



# **LEEDS TEACHING HOSPITALS'**

## **CHARITABLE FOUNDATION**

**CHARITY NUMBER 1075308**

# **TRUSTEES' ANNUAL REPORT**

**2014/15**

## CHAIRMAN'S INTRODUCTION

I am Mr. Edward Ziff. I became Chairman of The Leeds Teaching Hospitals Charitable Foundation on 1<sup>st</sup> April 2014 and it is with pleasure I present the Annual Report for The Leeds Teaching Hospitals Charitable Foundation, together with the audited financial statements for the year ended 31 March 2015.

The 2014/2015 Annual Report and Accounts have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005), issued in March 2005, UK Accounting Standards and the Charities Act 2011.

All established funds within this entity are registered with the Charity Commission under the umbrella of The Leeds Teaching Hospitals Charitable Foundation under the registered Charity Number 1075308 in accordance with the Charities Act 2011.

The Leeds Teaching Hospitals Charitable Foundation has a Board of Independent Trustees, appointed by the Trust Development Authority; it is governed by its own independent Standing Orders and Standing Financial Instructions and has seven Trustees on its Board. During the year, the Standing orders and Standing Financial instructions have been reviewed, updated and readopted by the Board.

The Board in the year 2014/15 consisted of the following trustees: Myself Mr Edward Ziff (Chairman), Mr Roger Frier (Vice chairman), Mr David Loudon (Chairman Finance & Audit) Cllr Mrs. Caroline Gruen (Chairwoman Environment Special Advisory Group) Prof Peter McWilliam (Chairman Research & Innovation Special Advisory Group) Mr Peter Parker (Chairman Training & Education Special Advisory Group) and Mrs. L Pollard (NHS Link Trustee & liaison)

It has been considered and agreed that the Trustees operate a balanced, complete and unified Board with particular emphasis on achieving the optimum of appropriate skills and experience; this is reviewed whenever vacancies arise to ensure that a broad range of skills and expertise is available to the Charity.

Special Advisory Groups have been set up by the Trustees to monitor, recommend for approval and assess the work of the charity that are linked to various fortes. All Special Advisory Groups are chaired by a Trustee with the appropriate skills and experience within a particular area and Minutes are taken and considered, 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, the majority of the Special Advisory Groups have Leeds Teaching Hospitals representative members as attendees.

The Memorandum of Understanding between the Charitable Foundation and Leeds Teaching Hospitals was also reviewed and readopted. This document was signed off by Mr Edward Ziff (Chairman of the Charitable Foundation and Mr Julian Hartley (Chief Executive Officer Leeds Teaching Hospitals) on 6<sup>th</sup> October 2014.

Within the financial year there has been a full review of the Charitable Foundation risk register identifying risks affecting the Charity and putting in place systems and mechanisms to mitigate those risks. The risk register is reviewed via the Finance & Audit Special Advisory Group every four months.

I would like to send a personal thank-you to my Board colleagues who have advised and counseled me during my first year as Chairman to which this Annual Report relates and a special thank-you to all who have donated time, money and dedication to The Leeds Teaching Hospitals Charitable Foundation.

## **THE TRUSTEES**

The Charitable Foundation's Board consists of six independent lay members, and one National Health Service nominated appointee, making a total of seven Trustees.

### **Independent Lay Members**

Lay Trustee from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2018 is:

Mr Edward Ziff (Chairman)

Lay Trustee from 4<sup>th</sup> November 2010 to 3<sup>rd</sup> November 2018, now serving his second term of office is:

Mr Roger Frier (Vice Chairman)

Lay Trustee from 19<sup>th</sup> November 2010 to 17<sup>th</sup> November 2018, now serving his second term of office is:

Mr David Loudon

Lay Trustee from 1<sup>st</sup> November 2013 to 31<sup>st</sup> October 2017 is:

Cllr Caroline Gruen

Lay Trustee from 1<sup>st</sup> August 2014 to 31<sup>st</sup> July 2018 is:

Prof Peter McWilliam

Lay Trustee from 1<sup>st</sup> January 2015 to 31<sup>st</sup> December 2018 is:

Mr. Peter Parker

### **National Health Service Nominated Member**

NHS Trustee from 10<sup>th</sup> May 2013 to 9<sup>th</sup> May 2017:

Mrs. L. Pollard

A Lay Trustee's term of office is normally four years. The terms of two of the independent lay members Mr Roger Frier and Mr David Loudon having come to the end of their first term, have been extended under special dispensation from the Trust Development Authority to ensure continuity of skills and knowledge within the Charitable Foundation Board.

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' minutes are reviewed these include recommendations for funding or projects that are tabled for discussion and ratification, if approved by the full Charitable Foundation Board of Trustees.

## **THE CHARITABLE FOUNDATION'S STAFF**

**Ms Maria Booker**

Secretary to the Charitable Foundation/Charitable Foundation Manager

**Mrs. Susan Baulk**

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 Evans**

Fundraising Development Manager

**Miss. Megan Drage**

Fundraising Coordinator

**Miss Megan Wood**

Fundraising Assistant

**Mrs. Sheila O'Shea**

Yorkshire Cancer Centre Appeal Director

**Mrs. Tifaine Carter**

Yorkshire Cancer Centre Fundraising Coordinator

**Mr. Simon Moriarty**

Yorkshire Cancer Centre Accounts Assistant

**Ms Nicola Craine**

Yorkshire Cancer Centre Fundraising Assistant

**Mr. Andrew Roberts**

Web & Communications Coordinator  
Yorkshire Cancer Centre/General Fundraising

## **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, 2006 and 2011 also 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.

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 and is governed by independent Standing Orders and Standing Financial Instructions.

