

## 2021/22 Budget Setting

### Raising Health Running Costs Review

|   | 19/20<br>Actual<br>£000 | 20/21<br>Forecast<br>£000 | 21/22<br>Forecast<br>£000 |
|---|-------------------------|---------------------------|---------------------------|
| <b><u>Fundraising</u></b>                   |                         |                           |                           |
| Fundraising manager (pay and nonpay)        | (51,040)                | (47,968)                  | (53,168)                  |
| Marketing & fundraising (inc website costs) | (6,810)                 | (4,770)                   | (4,770)                   |
|   | <b>(57,850)</b>         | <b>(52,738)</b>           | <b>(57,938)</b>           |
| <b><u>Governance &amp; Support</u></b>      |                         |                           |                           |
| Finance staff                               | (26,466)                | (28,029)                  | (28,870)                  |
| Apprentice support                          | 0                       | 0                         | (13,875)                  |
| Harlequin Finance software                  | (2,737)                 | (2,806)                   | (2,890)                   |
| Internal audit recharges                    | (6,000)                 | (6,090)                   | (6,273)                   |
|   | <b>(35,203)</b>         | <b>(36,925)</b>           | <b>(51,908)</b>           |
| <b><u>Investment Manager</u></b>            |                         |                           |                           |
| Investment fee                              | <b>(9,606)</b>          | <b>(2,000)</b>            | <b>(2,000)</b>            |
| <b>Total</b>                                | <b>(102,659)</b>        | <b>(91,663)</b>           | <b>(111,846)</b>          |

|  |           | Appendix 2 |
|--|-----------|------------|
| <b>Summary of NHS Together Charities Grants received by Raising Health in 2020</b> |           |            |
| <b>Phase one NHSCT</b>   |           |            |
| Wobble rooms for staff   | £ 15,000  |            |
| Patient single use items (£350 x 31 wards)   | £ 15,000  |            |
| Nurse leadership development   | £ 5,000   |            |
| <b>Total first allocation (received April 2020)</b>                                |           | £ 35,000   |
| Wobble rooms for staff / fruit baskets   | £ 3,000   |            |
| Staff rooms and staff outdoor areas upgraded for rest breaks*                      | £ 28,560  |            |
| PPE volunteers and drivers gifts   | £ 940     |            |
| Staff handcreams - Nurses day  | £ 6,000   |            |
| <b>Total second allocation (received May 2020)</b>                                 |           | £ 38,500   |
| Virtual health & wellbeing festival for staff                                      | £ 6,000   |            |
| Rob Gee covid 19 poetry staff sessions   | £ 1,000   |            |
| Thank you letters and badges (staff & volunteers)                                  | £ 10,500  |            |
| Covid 19 thank you for staff   | £ 9,000   |            |
| Staff rooms and staff outdoor areas upgraded for rest breaks*                      | £ 6,438   |            |
| Acceptance and Commitment Training / videos  | £ 1,000   |            |
| Staff BAME and MAPLE networks  | £ 2,000   |            |
| TV CHS inpatients  | £ 500     |            |
| DVD players CHS inpatients   | £ 2,875   |            |
| Radios CHS inpatients  | £ 1,056   |            |
| CD players CHS inpatients  | £ 512     |            |
| Batteries & chargers CHS inpatients  | £ 608     |            |
| Disposable headphones CHS inpatients   | £ 395     |            |
| Remote controls CHS inpatients   | £ 1,065   |            |
| Wipeable jigsaws/puzzles CHS inpatients  | £ 1,200   |            |
| Breast Feeding peer supporters UNICEF baby friendly virtual conference             | £ 720     |            |
| Mental health & wellbeing workbooks  | £ 5,131   |            |
| <b>Total third allocation (received August 2020)</b>                               |           | £ 50,000   |
| <b>TOTAL PHASE ONE</b>   | £ 123,500 | £ 123,500  |
| <b>Phase 3 NHSCT</b>   |           |            |
| Mental health first aid /awareness training for staff in 2021                      | £ 45,602  |            |
| Staff working from home support in 2021  | £ 4,000   |            |
| Staff rooms and staff outdoor areas upgraded for rest breaks*                      | £ 71,398  |            |
| <b>TOTAL PHASE 3 (to bid for in December 2020)</b>                                 |           | £ 121,000  |
| <b>Covid second wave</b>   |           |            |
| Staff wellbeing to be allocated in 2021  | £ 50,000  |            |
| <b>TOTAL COVID SECOND WAVE (received December 2020)</b>                            |           | £ 50,000   |
| <b>Starbucks (£2,000 pending receipt December 2020)</b>                            |           |            |
| Staff wellbeing to be allocated in 2021  |           | £ 2,000    |
| <b>TOTAL grants received by Raising Health from NHS Charities Together</b>         |           | £ 296,500  |
| (* total for staff room and staff outdoor areas upgrade programme is £106,396)     |           |            |

