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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: 6 May 2021

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 16 April 2021

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

- **Minute 10/21/1 Items for Approval – specifically approval of application 7825 for the value of £71,600.**

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

None.

DATE OF NEXT COMMITTEE MEETING: 18 June 2021

**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
FRIDAY 16 APRIL 2021 AT 9.30AM**

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

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms L Davies – Director of Leicester Hospitals Charity
Mr S Linthwaite – Deputy Director of Finance (Financial Services)
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

10/21 KEY ISSUES FOR DISCUSSION/DECISION

10/21/1 Items for Approval

Paper D, as presented by the Charity Finance Manager, sought approval for grant applications received since the February 2021 Charitable Funds Committee (CFC) meeting, noting the CFC's remit to approve bids up to £50,000. Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee. Decision-making on bids below £10,000, within an agreed overall programme, was delegated to the Charity Finance Manager and was shown in appendix 1 of the report [21 applications totalling £38k]. Appendix 2 detailed three applications which had been rejected.

Four applications were presented for CFC approval at this meeting, as outlined below:-

- (a) **application 7820** (appendix 3 refers - ABPI MESI device for the Burns and Plastics dressing clinic - £2,150 was requested from general purpose funds as this service did not attract donations of its own) - the application was approved as presented;
- (b) **application 7824** (appendix 4 refers – Ventripoint system for the Paediatric Cardiology department - £15,000 was requested from the Children's Benefit Fund CFH1) – the application was approved in principle, subject to receipt of the required funds from Heartlink, who would be making a donation to cover the full cost of the equipment, prior to the order being placed, and
- (c) **application 7825** (appendices 5 and 5a-d refer – Wellbeing at Work 2021/22 Plan funded from the Staff Lottery - £71,600 (Well-Being at Work Sub-Fund CFW2 funded by Staff Lottery Fund Q816). The Well-Being at Work fund would receive a monthly transfer from the proceeds of the staff lottery to cover the plan. Any unspent funds at the end of the year would be returned to the Staff Lottery Fund, as previously agreed by the Committee. In presenting the report, the Charity Finance Manager noted that CMG Lead Approval had now been received from the Deputy Director of Learning and Organisational Development – the application was supported as presented and, due to it being over £50,000 in value, was recommended onto the Trust Board for formal approval, and
- (d) **application 7826** (appendix 6 refers – training modules for virtual bronchoscopy simulator for the Respiratory Medicine department - £12,500 was requested from the Cardio-Respiratory Benefit Fund CFB1) - the application was approved as presented.

Recommended – that (A) the contents of this report, including appendices 1 and 2, be received and noted,

(B) application number 7820 be approved and progressed accordingly, CFM

(C) application number 7824 be approved in principle and thereafter progressed accordingly upon receipt of cleared funds, CFM

(D) application number 7825 be supported and recommended onto the Trust Board for formal approval as the value of the request (£71,600) was above the delegated limit for Charitable CCSO

Funds Committee approval, and

(E) application 7826 be approved and progressed accordingly.

CFM

10/21/2 Report from the Director of Leicester Hospitals Charity

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

RESOLVED ITEMS

ACTION

11/21 APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Mr S Lazarus Chief Financial Officer and Mr K Mucheke, Financial Accountant.

12/21 DECLARATIONS OF INTERESTS

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, and Mr A Johnson Non-Executive Director all declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson Non-Executive Director also declared his position as Non-Executive Director Chair of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.

13/21 MINUTES

Resolved – that the Minutes of the 19 February 2021 Charitable Funds Committee (CFC) meeting be confirmed as a correct record (papers A and A1 refer).

14/21 MATTERS ARISING FROM THE MINUTES

14/21/1 General Matters Arising

Paper B detailed progress on actions from previous CFC meetings. In respect of action 7b (Minute 5/21/5 of 19 February 2021), Mr B Patel, CFC Chairman and Non-Executive Director, noted his intention to discuss the Secret Garden Project with the incoming Trust Chairman and proceed accordingly from that point. An update on action 7d (Minute 5/21/5 from 19 February 2021) was deferred to a future meeting. In respect of action 8 (Minute 6/21/1 of 19 February 2021), the Charity Finance Manager advised that a confirmed start date for the 2019/20 Charity accounts audit was awaited. Verbal updates provided at this meeting would be reflected in the next iteration of the CFC Matters Arising Log.

