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UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD AS
CORPORATE TRUSTEE**

DATE OF TRUST BOARD MEETING: 3 September 2020

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 6 August 2020

**RECOMMENDATIONS MADE BY THE COMMITTEE FOR CONSIDERATION BY THE PUBLIC
TRUST BOARD AS CORPORATE TRUSTEE:**

None

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/
RESOLUTION BY THE PUBLIC TRUST BOARD AS CORPORATE TRUSTEE:**

None

DATE OF NEXT COMMITTEE MEETING: October 2020 (date to be confirmed)

**Mr B Patel
Non-Executive Director and CFC Chair**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE VIRTUAL MEETING HELD ON
THURSDAY 6 AUGUST 2020 AT 2PM**

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director and People, Process and Performance Committee
Non-Executive Director Chair
Ms C Fox – Chief Nurse
Mr A Johnson – Non-Executive Director and Finance and Investment Committee Non-Executive
Director Chair
Mr K Singh – Trust Chairman (*ex officio*)

In Attendance: Ms L Davies – Director of Leicester Hospitals Charity
Mr S Lazarus – Interim Chief Financial Officer
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

22/20 APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Mr N Sone, Financial Controller and Charity Finance Lead.

23/20 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 S Lazarus Interim Chief Financial Officer all declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson Non-Executive Director and Mr S Lazarus Interim Chief Financial Officer also declared their positions as (respectively) Non-Executive Director Chair, and Non-Executive Director of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.

24/20 MINUTES

Resolved – that the Minutes of the 24 June 2020 Charitable Funds Committee (CFC) be confirmed as a correct record.

25/20 MATTERS ARISING FROM THE MINUTES

Paper B detailed progress on actions from previous CFC meetings. In discussion on the report, the CFC Non-Executive Director Chair queried why the development of a disaster recovery plan for the Charity had been deferred to February 2021 (action 2b – Minute 12/20 of 24 June 2020). In response, the Director of Leicester Hospitals Charity confirmed that a February 2021 timeline would align with the annual Charity plan and overall workflow, given the Charity's current focus on the Children's Hospital Appeal. The Charity Finance Manager also reported that she was still seeking confirmation of whether an additional entry had been added to the risk register as per Minute 61/19/5 of 5 December 2019.

CFM

Resolved – that the matters arising log update at paper B be noted, and any resulting actions be taken forward by the named lead above.

**NAMED
LEAD(S)**

25/20/1 Report by the Director of Leicester Hospitals Charity

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

26/20 KEY ISSUES FOR DISCUSSION/DECISION

26/20/1 Report from the Director of Leicester Hospitals Charity

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

27/20 ITEMS FOR ASSURANCE

27/20/1 Fundraising Performance Update (June 2020)

Paper D from the Director of Leicester Hospitals Charity provided an update on the fundraising activity of the Charity as at month 3 of 2020/21. As at the end of June 2020, fundraising performance was on track, with the Charity at 38% of its fundraising goal for the year and 19% of its projected costs. Planned events continued to be reviewed in light of Covid-19 restrictions, and the Charity team was exploring holding more virtual events. Covid-19 appeal donations had now been wound down, with donations now being received only from NHS Charities Together rather than also the public. The Charity was now returning its focus to the Children’s Hospital Appeal, and looking to convert that public interest in donating towards that Appeal.

The Trust Chairman congratulated the team on the impressive level of fundraising support from the Community and from Trusts/Foundations, and queried how that had been achieved. The Director of Leicester Hospitals Charity outlined the potential reasons for that good performance including the Charity’s very proactive approach to contacting Trusts and Foundations (activity led by the Major Giving Manager). The CFC Non-Executive Director Chair also congratulated the Charity team on the good 2020/21 fundraising performance to date, particularly given the challenging circumstances for the charity sector generally at the current time.

Resolved – that the position be noted.

27/20/2 Finance and Governance Report (June 2020)

Paper E from the Charity Finance Manager advised that – as at 30 June 2020 – the available General Purpose Charitable Funds balance after commitments was £250k. The position of the Charity overall as at 30 June 2020 was a balance of £10.836m, £4.6m of which related to the Children’s Hospital Appeal. Overall income for the first 3 months of 2020/21 was £1.233m – this was £367k above plan due primarily to strong performance on Trust/Foundation and Community fundraising as mentioned in Minute 27/20/1 above.

In discussion, the Interim Chief Financial Officer sought further clarity on the figures and the related in-year movements, with particular reference to the planned 2020/21 closing balance of £3.9m for the Charity and how that aligned with the Children’s Hospital Appeal monies. He requested specific confirmation of the Children’s Hospital Appeal opening and closing balance 2020/21, and the movement of that Appeal funding within the overall Charity balance. He was not sufficiently assured by the responses given to these queries and he emphasised the need for clear articulation of the position. The Charity Finance Manager undertook, therefore, to confirm this information to the next CFC. In further discussion, the Director of Strategy and Communications reiterated the plan to spend the funds and advised contacting the Reconfiguration Planning Lead for a full briefing on the Children’s Hospital Appeal expenditure programme.