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 environment and 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 and innovation.
- (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 innovation, teaching in all fields of medicine.
- (e) Ensure charitable expenditure is supported by the Trust and that all grants made by the Charity are subject to the Leeds Teaching Hospital Trust's procurement procedures.
- (f) Charitable expenditure covers disbursement of funds over main categories; Patient Staff & Support Services Environment, Patient Staff & Support Services Equipment, Training & Education, Research & Innovation. Fundraising & Capital Projects as supported by Leeds Teaching Hospitals (as agreed within the Memorandum of Understanding)
- (g) 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 2006/2011 (or any modification of these acts).
- (h) 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).
- (i) Direct investment in companies involved in the production of tobacco products is 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. During 2014/15 the membership of these groups was reviewed and revised to ensure appropriateness of attendees.

The Special Advisory Groups comprise the following Charitable Trustees co-opted representation from Leeds Teaching Hospital and members of Charitable Foundation staff: -

## **Finance & Audit SAG**

Mr D Loudon (Trustee & Chairman of Finance & Audit)  
Mr E Ziff (Trustee & Chairman of Charitable Foundation)  
Mr R Frier (Trustee & Vice Chairman of Charitable Foundation)  
Prof P McWilliam (Trustee & Chairman of Research & Innovation Special Advisory Group)  
Mr P Parker (Trustee & Chairman of Training & Education Special Advisory Group)  
Ms M Booker (Secretary/Charitable Foundation Manager)  
Mrs S Doig (Trust Fund Accountant)  
Mrs S Baulk (Minute Secretary)

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

**Patient, Staff & Support Services SAG Environment**

Cllr Mrs C Gruen (Trustee & Chairwoman)  
Ms S Hinchliffe (Chief Nurse LTH)  
Mr R McMasters (Nurse Consultant, Corporate Nursing LTH)  
Mrs S Craven (Head of Planning & Capital Estates)  
Mrs A Franklin (Finance Administrator)  
Ms M Booker (Secretary/Charitable Foundation Manager)  
Mrs S Baulk (Minute Secretary)

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

**Medical & Scientific Equipment SAG**

Mr R Frier (Chairman)  
Mr A Gibbons (Capital Contracts LTH)  
Ms J Dolby (Deputy Head of Estates LTH)  
Dr S Michael (Head of Clinical Engineering)  
Mr D Berridge (Medical Director, Operations LTH)  
Mr S Neville (Director of Strategy & Planning LTH)  
Mrs A Franklin (Finance Administrator)  
Ms M Booker (Secretary/Charitable Foundation Manager)  
Mrs S Baulk (Minute Secretary)

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

**Research & Innovation SAG**

Prof P McWilliam (Chairman)  
Professor S Smye (Director of NIHR CCRN and Director of Research & Innovation NHS Trust)  
Ms J Ehrhardt (Associate Director of Finance LTH)  
Dr Y Oade (Chief Medical Officer LTH)  
Ms M Booker (Secretary/Charitable Foundation Manager)

This Special Advisory Group makes recommendations to the Board of Charitable Trustees following appraisal of projects for various research Awards including Fellowship Awards, Pilot Project Awards, Clinical Associate Professorship Programmed Activities & Project Support funding for Research & Innovation initiatives that are linked to LTH Research Strategy.

## **Training & Education SAG**

Mr P Parker (Trustee & Chairman of T&E SAG)  
Dr H Green (Director of Student Education Leeds Uni)  
Mr R McMaster (Nurse Consultant Corporate nursing)  
Ms J Lee (Senior Lecturer LMU)  
Karen Vella (Head of Organisational Learning LTH)  
Claire Gaunt (Assistant Director of Finance LTH)  
Ms M Booker (Secretary/Charitable Foundation Manager)  
Mrs. S Baulk (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.

## **Fundraising SAG**

Mr E Ziff (Trustee & Chairman of Charitable Foundation)  
Mr R Frier (Trustee & Vice Chairman of Charitable Foundation)  
Mr D Loudon (Trustee & Chairman of Finance & Audit)  
Prof P McWilliam (Trustee & Chairman of Research & Innovation Special Advisory Group)  
Mr P Parker (Trustee & Chairman of Training & Education Special Advisory Group)  
Mrs S Edwards (Fundraising Development Manager)  
Mrs S O'Shea (Yorkshire Cancer Centre Appeal Director)  
Mrs T Carter (Fundraising Coordinator)  
Mrs S Doig (Trust Fund Accountant)  
Mr R Roberts (Web and Communications Coordinator)  
Ms M Booker (Secretary/Charitable Foundation Manager)  
Mrs S Baulk (Minute Secretary)

This Special Advisory Group is responsible for all fundraising events linked to General fundraising throughout LTH and various Appeals including Yorkshire Cancer Centre Appeal & Leeds Children's Hospital Appeal.

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

Ms M Booker (Chairwoman/Trustee representative)  
Mrs A Bradshaw (Corporate Planning Manager)  
Mrs A Franklin (Trust Funds Co-coordinator)  
Ms H Lewis  
Ms G Lambert  
Mr T Ulyett (Finance LTH)  
Mr M Johnson (Payroll Manager LTH)  
Mrs S Baulk (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.

### **Declaration of Interest**

The Leeds Teaching Hospitals Charitable Foundation Trustees have a legal obligation to act in the best interests of the Charity in accordance with the Charity's governing documents. Conflicts of interest may arise where an individual's or a related party's business, personal or family interests and/or loyalties conflict with those of the Charity. All Trustees of the Charity declare their interests in writing, the Leeds Teaching Hospitals official Declaration of Interest form has been adopted by the Trustees. Trustees are asked to confirm annually that the information held continues to be relevant. In addition all Trustees are asked to declare any conflicts of interest prior to the commencement of each Board.

### **Public Benefit**

The Trustees have a duty to comply with Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. The Trustees can confirm that it has fulfilled the public benefit requirement and that this requirement is strongly embedded within the procedures for approving grants and spending plans.

The Trustees ensure that all grants and spending plans contain identifiable public benefits, that are clear, and meet the objects of the Charity supporting any NHS charitable purpose relating to Leeds Teaching Hospitals Trust and its patients.

