

Trust Board paper I

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD AS CORPORATE TRUSTEE

DATE OF TRUST BOARD MEETING: 7 November 2019

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director and CFC Chair

DATE OF COMMITTEE MEETING: 3 October 2019

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

- None.

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

- None

DATE OF NEXT COMMITTEE MEETING: 5 December 2019

Mr B Patel, Non-Executive Director and CFC Chair

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 3 OCTOBER 2019 AT 2.30PM
IN ROOMS 2 & 3, CLINICAL EDUCATION CENTRE, GLENFIELD HOSPITAL**

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Ms C Fox – Chief Nurse
Mr A Johnson – Non-Executive Director
Mr P Traynor – Chief Financial Officer

In Attendance: Mr G Aston – Head of Fundraising
Ms L Davies – Director of Leicester Hospitals Charity
Mr D Gorrod – Patient Partner (non-voting member)
Ms L Jones – Major Giving Manager, Leicester Hospitals Charity
Mr R Sedgwick – Brewin Dolphin (for Minute 52/19/1)
Mr N Sone – Financial Controller and Charity Finance Lead
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

RESOLVED ITEMS

ACTION

47/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr K Singh, Trust Chairman (*ex officio* member).

48/19 DECLARATIONS OF INTERESTS

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, Ms C Fox Chief Nurse, Mr A Johnson Non-Executive Director, and Mr P Traynor Chief Financial Officer all declared their positions as voting members of the UHL NHS Trust Board. Although not a Trustee, Mr M Wightman Director of Strategy and Communications also declared an interest in Minute 51/19/1.1 below. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.

49/19 MINUTES

Resolved – that the Minutes of the 5 September 2019 extraordinary Charitable Funds Committee (CFC) be confirmed as a correct record.

50/19 MATTERS ARISING FROM THE MINUTES

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

51/19 KEY ISSUES FOR DISCUSSION/DECISION

51/19/1.1 Items for Approval

Paper C sought approval for grant applications received since the August 2019 Charitable Funds Committee meeting, noting the CFC's remit to approve bids up to £50,000 (decision-making on bids below £10,000 was delegated to the Charity Finance Manager and was shown in appendix 1). Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee. In discussion, the Charitable Funds Committee Non-Executive Director Chair advised that additional attendance to introduce applications should be by invitation only. Although not a voting member of the Committee (nor a Corporate Trustee), the Director of Strategy and Communications declared his interest in application 7370 of paper C as the post of Arts and Heritage senior project manager sat within his portfolio.

In considering the applications for approval, the Charitable Funds Committee particularly noted:-

CFM

(a) that the costs cited in application 7341 were for a table of 10 attendees at the Nursing Times

- Award Ceremony (any travel costs were paid by each individual staff member);
- (b) the value and positive impact for patients of the Arts and Heritage programme (application 7370), noting comments from the Chief Nurse that the postholder worked closely with the Admiral Nurses;
 - (c) that the Cystic Fibrosis unit room 5 covered by application 7336 was a facility for patients, who might spend lengthy periods in that room in isolation – it was intended that the refurbishment would be an exemplar to attract further fundraising. In response to a query from the Director of Corporate and Legal Affairs, the Charity Finance Manager advised that the Infection Prevention issues related to whether the room should have curtains or roller-blinds, and were not show-stoppers;
 - (d) confirmation now provided that the CSI CMG had identified funding for any ongoing equipment costs (eg maintenance) associated with application 7357;
 - (e) confirmation now provided that there were no additional costs associated with application 7371. Following the end of the 12-month fixed term contract, the post would thereafter be funded by the Joe Humphries Memorial Trust, and
 - (f) confirmation that the Head of Partnerships and Business Development had now approved application 7372.

Discussion on a specific application also took place in Minute 51/19/1.2 below.

Resolved – that the following applications be approved and progressed:-

CFM

- (1) application 7341 (£3,720 from General Purpose Charitable Funds) – funding for the TB nursing team to attend the Nursing Times Award Ceremony;
- (2) application 7370 (£25,000 from General Purpose Charitable Funds) – continuation of the UHL Arts and Heritage Programme senior project manager post;
- (3) application 7336 (£15,000 from fund CFB1) – makeover of [patient] room 5, Cystic Fibrosis Unit Glenfield Hospital;
- (4) application 7357 (£19,394.92 from fund number CFC6) – salient dual head injection system for Breastcare Services;
- (5) (on the basis that the £22,000 offer of grant pledged by the Joe Humphries Memorial Trust for this purpose was received) application 7371 (£22,000 from fund number CFN1) – fixed-term 12-month contract for a Child Bereavement Officer, and
- (6) (on the basis that the £15,000 Arts Council England grant for this purpose was received) application 7372 (£28,200 [made up of £15,000 Arts Council England grant and £13,200 UHL match funding] from fund number CFW1) – 12-month arts and heritage programme.

51/19/1.2 Report by the Charity Finance Manager

Resolved – that this item be classed as confidential and taken in private accordingly.