| Staff room                               | Furniture   | Estates   | Extras  |
|--|---|---|---|
| Agnes Unit -PFI                          |   | large screen display  | 2 x microwaves  |
| Bennion - Communal                       | Settee, chairs & coffee table   | hot water boiler, lockable storage, Notice Boards.                        | pictures, plants, Radio.                                    |
| Bennion Forest Grange                    |   |   | crockery, mugs, microwave, storage jars (tea/coffee/sugar). |
| Bennion Kirby Ward                       | Chairs & coffee table   | notice boards   | plants & pictures   |
| BPP 1st floor Main                       |   | 2nd sink  | Decorative pictures. Replacement of the larger microwave.   |
| BPP 1st floor Library end                |   | Additional kitchen work surface   | Decorative pictures   |
| Unit 2/3                                 |   | Décor and flooring  |   |
| Cedar Centre                             | Chairs & coffee table   | Vinyl flooring , New cupboards  | microwave & fridge  |
| Evington -1st floor communal             | Settee, chairs, coffee table & dining table   | Kitchen refurb, new flooring  | Microwave, pictures, plants, Radio.                         |
| Evington Centre - Beechwood Ward         |   | Keys for lockers  | Microwave, radio  |
| Evington Centre - Clarendon Ward         |   | Fridges & noticeboards  | Cutlery, crockery, pictures, radio                          |
| Evington Centre - Gwendolen Ward         |   | Hot water boiler, Coat Hooks, lockable storage                            | Radio   |
| Mawson House                             |   | privacy screen, notice board  | cutlery, radio  |
| New Parks HC -Front NHSPS                |   |   | crockery, cutlery, pictures, plants, hooks                  |
| New Parks HC rear -NHSPS                 |   |   | crockery, cutlery, pictures, plants, hooks                  |
| PPH                                      |   | A fridge & lockable storage   | cutlery   |
| Rothsay                                  |   | Hot water boiler, Notice board  |   |
| Stewart House                            | LPT Capital funding major refurb of staff room in 20/21; Charitable funds are supporting with furniture and non capital items |   |   |
| Winstanley Drive HC                      |   |   | 2 x microwaves  |
| Bradgate Watermead                       | 3 Seater Sofa, Dining table & chairs  | Coat Hooks  | Radio   |
| Bradgate Heather                         |   |   | Radio, plants, cutlery                                      |
| Braunstone Health and Social Care Centre |   |   | Plants & radio  |
| Belvoir                                  |   | Redecoration, fridge, noticeboards, relocate IT sockets out of staff room | Coat stand  |
| ORC Ground                               |   | New work top, new sink, Hot Water Boiler, new flooring & painting         |   |
| ORC first                                | Dining table  | Painting , Carpet Cleaning, kitchen refurb                                |   |