The Trustees consider the aims, objectives and activities of the Charity and compares these with the achievements and outcomes of the various Awards and Grants given, reviewing the benefits brought to the public the Charity, seeks to help by assessing the patient benefit linked to each and every activity funded. The Trustees have referred to the Charity Commission's guidance on public benefit in undertaking the public benefit duty.

The Charity's aims and the public benefit requirement are undertaken through a range of projects, as identified in the Fundraising Reports, Research & Innovation section and Patient Staff & Support Services Awards Environment & Equipment section, supported by charitable funds provided by our generous donors.

All services are provided free to patients in accordance with the objects of the Charity, there are no unreasonable restrictions and patients in poverty have the opportunity to benefit.

## General Fundraising

### Annual Report 2014 - 2015

#### Background

The Leeds Teaching Hospitals Charitable Foundation is an umbrella charity for various appeals and trust funds for 5 main hospitals across the Leeds Teaching Hospitals NHS Trust, including: Leeds General Infirmary, St. James's University Hospital, Wharfedale General Hospital, Seacroft Hospital and Chapel Allerton Hospital. The Fundraising team continue to provide help, advice and support to patients, families and staff wishing to fundraise for our appeals, wards and departments.

There has been a wide range of fundraising activities throughout 2014/2015 which have been adopted by Leeds Teaching Hospital Charitable Foundation supporters. The dedication of staff, their family and friends, the many volunteers and community fundraisers make these events both successful and enjoyable.

Every pound raised through fundraising and donations really does make a big difference to the people we treat here in Leeds.

## Leeds Children's Hospital Appeal

The appeal raises money to support children from all over the region, in raising funds, this allows us to provide a variety of facilities designed to mitigate the trauma experienced by children when they are being treated at the hospital and to assist in providing the latest equipment and services which keeps the Leeds Children's Hospital at the forefront of paediatric care.

Leeds Children's Hospital provides one of the most comprehensive ranges of specialist children's hospital services in the country and is a regional centre looking after youngsters from birth to the age of 16 living right across Yorkshire and beyond.

We have been extremely lucky to have had some fantastic support throughout 2014/2015 from the corporate community.

The Lord Mayor & Mayoress of Leeds, Councillor David Congreve and Janet Harper JP, chose the



Leeds Children's Hospital Appeal as their Charity of the Year during their year of office.

In November 2014, the Lord Mayor hosted a launch night at the Civic Hall which was attended by business leaders from across the city. The Lord Mayor said “It was fantastic that so many business leaders gave up their valuable time to hear in person how they can potentially support my chosen charity this year”. The Lord Mayor raised a tremendous £20,000 during his term of office.

Bedfords Transport held their 2nd Golf Day/Gala Dinner in July 2014 at Oulton Hall to raise money for the Appeal. With over 40 golfers taking part on the day and 120 evening dinner guests, an amazing £7,000 was raised through a balloon raffle and charity auction.

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

The Leeds Children’s Hospital Appeal continues to grow and thanks to all the amazing support and fundraising efforts in 2014/2015 the appeal has funded over £280,000 of new equipment.

### **Portable Hand-held Saturation Monitors:-**

The Garforth and District Lions Club at Garforth donated £900 to purchase two portable hand held saturation monitors for Children’s Outpatients.

### **Cell Salvage Machine:-**

Often businesses who make a donation are able to buy a specific piece of equipment, such as Peter Knapp, Director of CCS (Leeds) Ltd who saw our plea on social media for a Cell Salvage Machine, which had featured on our wish list for approximately a year.

The device works by collecting blood that would otherwise be lost before washing and filtering it so it can be given back to the patient. This speeds up the transfusion process and can also offer an alternative for patients who don’t want to take donor blood for religious reasons.

Peter very kindly donated £11,000 to enable the purchase of this machine.

Leeds Teaching Hospitals Charitable Foundation launched a new fundraising initiative called Day One, on Monday 1st September 2014 to support trauma patients across Yorkshire and beyond.



## **£1m Spent on a Paediatric Robot:-**

It was identified during 2014/15 that the operative surgery robotics system for dedicated paediatric use based at Leeds General Infirmary was nearing the end of its life and could no longer be supported by the supplier.

The paediatric robotic surgery programme in Leeds Teaching Hospitals Trust has a national and international reputation as one of the two most advanced paediatric robotic centres in the world. Robotic surgery offers a number of advantages to the patient including reduced post-operative pain and reduced post-operative length of stay.

The Chairman of the Charitable Trustees, Mr Edward Ziff, identified a benefactor who was prepared to donate £1m to ensure a new paediatric robot is available and services continue to be provided at Leeds Teaching Hospitals. An incredible donation of £1m was pledged to The Leeds Teaching Hospitals Charitable Foundation by Mr & Mrs Parkin as a personal donation to ensure the continuation of this leading edge treatment.

Minimal access surgery (Laparoscopic) has evolved rapidly and is now established as the preferred treatment for many operations which historically were performed through large incisions. By this means, under high magnifications, diseased organs are able to be examined with minimal trauma to the patient. This avoids making large incisions into the skin and underlying muscles, and excessive manipulation of tissues.

This has resulted in reduced blood loss and transfusion requirements, reduced post-operative morbidity and quicker patient recovery. The advantages of this method of operating for patients are:

- The overall trauma to the skin, muscles and tissue are reduced.
- Post-operative pain is less, allowing for earlier mobilisation and therefore reduced hospital stay.
- The reduction in complication rates such as chest and wound infections and intestinal adhesions.
- The reduced average post-operative length of stay and recovery reduces the social impact on the child, who can return to normal activities considerably quicker than with open surgery.
- The reduced average post-operative length of stay and recovery reduces the financial impact on the family who are able to work more quickly.



## Day One Appeal:-



Leeds General Infirmary was designated as the Level 1 trauma centre for West Yorkshire Region and since April 2013, all adults and children with major trauma injuries from the region are now being treated at the infirmary.

