Sick Children's Trust	Eckersley House	Running Costs for Eckersley House	10,000.00
Gill Fallon	J93 & J97	2x Tilt Recliner Chairs / 2x Delta 500 Chairs / 2x Recliner Shower Chairs	13,058.16
Colette Smith	Occupational Therapy	Wide range of occ therapy Equipment	5,656.07
Ev Tatham	Oncology Day Unit	12 X Reclining Chairs	8,482
Samantha McAnena	Clinical Research Facility	2 X Recliner Chairs	3,078

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

£

Janet Feather	CT Scanning Jubilee Wing LGI	LED Projector & Sensory Wheels	535
Mark Harrington	Restorative Dentistry Leeds Dental Institute	3D Printer, associated software, etc	17,285
Paul Nix	Otolaryngology OPD	Video Stroboscopy	53,647
Rachel Clare Westmoreland	Centre for sexual health	Olympus BX43 Microscope	4,819
Denise Ross	Physiotherapy Cross Site	12 Specialist Wheelchairs, 4 Specialist Cushion	17,000
John Keating	PACU Jubilee Wing Theatres LGI	Endthermics 340 Blanket warmer	3,995
Robin Darby	Emergency Dept LGI	Verathon Bladder Scanner	6,984
Clare Woodward	Delivery Suite (J3)	High BMI CTG monitor, waterproof doppler, HDU Monitoring, ECG machine, portable bladder scanner	27,221
Liz Nicholson	Ward 1 Wharfedale Hospital	BM900 LED Slit Lamp with counter balanced Table	15,595
Barbara Martinez	Outpatients Department Wharfedale	Cirus HD-Optical Coherence Tomographer	16,000
Dr S Everett	Endoscopy Unit	Biliary Manometer Equipment	27,000

The Charitable Trustees also have a Training & Education Special Advisory Group to support training initiatives for clinical and administration staff within The Leeds Teaching Hospitals. Below, are a few examples of training initiatives supported.

Applicant	Department	Details of Application	Total Cost £
Jill Asbury	Head of Nursing & Midwifery Education & Workforce	Nursing & Midwifery Conference 2014	12,400
Robert McMaster	Corporate Nursing Directorate	Chief Nurse Education Fund	20,000
Carolyn Proctor	Trauma & Orthopaedics	BA - Business Management	1,421
Simon Hepworth	Trust Computer Services	CMI Level 5 Diploma	1,140.75
Lauren Kilroy	Pain Management (Acute)	National Acute Pain Symposium	195
Chris Swift	Chaplaincy	Charting Chaplaincy in Action Conference 2013	200
Julie McFarlane	Planning Department	Interactive Whiteboard for General Meeting rooms	10,000
Jane Hewitt	Theatres & Anaesthesia	Inter operative cell salvage (ICS) training course for 10 staff	9,700
Dipesh Odedra	Anesthesia	Course to pay for use Sim Man by DPGME 6-8 courses per year	4,800

# 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
- Kettles
- Thermos pump pots
- DVD Players for Staff Training
- Equipment for office area and rest rooms
- Fridge/freezers
- Table and chairs
- Various items of furniture for rest rooms

**Other**      **Rugby Kit for Staff Team**  
**Gym Equipment Two Treadmills**  
**Summer Draw ten prizes of £250 given to Lottery Members**

During the financial year 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014, the Trust wide Staff Lottery Special Advisory Group approved grants totaling £10,754 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 48.