| Staff room  | Furniture  | Estates  | Extras   |
|---|--|--|--|
| Narborough HC   |  | Notice Boards, Coat Hooks                                | Crockery, Cutlery, Decorative pictures, Plants |
| St Lukes - ward 3   | Settee, chair & dining table   | Hot water boiler, sink, lockers                          |  |
| St Lukes - ward 1   | 2 coffee tables & 2 settees  | Cupboards, hot water boiler, Blinds                      | Microwave, crockery, cutlery                   |
| St Lukes Treatment Centre                                 |  |  | radio  |
| HBCH community portacabin                                 | LPT Capital funding major refurb of staff room in 20/21; Charitable funds are supporting with furniture and non capita items   |  |  |
| HBCH old house  | LPT Capital funding major refurb of staff room in 20/21; Charitable funds are supporting with furniture and non capita items   |  |  |
| Loughborough Hospital Ward                                |  |  | crockery cutlery radio                         |
| Loughborough Hospital Bradgate<br>OPD/community team base |  | hot water boiler.  | Pictures, plants, radio,crockery,              |
| Melton Hospital 1st floor maternity<br>(CINNS)            |  | repainting   |  |
| Melton Hospital ward                                      | Settee, chairs, dining table & chairs  | Replace cupboards, plug sockets, Blinds, Notice board    |  |
| Melton Hospital PCT                                       |  | hot water boiler & fridge                                |  |
| OSL House ground  | LPT Capital funding major refurb of staff room in 20/21; Charitable funds are supporting with furniture and non capita items   |  |  |
| Rutland Memorial Gretton                                  |  | Redecoration, new flooring, notice board, lockers        | Crockery and cutlery                           |
| Rutland Memorial ward                                     | Armchairs  | New carpet, Hot water boiler, sink, blinds, notice board | crockery cutlery Pictures plants Radio         |
| Charnwood Mill  | Chairs & dining table  | Lockable storage/lockers                                 | decorative pictures, plants, radio             |
| Coalville Health Centre                                   |  | lockers, hot water boiler                                | Cultery, pictures                              |
| Coalville Ward 1, 2 & 4                                   | Proposed redesign of Coalville staff room area, to swap staff room & training room areas. Staff room area to access outdoor space. Create agile space similar to Loughborough. Capital funds to match fund £15k for estates works. |  |  |
| Surge Wards at Loughborough                               |  |  | Radio x2                                       |
| Warrens   | Coffee table   |  |  |
| Orchard Resource Centre                                   | Dining chairs & armchairs  |  |  |
| Hawthorn Centre   | Settees  |  |  |

All blue sections of this form must be completed and approval given by **Fund Manager and Directorate Lead**  
 No expenditure of Charitable Funds is permitted without a valid commitment number.

|                                     |  |                                   |   |
|-------------------------------------|--|-----------------------------------|---|
| <b>Ward/Location:</b>               | Raising Health   | <b>Charitable Fund Number:</b>    | <a href="#">Click here to enter text.</a>                 |
| <b>Team/Service:</b>                | Comms Team   | <b>Charitable Fund Title:</b>     | NHSCT (see below)   |
| <b>Proposer Name &amp; Contact:</b> | Carolyn.pascoe@leicspart.nhs.uk<br>and<br>sharon.murphy@leicspart.nhs.uk | <b>Maximum Cost (inc VAT):</b>    | £106k However £76,398 has not been awarded yet from NHSCT |
| <b>Date Completed:</b>              | 09.12.20   | <b>Proposed Expenditure Date:</b> | Jan – Jun 2021  |

**Description of the item/project funding is being requested for (use separate sheet if required)**

**STAFF ROOM AND OUTDOOR SPACES PROJECT**  
 It is proposed that a significant part of NHSCT's grants is to be used to improve staff rooms and outdoor spaces for staff. It is proposed that the following is allocated to this project from NHSCT grants.  
 Phase 1 (Distribution 2) - £28,560  
 Phase 1 (Distribution 3) - £6,438  
 Phase 3 - £71,398 (not awarded yet)  
 TOTAL £106,396

As the phase 3 grant has not been awarded yet – we are seeking an 'Agreement in Principle' on the condition that we are awarded the phase 3 money.  
 It is intended that the project starts in mid-February allowing time to receive the phase 3 grant.

Business Managers from each clinical service have been asked to identify what each staff room within their area needs. Their responses have been collated and costed out as follows: (full costings available):  
 New furniture (IPC compliant) - £43k  
 Estates work and equipment (eg kitchen refurb)- £57k  
 Added extras (eg coat hooks, pictures, microwaves, radios) - £2k  
 Outdoor spaces (eg benches, furniture) - £3k  
 TOTAL £106k  
 All costs are estimates and maybe subject to change.