Day One was launched to help victims of major trauma (brought to Leeds) to rebuild their lives, to provide support for their family and friends and give them hope in challenging times. Day One delivers the very best support for victims of major trauma through all aspects of their recovery, from simple advice through our 24 hour help line, citizen advice bureau visiting families on the ward, legal advice if needed and our peer support volunteers, the majority of which have travelled the trauma journey.

Sarah Johnson and Amy Firth know only too well what it is like to be victims of trauma after their mini bus carrying 20 members of a hen party crashed on the M62 near Castleford. Both Sarah & Amy are supporting Day One.

**Events** - The economic climate hasn't stopped people participating in fundraising events or having fun; our events programme has been well attended throughout 2014/2015 with many participants taking part as a way of giving something back and saying thank you for the care and treatment they or a family member has received.

**Community Fundraising** - A great deal of support comes from the community; supporters from all over the UK undertake events to raise money for the hospital. Volunteers choose to fundraise where they live or work and quite frequently the fundraising team only learn about their efforts after they have taken place when funds arrive in the office. We are extremely grateful to all our community fundraisers who give up their time and make great efforts to fundraise. The team strives to make all these volunteers feel appreciated by writing to say thank you and sending a certificate of appreciation. We do where applicable invite our community fundraisers to take part in a photo opportunity / cheque presentation; with their story then being featured in our Charity Chatterbox Newsletter, on our website and social media sites.

When advised of community fundraising in advance, the fundraising team support both the individual and groups by supplying help and advice, fundraising literature and promotional items.

**Corporate** - We are lucky enough to have some incredible support from the business community of Leeds, especially for the Leeds Children's Hospital Appeal. Lots of whom are parents themselves and would like their children to have a positive experience if they ever have to spend time in hospital.

As in previous years, we continue to be selected as Charity of the Year by local companies. As Corporate Social Responsibilities is now high on many companies' agendas we are able to offer companies opportunities to support their CSR policies and work with their charity champions to encourage and support staff fundraising which is proving fruitful.

**Volunteers** - We have had a fantastic year thanks to our absolutely amazing volunteers; we have had an army of student volunteers helping with bucket collections, sales within our charity areas in the hospital, envelope stuffing and planning and organising their own events such as a sponsored leg shave and a talent show throughout the year too!

We have had an abundance of VIP volunteers, visiting our children's wards to help brighten up their day, with too many to mention but Leeds Rhinos, Storm Troopers, Frozen characters and Cinderella are to name but a few!

And of course, our excellent Terry Roberts; who has volunteered for over 40 years and has raised well over £100,000 for our Charity. Terry can be found most days on his stall in the Jubilee Wing.

We would like to say a massive big thank you to all our volunteers young and old for all their hard work and effort, your support has been unfailing over the years, without such support many of our events would not be able to go ahead. Thank you.

**Donations** - We continue to receive a high volume of funds from supporters, through various means including one-off donations, individual sponsored activities and local community events such as coffee mornings. This is quite often initiated as a way of expressing thanks for life-saving operations and the improved quality of life enjoyed. We also benefit from fundraising undertaken in memory of, or in honour of, treatment received by loved ones.

Our hospitals are full of remarkable patients, their friends and family and our staff whose courage, bravery and dedication touches everyone. Donations big or small really do make a difference to them. We would like to give a heartfelt thank you to all our very loyal supporters and donors who give so generously.

Should you wish to get involved and contribute to the work of the Leeds Teaching Hospitals Charitable Foundation, then we would love to hear from you, 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: [sharon.evans19@nhs.net](mailto:sharon.evans19@nhs.net)

## Yorkshire Cancer Centre Appeal Annual Report 2014/2015

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

**GENERAL** - 2014 was a busy, varied and enjoyable fundraising year for YCC Appeal staff. Existing projects were retained and developed, new projects explored and overall fundraising was very encouraging.

It's been well established that Community Fundraising underpins the YCC Appeal and 2014 was no exception with loyal supporters signing up for events time and again to support the cause. We are very fortunate in maintaining and retaining relationships with our long-term supporters.

The YCC Fundraising Team continues to nurture individuals whose efforts in sustaining appeal income is crucial to the success of the on-going campaign.

Throughout this period our bespoke events; international trekking challenges, annual September Ball and Yorkshire Three Peaks, contributed significantly to our overall income. The fundraising team delivered excellent support to existing and new supporters in all fundraising initiatives. Times are still challenging, but our efforts have ensured that income streams remained consistent with several projects boasting an overall increase in income.

**PR & Social Media** - We enjoyed considerable regional and national media attention thanks largely to our high profile fundraiser, Dr Kate Granger, whose tireless efforts have enhanced YCC awareness throughout the region and further afield. Other fundraisers have also made significant inroads with their proactive approach to fundraising and Yorkshire Evening Post, Wetherby & Harrogate Advertiser and numerous regional magazine publications have all contributed and helped to extend the reach of the appeal in Yorkshire.

Our bespoke website [www.yorkshirecancercentre.org.uk](http://www.yorkshirecancercentre.org.uk) continues to provide a regular stream of fundraising information, support, human interest stories and a forum for advertising our various events. Facebook and Twitter are gathering momentum as the YCC team endeavours to keep all information 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, patient-related stories and an opportunity for supporters to become more involved with the work of the charity.

Notice boards displaying upcoming event notices attract a good deal of interest and there is proven uptake of various fundraising events as a direct result of in-house promotion. An interactive touchscreen appeal Information kiosk installed in the main Atrium entrance engages additional supporters by relaying up-to-the-minute project and event information.

## **Bexley Wing Arts Programme at Leeds Cancer Centre**

YCC Appeal continues to support the arts programme throughout the cancer wing. Feedback suggests that the programme is essential and contributes to patient's wellbeing.