### **LEGACIES**

Amongst specific bequests were:

Legacies received during the year totalled £1,037,567 the following of which exceeded £10,000:

Mr. W D Ross for Renal Unit Equipment

Mr. D G Dennis for Leeds Teaching Hospitals Charitable Foundation

A Zurawczak for Children's Cancer

Mrs. S M Morrell for Cardiac Research

Betty Hull for Cardiac Intensive Care Unit

Mr. B L Smith for Coronary Artery Disease

Mr. J Cockerham for Coronary Care

Rosamund Whitehead for Ray of Hope Liver Surgery

Mr. J Smith for Leeds Teaching Hospitals Charitable Foundation

Mrs. M Simpson for Leeds Children's Hospital Appeal

Patricia Burdett for Oncology General Purpose

Mr. A Taylor for Children's Epilepsy

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 2014

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	<b>Total Funds £000</b>	2012/13 Total Funds £000
<b>Incoming Resources</b>					
<i>Incoming Resources from Generated Funds:</i>					
Voluntary Income:					
Donations	160	1,286	0	<b>1,446</b>	2,783
Legacies	84	954	0	<b>1,038</b>	1,584
Grants Receivable	0	0	0	<b>0</b>	0
<b>Sub total: Voluntary Income</b>	<b>244</b>	<b>2,240</b>	<b>0</b>	<b>2,484</b>	4,367
Income from Fundraising Activities	456	380	0	<b>836</b>	910
Investment Income	1,238	122	0	<b>1,360</b>	1,290
Incoming Resources from Charitable Activities	19	156	0	<b>175</b>	140
Other Incoming Resources	34	46	0	<b>80</b>	53
<b>Total Incoming Resources</b>	<b>1,991</b>	<b>2,944</b>	<b>0</b>	<b>4,935</b>	6,760
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
Costs of Generating Income	428	77	0	<b>505</b>	531
Investment Management Costs	30	150	15	<b>195</b>	170
<i>Charitable Activities:</i>					
Capital Equipment, Buildings & Infrastructure	446	901	0	<b>1,347</b>	741
Medical Research	347	1,883	0	<b>2,230</b>	1,676
Staff Welfare and Amenities	162	835	0	<b>997</b>	808
Patient Welfare and Amenities	216	1,046	0	<b>1,262</b>	706
<b>Sub total: Direct Charitable Expenditure</b>	<b>1,171</b>	<b>4,665</b>	<b>0</b>	<b>5,836</b>	3,931
Governance Costs	20	100	0	<b>120</b>	97
<b>Total resources expended</b>	<b>1,649</b>	<b>4,992</b>	<b>15</b>	<b>6,656</b>	4,729
Net incoming/(outgoing) resources before Transfers	342	(2,048)	(15)	<b>(1,721)</b>	2,031
Gross transfer between funds	(35)	35		<b>0</b>	0
<b>Net incoming/(outgoing) resources</b>	<b>307</b>	<b>(2,013)</b>	<b>(15)</b>	<b>(1,721)</b>	2,031
Gains/(losses) on revaluation of own fixed assets				<b>0</b>	0
Gains/(losses) on revaluation and disposal of investment assets	174	884	281	<b>1,339</b>	5,032
<b>Net movement in funds</b>	<b>481</b>	<b>(1,129)</b>	<b>266</b>	<b>(382)</b>	7,063
Fund balances brought forward at 1 April 2013	5,696	32,584	3,130	<b>41,410</b>	34,347
<b>Fund balances carried forward at 31 March 2014</b>	<b>6,177</b>	<b>31,455</b>	<b>3,396</b>	<b>41,028</b>	41,410

