

Trust Board paper N1

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 3 October 2019

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr A Johnson, Non-Executive Director and CFC Deputy Chair

DATE OF COMMITTEE MEETING: 5 September 2019 (extraordinary meeting)

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

- **Charity Annual Accounts and Annual Report 2018/19 (Minute 40/19).**

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

- **None**

DATE OF NEXT COMMITTEE MEETING: 3 October 2019

Mr A Johnson, Non-Executive Director and CFC Deputy Chair

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF AN EXTRAORDINARY MEETING OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 5 SEPTEMBER 2019 AT 2PM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Present: Mr A Johnson – Non-Executive Director (CFC Acting Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Mr K Singh – Trust Chairman (*ex officio*)
Mr P Traynor – Chief Financial Officer

In Attendance: Ms L Davies – Director of Leicester Hospitals Charity
Mr D Gorrod – Patient Partner (non-voting member)
Mr H Samatar – Assistant Manager, Grant Thornton (Charity's auditors)
Mr N Sone – Charity Finance Lead/UHL Financial Controller
Ms H Stokes – Corporate and Committee Services Manager
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Strategy and Communications
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

40/19 KEY ISSUES FOR DISCUSSION/DECISION: CHARITY ANNUAL ACCOUNTS AND ANNUAL REPORT 2018/19

The Charity Finance Lead presented paper C, comprising the audited annual accounts (appendix 1) and draft Trustee's annual report (appendix 2) for Leicester Hospitals Charity for the year ending 31 March 2019. Appendix 3 set out the audit findings report from Grant Thornton (charity accounts auditors), and the Letter of Representation requiring signature by the Corporate Trustee was attached at appendix 4 of paper C. The Charity Audit Plan 2018/19 had also been circulated to Charitable Funds Committee members for information ahead of this meeting.

The Financial Controller welcomed the availability of the audited annual accounts at this earlier point in the year, and advised that the audit process had run smoothly. This was echoed by Mr H Samatar, Grant Thornton, who commented on the good quality of the working papers provided by the charity finance team. No contentious issues had been identified. On receipt of signed certificates, an unqualified audit opinion would be issued by Grant Thornton on the 2018/19 charity accounts, and CFC received confirmation that the one recommendation in the audit findings report had now been addressed (as the risk management assessment form referred to in paper C had now been approved).

In terms of the 2018/19 accounts themselves, CFC noted an increase in both assets and expenditure compared to 2017/18. The Charity Finance Manager confirmed that the large cash balance in place at 2018/19 year end was linked to the fact that the Charity had not yet transferred over to Brewin Dolphin as its new charitable funds investment managers. In response to a query from the Chief Financial Officer, the Charity Finance Manager explained the background to the £60k adjustment referred to in the audit findings report; this was related to income from a legacy and Grant Thornton agreed that it was solely an issue of timing.

In response to a query from the CFC Acting Chair, Grant Thornton confirmed that the accounts at paper C were the final version, subject to receipt of appropriate signatures and the Letter of Representation.

With regard to the 2018/19 Trustee's Annual Report, the Director of Leicester Hospitals Charity confirmed that its format matched the best practice template and reflected governance requirements. However, she was also developing an accompanying 'impact report' document for wider public dissemination, to be more user-friendly and accessible, to be shared at a new type of public engagement event. Col (Ret'd) I Crowe Non-Executive Director recommended the format of the public-facing UHL Volunteers Report as a good example.

Following consideration, the Charitable Funds Committee endorsed both the Charity annual accounts 2018/19 and the Trustees' annual report 2018/19, and recommended them for approval by the Trust Board as Corporate Trustee.

Recommended – that the Leicester Hospitals Charity annual accounts and Trustees' annual report 2018/19 be recommended for approval by the Trust Board as Corporate Trustee.

**CFC
ACTING
CHAIR**

**CFC
CHAIR**

RESOLVED ITEMS

41/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr B Patel Non-Executive Director (Charitable Funds Committee Chair), Ms C Fox Chief Nurse and Mr W Devitt, Engagement Manager Grant Thornton. The meeting was chaired by Mr A Johnson Non-Executive Director, Charitable Funds Committee Deputy Chair.

42/19 DECLARATIONS OF INTERESTS

Mr A Johnson Non-Executive Director and Acting CFC Chair, Col (Ret'd) I Crowe Non-Executive Director, Mr K Singh Trust Chairman, and Mr P Traynor Chief Financial Officer all declared their positions as voting members of the UHL NHS Trust Board. As these were judged by the Committee to be non-prejudicial interests, they remained present at the meeting.

43/19 MINUTES

Resolved – that the Minutes of the 1 August 2019 Charitable Funds Committee (CFC) be confirmed as a correct record.

44/19 MATTERS ARISING FROM THE MINUTES

In respect of item 10 on the action log (Minute 22/18/1 of 2 August 2018), the Director of Leicester Hospitals Charity advised that Schwartz Rounds were due to start in November 2019 – the required update could therefore be provided to Charitable Funds Committee in either January or February 2020. This would be reflected in the matters arising log accordingly.

CCSM

Resolved – that the matters arising log update and any associated actions, be noted.

CCSM

45/19 ANY OTHER BUSINESS

There were no items of any other business.

46/19 DATE OF NEXT MEETING

Resolved – that (A) the next meeting of the Charitable Funds Committee be held on Thursday 3 October 2019 from 2pm in Rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.

The meeting closed at 2.25pm.

Helen Stokes – Corporate and Committee Services Manager

Cumulative Record of Members' Attendance (2019/20 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
B Patel (Chair)	4	3	75	A Johnson	4	2	50
I Crowe	4	4	100	K Singh (ex-officio)	4	3	75
C Fox	4	2	50	P Traynor	4	3	75

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
L Davies	4	4	100	S Ward	4	4	100
D Gorrod	4	4	100	M Wightman	4	3	75
N Sone /T Blick	4	3	75	J Woolley	4	4	100
C Sutton	4	0	0				