The Arts programme has 3 main functions:

- **The Atrium Gallery programme**  
This programme boasts four exhibitions per year in the main Atrium 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. Maintenance of the exhibition space is funded through the appeal.
- **Enhancements to the hospital environment for patients**  
YCC funding for the Arts is crucial to our on-going commitment to provide the best environment for our patients in all wards and public areas at the cancer centre. Large waiting areas that would otherwise appear cold and clinical have been completely transformed by walls of artwork that have been cleverly designed 'to bring the outside in' and make a vast difference to waiting spaces.
- **The Performance programme**  
All musical performances in the Atrium space are now undertaken on a voluntary basis. The YCC appeal-funded piano continues to be used almost daily. Performances generated £10,848.36.

## **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 climb, 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 & Tough Mudder challenges have enjoyed particular success.

**Wishful Thinking** - raising £2,600 for the appeal. This brings the total raised by Wishful Thinking and its organiser, Mark Rodger, to £35,000 over a 20 year period.

**Horsforth Golf Club** - Their annual charity golf day in July raised £7,628, bringing the total raised over the years to £220,000.

**Leeds 10k** - YCC participants raised **£11,453.33**.

## Coast to Coast



A group of friends cycled 170 miles from Morecombe to Bridlington in memory of their friend, Wendy Holdsworth. The team's efforts resulted in £4,338 income for the appeal.

**YCC TEAM CHINA** - The YCC team included five members of staff from ASDA in Leeds and altogether the team raised a very impressive £23,125.00 for the cancer centre.

**YCC TEAM NEPAL** - raised £25,357.00 for YCC.

**Yorkshire Cancer Centre's Yorkshire Three Peaks** - £5,333 was raised.

**YCC September Ball** - 220 guests attended the glamorous Yorkshire Cancer Centre's 18th annual September Ball at the Majestic Hotel in Harrogate; £30,311 was raised from the night's fundraising. Dr Kate Granger was guest of honour and received the 'YCC Fundraiser of Endeavour' award. The income generated purchased the Sentinel Node probe for use during breast surgery & an Intra-operative Nerve Monitoring device to improve outcomes for thyroid patients.

**Dr Kate Granger** - our Fundraiser of Endeavour 2014 has, to date, raised over £135k+ for Yorkshire Cancer Centre Appeal. Her new target is £250k!

**YCC Charity Shop** - Income generated during the 2014/15 was £16,251.

## In Conclusion

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

Sheila O'Shea Appeal Director

**Breast Cancer Research Action Group  
(BCRAG)  
Annual Report 2014 - 2015**

## **Background**

The Breast Cancer Research Action Group has gone from strength to strength, raising over £1.5m over the last 21 years, this has allowed vital research in Leeds to happen, they have funded several Research Fellows, a Research Nurse, a Research Scientist and Technician.

Following the re-location of all cancer services, the Breast Unit is now situated in the Chancellor Wing at St. James's University Hospital.

The Unit maintains its prestigious standards and dedicated staff. Our very close links with nursing, clinical and research staff enable us to remain pro-active and help with funding for specific projects.

## **Funding Vital Research**

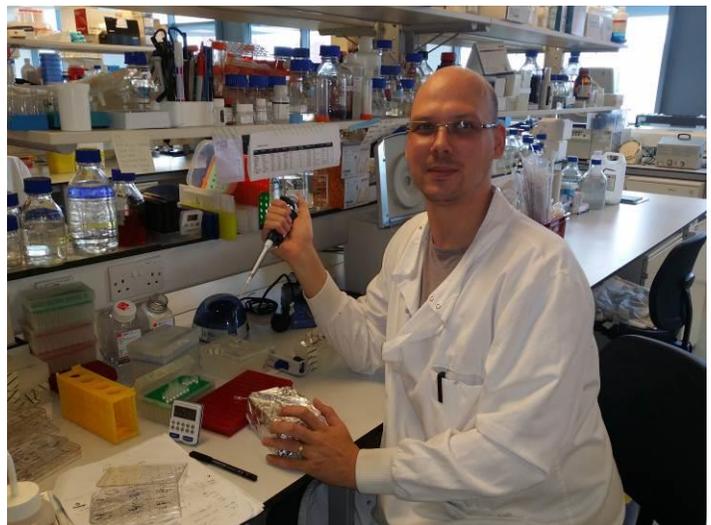
Dr. James Thorne, A University of Leeds Researcher has been supported by a three - year Award from BCRAG. James's recent findings have identified some interesting aspects of a group of poor outcome breast cancers that could be used to design new therapies.

James says "Breast cancer is no longer considered just a single disease. The common subtypes are treated with very effective drugs like Tamoxifen and Herceptin and survival rates are improving year on year.

Unfortunately the remaining subtype, referred to as "triple negative" makes up around 20% of all breast cancers and does not respond to Tamoxifen or Herceptin. The outlook for these patients is poor and they undergo exhausting chemotherapy which has severe side-effects. About half these patients will experience a tumour recurrence because it is resistant to treatment in ways we don't fully understand.

BCRAG funding has allowed me to investigate a pathway that causes these cancers to evade chemotherapy. In the future we expect oncologists to prescribe an extra drug specifically to target this pathway. This second drug means smaller doses of the traditional chemotherapy are more effective so both side-effects and recurrence rates will be vastly reduced.

Our ability to improve breast cancer treatment depends on performing research and making new important findings. This is why the work of groups such as BCRAG that increase our research volume is critical, we are very grateful".



## Fundraising Activities / Events



Around 650 people are diagnosed with breast cancer each year here in Leeds, so it's vital that extensive research is funded to find a cure. Our dedicated team of fundraisers rise to the challenge year on year to raise vital funds for breast cancer research, by holding coffee mornings, fashion shows, pamper evenings and even jumping out of a plane at 10,000 feet! Every penny raised really does make a difference to the lives our patients and funds vital research.

Engage Mutual adopted BCARG as their charity of the year, they asked customers to nominate and vote for a charity of their choice to become their charity of the year 2014.

After floods of heart-warming nomination of votes cast, three truly deserving charities were chosen to receive an initial donation of £3,000, up to £2,000 matched funding, and support from their staff through their fundraising activities through the year.