CFM

**CFM/
ICFO**

Paper E also outlined the final accounts planning timetable, although this position was updated in Minute 29/20/1 below.

Resolved – that (A) a report be provided to the next CFC clarifying the opening and planned closing balance of the Children’s Hospital Appeal within the charity’s 2020/21 finance plan, and showing the related in-year movements (see also Minute 28/20/1), and

CFM

(B) consideration be given to meeting with the Reconfiguration Finance Lead, to receive a detailed briefing on the Children’s Hospital Appeal expenditure programme.

**CFM/
ICFO**

27/20/3 Charity Fund Investment Report (April 2020)

The Charity Finance Manager introduced paper F, the charity investment fund managers’ report up to 30 June 2020. Reporting verbally on the latest position, the Charity Finance Manager advised that as of 6 August 2020 the Charity’s investment portfolio stood at £4.828m and had therefore bounced back from initial Covid-19 losses in February and March 2020. In discussion, the Interim Chief Financial Officer emphasised his view that the investment managers (Brewin Dolphin) should attend CFC twice yearly, and it was agreed to put this in place from October 2020 onwards.

CFM

Resolved – that the charity fund investment managers (Brewin Dolphin) be invited to attend CFC twice yearly, starting in October 2020.

CFM

28/20 ITEMS FOR NOTING

28/20/1 Report from the Director of Leicester Hospitals Charity

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

29/20 ANY OTHER BUSINESS

29/20/1 Annual Charity Accounts Audit 2019/20

The CFC Non-Executive Director Chairman queried the planning timetable for the audit of the 2019/20 Leicester Hospitals Charity accounts. In an update to the outline provided in the finance and governance report, the Charity's auditors (Grant Thornton) had now confirmed that the Charity audit would not take place in August 2020 as initially planned. Revised dates for the auditors to come onsite had yet been received, but the Charity Finance Manager anticipated that this would be September or October 2020. UHL was working hard to ensure that the audit ran as smoothly as possible. The Interim Chief Financial Officer queried the Charity accounts audit deadline, which was now confirmed by the Charity Finance Manager as 31 January 2021 (Charity Commission submission deadline). The Charity accounts had historically been audited in October, but the audit process had been brought forward to August in the previous year (2018/19 Charity accounts approved at the 5 September 2019 CFC).

Resolved – that the update on the 2019/20 Charity accounts process be noted.

29/20/2 Patient Representation on CFC

Although the decision had been taken in August 2019 to stand down Patient Partner membership of the CFC (reflecting an updated approach in the Trust's Patient and Public Engagement Strategy), further to comments at the June 2020 Trust Board the Director of Leicester Hospitals Charity raised the issue of having a patient representative on CFC. The CFC Non-Executive Director Chair requested that a report on options be brought to the October 2020 CFC – in discussion the Trust Chairman requested that that report be appropriately informed by practice at other NHS Trust Charities. The Trust Chairman also commented on the benefits of external representation, including bringing a different skillset and expertise.

DLHC

Resolved – that a report on potential patient/Patient Partner representation on CFC be presented to the October 2020 CFC, also setting out the position at other NHS Trust Charities.

DLHC

29/20/3 CFC Future Meeting Dates

The CFC Non-Executive Director Chair requested that the remaining 2020/21 CFC dates be rescheduled to avoid being later on the same day as the Trust Board (as at present). Rescheduling the dates would therefore enable bids considered by the CFC to be presented to the next Trust Board (if required) in a more timely manner. The CFC Non-Executive Director Chair would progress this rescheduling with the Director of Corporate and Legal Affairs.

CFC NED
CHAIR/
DCLA

Resolved – that the dates of future CFC meetings be rescheduled, to avoid holding them on the date of the Trust Board.

CFC NED
CHAIR/
DCLA

30/20 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be agreed outside the meeting as per Minute 29/20/3 above and confirmed to members accordingly.

The meeting closed at 3.10pm.

Helen Stokes – Corporate and Committee Services Manager

Cumulative Record of Members' Attendance (2020/21 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	2	2	100	<i>C Fox</i>	2	2	100
<i>I Crowe</i>	2	2	100	<i>S Lazarus</i>	2	1	50
<i>A Johnson</i>	2	2	100	<i>K Singh (ex-officio)</i>	2	1	50

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	2	2	100	<i>S Ward</i>	2	2	100
<i>N Sone</i>	2	0	0	<i>M Wightman</i>	2	2	100
<i>C Sutton</i>	2	0	0	<i>J Woolley</i>	2	2	100