51/19/2 Report by the Director, Leicester Hospitals Charity

Resolved – that this item be classed as confidential and taken in private accordingly.

52/19 ITEMS FOR ASSURANCE

52/19/1 Charity Fund Investment Update

Paper E provided an update on Leicester Hospitals Charity's investment portfolio performance. Due to the period covered, for this meeting only the report contained information from both the outgoing and incoming charity fund investment managers (Cazenove, and Brewin Dolphin respectively). As at 31 August 2019, the current cumulative return over the last 12month period was 2.4%.

The Charity Finance Manager confirmed that the transfer of investment fund management to Brewin Dolphin had now taken place, and Mr R Sedgwick from Brewin Dolphin attended the meeting to present a brief market review and outlook, and tabled an example of the information which would be available to Charitable Funds Committee members going forward. He advised that with 3 fund exceptions, all other investments transferred from Cazenove had now been liquidated and the cash invested immediately to minimise exposure. Leicester Hospitals Charity's investment portfolio was positioned at a low to moderate risk rating, and Mr Sedgwick advised that all Charitable Funds Committee members could have online access to view the portfolio if they wished. In terms of the cash balance, Mr Sedgwick advised that Brewin Dolphin did not advocate short-term investments (eg under 5-years). In response to a query from Mr A Johnson Non-Executive Director, Mr Sedgwick advised that although Brewin Dolphin could hold cash for the Charity, a fee would be applicable. Charitable Funds Committee members welcomed the format of the tabled information, and noted that a formal quarterly report would be provided to the CFC as required by regulators.

CFM/
JS B-D

Resolved – that a quarterly investment report be provided to the Charitable Funds Committee by Brewin Dolphin.

**CFM/
JS B-D**

52/19/2 Finance and Governance Report

The Charity Finance Manager updated the CFC on the Charity's financial position for the period ending 31 August 2019. As detailed in paper F, as at August 2019 the General Purpose fund balance (after commitments) was £80k. The balance of the overall Charity funds stood at £7.586m. CFC welcomed the clear format of the report. As also detailed in paper F, both income and expenditure for the year to date were below plan. In discussion, the Charitable Funds Committee Non-Executive Director Chair queried whether progress was monitored on projects nearing completion, and noted his view that projects should be completed within the financial year where possible.

Resolved – that the position be noted.

52/19/3 Report by the Director of Leicester Hospitals Charity

Resolved – that this item be classed as confidential and taken in private accordingly.

52/19/4 Charity Plan 6-Month Update

Paper H updated members on the Charity Plan approved in April 2019, noting that progress was on track. Augmenting staffing had been a key enabler for delivering the plan's objectives, and the report confirmed that those staffing increases had now taken place. The Charitable Funds Committee Non-Executive Director Chair commented on the positive impact of the new posts.

Resolved – that the position be noted.

52/19/5 Fundraising Performance Update

The Director of Leicester Hospitals Charity advised CFC that fundraising performance was on track, and noted her expectation that income would rise as major giving activities increased. In response to a query, the Director of Leicester Hospitals Charity considered that the yearly target would be met in line with plan. A more proactive fundraising calendar was being implemented, and the Head of Fundraising outlined some of the events planned. The Charitable Funds Committee Non-Executive Director Chair requested that all Corporate Trustees be made aware of the events, preferably by email. In response to a query from the CFC Patient Partner, the Head of Fundraising confirmed that appropriate links were being explored with Leicester City Football Club, and he also outlined the success of the 'selfie boards' introduced by the Charity.

DLHC

Resolved – that the fundraising calendar of events be shared with all Corporate Trustees, to increase visibility and keep them informed of updated events.

DLHC

53/19 ANY OTHER BUSINESS

53/19/1 Chief Financial Officer

This was the last Charitable Funds Committee meeting for Mr P Traynor Chief Financial Officer, who would be leaving UHL at the end of October 2019. The Charitable Funds Committee Non-Executive Director Chair thanked the Chief Financial Officer for his significant contribution to the work of Leicester Hospitals Charity.

Resolved – that the position be noted.

53/19/2 Thomas Cook

In response to a query from the Charitable Funds Committee Patient Partner, the Charitable Funds Committee Non-Executive Director Chair confirmed that the Thomas Cook Charity was separate to the Thomas Cook travel company which had recently gone into liquidation.

Resolved – that the position be noted.

54/19 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 5 December 2019 from 2.30pm in Rooms A & B, Clinical Education Centre, Leicester General Hospital.

The meeting closed at 3.50pm.

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
<i>B Patel (Chair)</i>	5	4	80	<i>A Johnson</i>	5	3	60
<i>I Crowe</i>	5	5	100	<i>K Singh (ex-officio)</i>	5	3	60
<i>C Fox</i>	5	3	60	<i>P Traynor</i>	5	4	80

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	5	5	100	<i>S Ward</i>	5	5	100
<i>D Gorrod</i>	5	5	100	<i>M Wightman</i>	5	4	80
<i>N Sone /T Blick</i>	5	4	80	<i>J Woolley</i>	5	5	100
<i>C Sutton</i>	5	0	0				