**Legacies** - After recently receiving a substantial legacy lots of discussions have taken place on how best to use this donation to enhance the Breast Cancer Research services here in Leeds. Work is currently being undertaken to seek recruitment of a top notch Scientific Clinician to head up Breast Cancer Research Centre here in Leeds. This will involve collaboration between the Leeds Teaching Hospitals NHS Trust and the University, this in turn 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.

**Support** - BCARG have had an amazing year raising vital funds to support breast cancer research here in Leeds, this is thanks to the incredible support we receive from many individuals and businesses alike who raise money for us year on year. However, there is so much more to do, our continued commitment to finding new ways to sustain and increase our income, which in return will enable us to deliver our ambitious new projects to ensure we reach even more people affected by breast cancer in the future.

### **Thank you**

I would like to take this opportunity to thank each and every one of our volunteers and supporters who have helped BCARG this year to achieve our goals. It is with all your dedication, commitment and passion that ensures BCARG will never stop working to achieve their aim of finding a cure to this devastating disease.

Sharon Evans, Fundraising Office  
Breast Cancer Research Action Group

## **RESEARCH AND DEVELOPMENT 2014/15**

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.

### **LTHT Research & Innovation Priorities Funded**

Further to receipt of a letter from Professor Stephen Smye, Director of Research & Innovation outlining as discussed with Professor Paul Stewart, Dean of Medicine the priorities identified by Leeds Teaching Hospitals as possibilities for research investment by the Charitable Foundation in 2014/15 the projects as laid out below were funded :-

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.

It was again agreed within this financial year to support this proposal under the provision that the additional PAs were 11-12 :- **£90k** was approved to fund nine Honorary Clinical Associate Professor PAs.

Two 2 year Clinical Research Fellowships for the Biomedical Research Unit in MSK **£200k**

Three 1 year Clinical Research Fellowships to be awarded in open competition to candidates likely to secure externally-funded fellowships in future years the successful candidates as below:-

<b>Applicant</b>	<b>Department</b>	<b>Details of Application</b>	<b>Total Cost</b>
Mr Peter Webster	Faculty of Medicine & Health, University of Leeds	Inhibition of WEE1 Checkpoint Kinase as an Anti-Angiogenic Therapy for Colorectal Liver Metastases	49,883.45
Dr Nicolas Burr	Department of Gastroenterology, SJUH	Colorectal cancer in inflammatory bowel disease: evaluating the effectiveness of surveillance colonoscopy and the identification of potential chemo preventive strategies using a UK primary care database linked to hospital episode statistics and national cancer registry data	47,218.00
Miss Marina Yiasemidou-Glassman	Colorectal Surgery	A patient specific virtual tool to enhance surgical performance and patient outcomes after rectal cancer surgery	49,808.20
		<b>Total</b>	146,909.65

## 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

Mr Danilo Miskovic	Colorectal Surgery SJUH	Feasibility of intraluminal imaging of blood perfusion for the evaluation of colorectal anastomosis in rectal cancer	£16,133
Dr Alex Ford	Leeds Gastroenterology Institute, SJUH	A longitudinal study to assess the effect of the brain-gut axis on the natural history of inflammatory bowel disease	£2,485
Dr Stephen Griffin	Leeds Institute of Cancer and Pathology	An observational study to assess Hepatitis C virus load in patients undergoing treatment using Sorafenib for advanced Hepatocellular Carcinoma	£39,777
Dr Andrew Lewington	Renal Medicine	A foundation for diagnostics in Acute Kidney Injury	£40,000
Dr Alexander Charles Ford	Leeds Gastroenterology Institute, SJUH	A study to validate and test the durability of the ROME III criteria for Functional Gastrointestinal Disorders among patients referred to secondary care	£7,523
Dr Venkat Subramanian	Molecular Gastroenterology	Development and validation of membrane based biomarkers for improving sensitivity of endoscopic detection of early colorectal cancer	£39,268
Dr Andrew Kirby	Microbiology	Antibiotic consumption and Klebsiella colonisation in hospitalised patients	£24,207
Prof. Mark Arthur Hull	LIBACS and Gastroenterology	Does tissue omega-3 fatty acid incorporation predict overall survival benefit from eicosapentaenoic acid treatment in patients who undergo liver resection surgery for colorectal cancer liver metastasis	£11,000
Dr Maya Hema Buch	NIHR-LMBRU	Higher resolution investigation into the excess cardiovascular risk of rheumatoid arthritis: a linked electronic health record cohort study	£38,200
Dr Richard Cubbon	Cardiovascular & Diabetes research, Leeds Institute of Genetics	How does reduced endothelial insulin signalling impair functional responses to vascular endothelial growth factor	£24,300
Prof. Susan Short	Translational Neuro- oncology	Identifying treatment resistant subclones in brain cancer	£38,576

**Total Pilot Project Awards Granted 2014/15 £281,471**

## 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 2014/15:

It was agreed at the Charitable Trustee Board Meeting to fund Medical & Scientific Equipment £250,000 and Environment, Patient, Staff & Service Support £250,000.

Total allocation **£500,000**.

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

		£
J15 SJUH	2 Sofas: seating for Patients Day Room	1,615.20
J3 Delivery Suite, SJUH	Examination lights, suturing stools, epidural trolleys	6,850.30
Bereavement Liaison, SJUH	Beam seating	1,130.40
Paediatric A & E Dept LGI	40" flatscreen TVs	2,263.97
Community Midwifery	5 x Baby portable digital scales with carrying bags	1,402.86
Orthopaedia X-ray Dept. LGI	Beam seating, stackable chairs for Waiting Room	4,296.66
J28 Acute Medicine SJUH	4 x TV/DVD combination, 6 x TV control, 8 CD radios	1,241.82
J52, SJUH	10 High backed patient comfort chairs	2,268.80
C5 Rheumatology Daycase Unit. CAH. Pre-assessment Unit LGI	Dalton petite armchairs, Dalton highback armchairs, Kintyre Equip.arm recliners, armless stacking chairs, Reception area furniture waiting areas 2 and 3	7,273.20 2,529.60
Emergency Dept. SJUH	Primal Interactive Human: the 3D Real Time Body CD ROM	732.00
Ward C1 CAH	22 x Falkland high seat chairs, 30 visitors/dining room chairs	12,502.80
J29 SJUH	5 x televisions and brackets for side rooms	784.90
Muti-speciality OPD SJUH	Vallay bariatric low back chair, 35 x Shuna patient chairs no arm rest, 35 x Shuna patient chairs with armrests	11,077.20
L44 LGI	6 x Elite bariatric chairs	1,692.00
L45 Delivery Suite LGI	Bereavement Room - floor, decorating, blind, pictures, furniture	2,870.40
C2 CAH	1 set of curtains for Ward C2 with dim out	7,867.45
Theatres SJUH	60 mobile whiteboards	25,200.00