## Balance Sheet as at 31 March 2014

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	<b>Total at 31 March 2014 £000</b>	Total at 31 March 2013 £000
<b>Fixed Assets</b>					
Intangible assets	0	0	0	0	0
Tangible assets	0	0	0	0	0
Inalienable & historic assets	0	0	0	0	0
Investments	6,331	32,218	3,358	41,907	40,858
<b>Total Fixed Assets</b>	<b>6,331</b>	<b>32,218</b>	<b>3,358</b>	<b>41,907</b>	<b>40,858</b>
<b>Current Assets</b>					
Stocks	0	0	0	0	0
Debtors	72	93	0	165	565
Short term investments	1,469	1,415	33	2,917	0
Cash investments/ deposits	186	947	5	1,138	2,169
Cash at bank and in hand	159	813	0	972	2,704
<b>Total Current Assets</b>	<b>1,886</b>	<b>3,268</b>	<b>38</b>	<b>5,192</b>	<b>5,438</b>
Creditors: Amounts falling due within one year	2,040	4,031	0	6,071	4,886
<b>Net Current Assets/(Liabilities)</b>	<b>(154)</b>	<b>(763)</b>	<b>38</b>	<b>(879)</b>	<b>552</b>
<b>Total Assets less Current Liabilities</b>	<b>6,177</b>	<b>31,455</b>	<b>3,396</b>	<b>41,028</b>	<b>41,410</b>
Creditors: Amounts falling due after more than one year	0	0	0	0	0
Provisions for liabilities and charges	0	0	0	0	0
<b>Total Net Assets</b>	<b>6,177</b>	<b>31,455</b>	<b>3,396</b>	<b>41,028</b>	<b>41,410</b>
<b>Funds of the Charity</b>					
Capital Funds:					
Endowment Funds			3,396	3,396	3,130
Income Funds:					
Restricted		31,455		31,455	32,584
Unrestricted	6,177			6,177	5,696
<b>Total Funds</b>	<b>6,177</b>	<b>31,455</b>	<b>3,396</b>	<b>41,028</b>	<b>41,410</b>

## Cash Flow Statement for the year ended 31 March 2014

	<b>31 March 2014 £000</b>	31 March 2013 £000
<b>Cash inflow/(outflow) from operating activities</b>	<b>(1,496)</b>	28
<b>Returns on investments and servicing of finance</b>		
Interest received	127	148
Interest paid		
Dividends received	1,230	1,139
Property income	3	3
<b>Net cash inflow/(outflow) from returns on investments and servicing of finance</b>	<b>1,360</b>	1,290
<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	(535)	(1,967)
Receipts from sales of investment assets	758	2,260
Net movement in cash-flows attributable to endowment investments		
<b>Net cash inflow/(outflow) from capital expenditure and financial investment</b>	<b>223</b>	293
<b>Management of liquid resources</b>		
Purchase of Investments	(2,850)	0
(Increase)/decrease in Short Term Deposits	1,031	(187)
<b>Net cash inflow/(outflow) from management of liquid resources</b>	<b>(1,819)</b>	(187)
<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>	0
<b>Increase/(decrease) in cash</b>	<b>(1,732)</b>	1,209

## **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 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 bi-monthly valuation and 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 based investment with the potential for higher returns.

### Portfolio Performance Summary For the year ending 31<sup>st</sup> March 2014

<b>Market Value</b>	<b>As at 31/03/14 £m</b>	As at 31/03/13 £m	
Investments listed on the UK Stock Exchange	44.9	41.2	
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>2014</b>	2013	3 year
Leeds Teaching Hospitals Charitable Foundation	3.02 %	13.89 %	15.20 %
<i>Benchmark:</i>			
FTSE WMA Income	0.86 %	7.81 %	11.36 %
 <b>Total Return (Capital Appreciation &amp; Income Received)</b>	 <b>2014</b>	2013	3 year
Leeds Teaching Hospitals Charitable Foundation	6.21 %	17.67%	26.84 %
<i>Benchmark:</i>			
WM Total Charities	6.88%	14.90%	24.51 %

## 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 £1.9 million to cover the 2014/15 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**

**2013 - 14**

**BANKERS**

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

Yorkshire Bank PLC  
94 Albion Street  
Leeds LS1 6AG

Coutts  
1st Floor, 1 St Paul's Place  
121 Norfolk Street  
Sheffield  
S1 2JF

**INVESTMENT MANAGERS**

Rathbones  
159 New Bond Street  
London W1S 2UD

**EXTERNAL AUDITORS**

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

**GOVERNANCE RELATIONS**

Association of NHS Charities  
Lake View House  
Wilton Drive  
Tournament Fields  
Warwick CV34 6RG



# **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.