|   | Appropriate expenditure of Charitable Funds  | Response (use separate sheet if required)   |
|---|--|---|
| <b>1) Does it fit within the scope of the charity objectives and of any donor-imposed restrictions?</b> | Some funds have restrictions placed upon them by Donors; please ensure this is checked before placing a proposal.<br><br>The general objective of Raising Health is:<br><i>LPT's charitable fund generates income to support excellent core initiatives, equipment and innovations which go above and beyond core NHS provision to enhance the experience of our patients, service users and staff.</i><br><br>Please state how your proposal satisfies these areas. | It is specified that the NHSCT grants are to be used to support staff, volunteers and patient wellbeing.  |
| <b>2) How does the proposal benefit service users/patients?</b>   | How will benefits/successes be measured?<br>What would success look like?<br><br>When considering how your proposal satisfies this section, you should consider: <ul style="list-style-type: none"> <li>• Does the proposal directly improve patient care?</li> <li>• What part of the service is being improved or enhanced</li> <li>• What other sources of funding have been explored for this project?</li> </ul>  | This application is to support improvements in staff wellbeing by providing a better environment in which staff can take breaks and prepare refreshments. This will ensure that staff have the opportunity to relax whilst not on the wards; both indoors and outdoors. |
| <b>3) Public Perception – could you justify this spend to a</b>   | Consider to how such expenditure might be perceived by the general public. Proposers should consider: <ul style="list-style-type: none"> <li>• If the public donated this money, would they be happy to spend it in such a way</li> <li>• Is this suitable charitable expenditure, are there more</li> </ul>   | Raising Health is following the specifications noted in NHSCT criteria for spending these grants.   |

|  |                           |        |                           |
|--|---------------------------|--------|---------------------------|
| If a project, how long is it anticipated to last for: year | Click here to enter text. | months | Click here to enter text. |
|--|---------------------------|--------|---------------------------|

|   |       |       |       |            |            |            |            |            |            |            |            |            |
|---|-------|-------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Expenditure profile, please list below when you expect to utilise the funds (enter each month even if £0) |       |       |       |            |            |            |            |            |            |            |            |            |
|   | Apr   | May   | Jun   | Jul        | Aug        | Sep        | Oct        | Nov        | Dec        | Jan        | Feb        | Mar        |
| Current Year  | Click | Click | Click | Click      | Click      | Click      | Click      | Click      | Click      | 18566      | 1856       | 18566      |
| Second Year   | 18566 | 18566 | 18566 | Click here | Click here | Click here | Click here | Click here | Click here | Click here | Click here | Click here |

|             |                           |  |
|-------------|---------------------------|--|
| Third Year: | Click here to enter text. | Value to include any anticipated expenditure in this year and any subsequent years |
|-------------|---------------------------|--|

|   |  |  |
|---|--|--|
| <b>member of the public/donor?</b>                                      | <p>pressing needs</p> <ul style="list-style-type: none"> <li>How would it look if this expenditure was mentioned in a newspaper article</li> </ul>   |  |
| <b>4) Does the proposal have any ongoing costs or budgetary impact?</b> | <p>All proposers should consider if the proposal will have any impact on LPT budgets. Examples would include:</p> <ul style="list-style-type: none"> <li>Maintenance Costs</li> <li>License Fees</li> <li>Depreciation/consumables</li> </ul> <p>This is not fully inclusive, but where there will be an impact proposers must state how these costs will be met.</p>                                | There are no ongoing costs   |
| <b>5) Risk assessments</b>  | <p>If relevant to the proposal, a risk assessment for impact on Health &amp; Safety, Infection Prevention and Control and Information Governance should be undertaken by the service and approved by Directorate Lead. Where alterations to the environment are to be made, advice from Estates should be sought prior to proposal. State here that these requirements have been met or are N/A.</p> | Helen Walton will ensure that all works or purchases fit within LPT's guidelines and has been a key member of the staff room project working group |

### Approval Process:

Once completed by the proposer, this form should be emailed for electronic approval following the chart below. The form should be an attachment at every stage and show the full email trail of approval.



**Fund Manager:** each fund has an allocated manager. If you are unsure who this is for the fund you are applying to contact charity finance team: 0116 2957608 / 7603 or email [RaisingHealth@leicspart.nhs.uk](mailto:RaisingHealth@leicspart.nhs.uk)

**Directorate Leads:** proposals should be emailed to the following contact dependant on which directorate. The Directorate Lead will take the proposal for discussion at the appropriate meeting:

| Directorate | Directorate Lead               | Meeting             |
|-------------|--------------------------------|---------------------|
| FYPC/LD     | Helen Thompson / Anita Lad     | DMT Meeting         |
| AMH         | Samantha Wood / Courtney Swann | Operational Meeting |
| CHS         | Paresh Patel / Claire Sheehan  | Finance Meeting     |

Once approved by Fund Manager and Directorate Lead, Finance will seek final approval as required (£500-£3,000 Deputy DoF approval and £3,001+ requires Charitable Funds Committee approval). Finance will process and issue a commitment number to the Proposer with purchasing instructions. **Until the commitment number is received, no expenditure should be made.**