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

Julie Beckett	Community Midwifery	5 x fetal dopplex sonicaids	1,985
James Brownjohn	Trauma & Related Services Ward 46 LGI	Sono Site S Nerve & Equipment	16,000
Lindsey Burrow	Chancellor Wing Physiotherapy Dept. SJUH	1 x Precor Recumbent Bike, 1 x Elliptical Trainer	5,000
Clair Clarke	Emergency Dept. SJUH	2 x Mac 5500 ECG machine, 2 x Modular MAC Trolleys, extended warrant 5 years	12,200
Michael Clark Melissa Maguire	Clinical Neuro Physiology	XL TEK EEG LTM40 40 channel wireless video EEG system	51,354
Simon Everett	Endoscopy SJUH	2 x Scopeguide	60,000
David Turner	Phototherapy Unit Dermatology Unit LGI	Home phototherapy units	10,675
Dawn Galloway	J22 (Clinical Decisions Unit) SJUH	Marsden 200 high capacity chair scale	624

### Renal Equipment Funds

Haemodialysis machines x 14 (£189,000) and Intellivue Patient Monitors x 5 (£42,500) were also supported from the Renal Unit Equipment Fund, this consists of monies given specifically for Renal Equipment under the auspice of the Trustees.

**£231,500 approved by** the Charitable Foundation's Board of Trustees.

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 just a few examples of training initiatives supported :-

Jill Asbury	Head of Nursing & Midwifery Education & Workforce	Nursing & Midwifery Conference 2015	13,000.00
Robert McMaster	Corporate Nursing Directorate	Chief Nurse Education Fund	25,000.00
Sharon Heathcote	Haematology	BA - Business Management	1,406.25
Tony Austwick	Estates & Facilities Training Department	10 sets of headphones	249.90
Ian Marr	Anaesthetic Department LGI	40 Chairs for seminar room	3,456.00
Sharon Johnston	Anaesthetic Department LGI	Simulation Tool	2,500.00
Louise Holt	L45 Delivery Suite	Resusci Baby First Aid training doll	356.40
Sue Morgan	Paediatric Oncology	Leeds Children's hospital TV Web	27,960.00

## THE STAFF LOTTERY

The Charitable Foundation administers the Leeds Teaching Hospitals Trust-wide 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 Trust-wide Staff Lottery Special Advisory Group.

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

- Microwaves
- Refrigerators
- Toasters
- Kettles
- Equipment for office area and staff rooms
- Fridge/freezers
- Table and chairs
- Various items of furniture for rest rooms

Summer Draw 10 prizes of £500

During the financial year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015, the Trust-wide Staff Lottery Special Advisory Group approved grants and prizes **totaling £57,013** 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 34.

## **LEGACIES**

Amongst specific bequests were:

Legacies received during the year £2,581,710.58 the following of which exceeded £10,000:

Sylvia Smith for Leeds General Infirmary Amenities

Hubert Blamey for Leeds Teaching Hospitals Charitable Foundation

Cynthia Taylor-Wood for Intensive Care Unit Equipment

Thomas Peet for (Cookridge) Now Yorkshire Cancer Centre

Kathleen Jackson for Yorkshire Cancer Centre/St James Neonatal Unit/LGI Rheumatoid Arthritis Dept.

Sylvia Marsh for St James University Hospital

Vera Margaret Cable for Heart Research

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. Susan Bauk for her expert administration of legacies.

# Statement of Financial Activities for the year ended 31 March 2015

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	<b>Total Funds £000</b>	2013/14 Total Funds £000
<b>Incoming Resources</b>					
<i>Incoming Resources from Generated Funds:</i>					
Voluntary Income:					
Donations	389	1,296	0	<b>1,685</b>	1,446
Legacies	193	2,389	0	<b>2,582</b>	1,038
Grants Receivable	0	0	0	<b>0</b>	0
<b>Sub total: Voluntary Income</b>	<b>582</b>	<b>3,685</b>	<b>0</b>	<b>4,267</b>	2,484
Income from Fundraising Activities	430	304	0	<b>734</b>	836
Investment Income	1,308	147	0	<b>1,455</b>	1,360
Incoming Resources from Charitable Activities	7	110	0	<b>117</b>	175
Other Incoming Resources	31	55	0	<b>86</b>	80
<b>Total Incoming Resources</b>	<b>2,358</b>	<b>4,301</b>	<b>0</b>	<b>6,659</b>	4,935
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
Costs of Generating Income	345	87	0	<b>432</b>	505
Investment Management Costs	25	169	18	<b>212</b>	195
<i>Charitable Activities:</i>					
Capital Equipment, Buildings & Infrastructure	1,313	777	0	<b>2,090</b>	1,347
Medical Research	1,601	674	0	<b>2,275</b>	2,230
Staff Welfare and Amenities	165	760	0	<b>925</b>	997
Patient Welfare and Amenities	325	503	0	<b>828</b>	1,262
<b>Sub total: Direct Charitable Expenditure</b>	<b>3,404</b>	<b>2,714</b>	<b>0</b>	<b>6,118</b>	5,836
Governance Costs	17	113	0	<b>130</b>	120
<b>Total resources expended</b>	<b>3,791</b>	<b>3,083</b>	<b>18</b>	<b>6,892</b>	6,656
Net incoming/(outgoing) resources before Transfers	(1,433)	1,218	(18)	<b>(233)</b>	(1,721)
Gross transfer between funds	0	0		<b>0</b>	0
<b>Net incoming/(outgoing) resources</b>	<b>(1,433)</b>	<b>1,218</b>	<b>(18)</b>	<b>(233)</b>	(1,721)
Gains/(losses) on revaluation of own fixed assets				<b>0</b>	0
Gains/(losses) on revaluation and disposal of investment assets	348	2,367	224	<b>2,939</b>	1,339
<b>Net movement in funds</b>	<b>(1,085)</b>	<b>3,585</b>	<b>206</b>	<b>2,706</b>	(382)
Fund balances brought forward at 1 April 2014	6,177	31,455	3,396	<b>41,028</b>	41,410
<b>Fund balances carried forward at 31 March 2015</b>	<b>5,092</b>	<b>35,040</b>	<b>3,602</b>	<b>43,734</b>	41,028

## Balance Sheet as at 31 March 2015

	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	<b>0</b>	0
Tangible assets	0	0	0	<b>0</b>	0
Inalienable & historic assets	0	0	0	<b>0</b>	0
Investments	6,234	36,494	3,597	<b>46,325</b>	41,907
<b>Total Fixed Assets</b>	<b>6,234</b>	<b>36,494</b>	<b>3,597</b>	<b>46,325</b>	<b>41,907</b>
<b>Current Assets</b>					
Stocks	0	0	0	<b>0</b>	0
Debtors	29	224	0	<b>253</b>	165
Short term investments	761	970	0	<b>1,731</b>	2,917
Cash investments/ deposits	503	641	5	<b>1,149</b>	1,138
Cash at bank and in hand	311	204	0	<b>515</b>	972
<b>Total Current Assets</b>	<b>1,604</b>	<b>2,039</b>	<b>5</b>	<b>3,648</b>	<b>5,192</b>
Creditors: Amounts falling due within one year	2,746	3,493	0	<b>6,239</b>	6,071
<b>Net Current Assets/(Liabilities)</b>	<b>(1,142)</b>	<b>(1,454)</b>	<b>5</b>	<b>(2,591)</b>	<b>(879)</b>
<b>Total Assets less Current Liabilities</b>	<b>5,092</b>	<b>35,040</b>	<b>3,602</b>	<b>43,734</b>	<b>41,028</b>
Creditors: Amounts falling due after more than one year	0	0	0	<b>0</b>	0
Provisions for liabilities and charges	0	0	0	<b>0</b>	0
<b>Total Net Assets</b>	<b>5,092</b>	<b>35,040</b>	<b>3,602</b>	<b>43,734</b>	<b>41,028</b>
<b>Funds of the Charity</b>					
Capital Funds:					
Endowment Funds			3,602	<b>3,602</b>	3,396
Income Funds:					
Restricted		35,040		<b>35,040</b>	31,455
Unrestricted	5,092			<b>5,092</b>	6,177
<b>Total Funds</b>	<b>5,092</b>	<b>35,040</b>	<b>3,602</b>	<b>43,734</b>	<b>41,028</b>

## Cash Flow Statement for the year ended 31 March 2015

	<b>31 March 2015 £000</b>	31 March 2014 £000
<b>Cash inflow/(outflow) from operating activities</b>	<b>(1,608)</b>	<b>(1,496)</b>
<b>Returns on investments and servicing of finance</b>		
Interest received	85	127
Interest paid		
Dividends received	1,366	1,230
Property income	4	3
<b>Net cash inflow/(outflow) from returns on investments and servicing of finance</b>	<b>1,455</b>	<b>1,360</b>
<b>Capital expenditure and financial investment</b>		
Payments to acquire tangible fixed assets		
Receipts from sales of tangible fixed assets		
Payments to acquire investment assets	(3,913)	(535)
Receipts from sales of investment assets	2,112	758
Net movement in cash-flows attributable to endowment investments		
<b>Net cash inflow/(outflow) from capital expenditure and financial investment</b>	<b>(1,801)</b>	<b>223</b>
<b>Management of liquid resources</b>		
Purchase of Investments	6	(2,850)
Proceeds from Sale of Investments	1,502	0
(Increase)/decrease in Short Term Deposits	(11)	1,031
<b>Net cash inflow/(outflow) from management of liquid resources</b>	<b>1,497</b>	<b>(1,819)</b>
<b>Financing</b>		
Payments made from permanent endowment funds (SORP 2005 s.354)	0	0
<b>Net cash inflow/(outflow) from financing</b>	<b>0</b>	<b>0</b>
<b>Increase/(decrease) in cash</b>	<b>(457)</b>	<b>(1,732)</b>

## **RISK MANAGEMENT**

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

This forms a guide for future internal audit work.

The framework for risk identification is as follows:

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

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

## POWERS OF INVESTMENT

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

The Charitable Trustees seek to balance ethical and socially responsible investment and risk. As such, the investment managers appointed by the Trustees are restricted from 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 2015

<b>Market Value</b>	<b>As at 31/03/15 £m</b>	<b>As at 31/03/14 £m</b>	
Investments listed on the UK Stock Exchange	48.0	44.9	
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>2015</b>	2014	3 year
Leeds Teaching Hospitals Charitable Foundation	6.62 %	3.02 %	25.10 %
<i>Benchmark:</i>			
FTSE WMA Income	8.23 %	0.86 %	17.68 %
 <b>Total Return (Capital Appreciation &amp; Income Received)</b>	<b>2015</b>	2014	3 year
Leeds Teaching Hospitals Charitable Foundation	9.89 %	6.21%	37.33 %
<i>Benchmark:</i>			
WM Total Charities	12.72%	6.88%	38.43 %

## 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 £1.8 million to cover the 2015/16 budget for administration, fundraising, support costs and grants.

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**

**2014 - 15**

**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.