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

NAMED LEAD(S)

14/21/2 Insurance Renewal – Confirmation of Cost

Further to Minute 5/21/1.2 of 19 February 2021, paper C, as presented by the Director of Corporate and Legal Affairs, confirmed the cost of the continued funding of two specific insurance policies from charitable funds (Directors and Officers Liability and Crime for the Charitable Trustees and Group Personal Accident for the Trust's Flying Squad) which were, respectively, £9,520 and £10,421.60 for 2021/22. As requested at the previous Charitable Funds Committee meeting, the scope to obtain a higher indemnity level and lower cost for the Directors and Officers Liability and Crime Policy had been explored, however had not proven possible for the 2021/22 financial year due to the Directors and Officers Liability insurance market currently being very challenging; further details of which were as documented within the report presented.

The Deputy Director of Finance verbally reported that colleagues at Nottingham University Hospital NHS Trust (NUH) had recently undertaken a review of insurances and he undertook, upon receipt of this information from NUH, to feedback to the Director of Corporate and Legal Affairs and the Corporate and Committee Services Team in order to help inform future insurance renewal exercises at UHL.

Resolved – that (A) the contents of this report be received and noted, and

(B) upon receipt of relevant information, the Deputy Director of Finance be requested to feedback to the Director of Corporate and Legal Affairs and the Corporate and Committee

15/21 ITEMS FOR ASSURANCE**15/21/1 Finance and Governance Report**

The Charity Finance Manager presented paper F, which detailed an update on the financial position for the period ending 28 February 2021, including an update on the General Purposes fund, Children's Hospital Appeal and the timetable for the 2019-20 final accounts timetable, noting that Leicester Hospitals Charity had a six month extension to 31 July 2021 to submit the audited accounts.

The income for the year to date of £4,076k was £902k above plan, mainly due to strong community fundraising and more trust and foundation income being received than planned. Expenditure of £4,633k was £3,790k below plan mainly due to an underspend on grant expenditure. The position of the general purposes fund was included in appendix 2 of paper I. The current available balance after commitments was £385k. A summary of the Children's Hospital Appeal Fund was detailed in appendix 3 of the report. The current balance in the appeal was £3,344k after taking into account charitable expenditure of £2,716k which related to capital build costs.

Resolved – that the contents of this report be received and noted.

15/21/2 Investment Update Report

The Charity Finance Manager presented paper G, which presented an update on the investment portfolio held by Leicester Hospitals Charity managed by the investment managers. It was noted that the Investment Managers would attend the next virtual meeting of the Charitable Funds Committee to provide an update.

The value of investments as at 28 February 2021 was £5,131k, resulting in gains for 2020/21 of £827k (2019/20 losses of £427k).

Resolved – that the contents of this report be received and noted.

15/21/3 Fundraising Performance Update

The Director of Leicester Hospitals Charity presented paper H, which provided a general update on the fundraising activity of the Charity. In presenting this report, the Director of Leicester Hospitals Charity particularly highlighted the launch of the Community Champions programme and also the current planning of a mixture of both virtual and in-person events, with an NHS Heroes Ball planned for November 2021.

Resolved – that the contents of this report be received and noted.

15/21/4 Report from the Director of Leicester Hospitals Charity

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

16/21 ITEMS FOR NOTING

Resolved – that there were no items for noting.

17/21 ANY OTHER BUSINESS

Resolved – that there were no other items of business.

18/21 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 18 June 2021 (9.30am – 11.30am).

The meeting closed at 10.25am

Gill Belton – Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (2021/22 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	1	1	100	<i>C Fox</i>	1	1	100
<i>I Crowe</i>	1	1	100	<i>S Lazarus</i>	0	0	0
<i>A Johnson</i>	1	1	100				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	1	1	100	<i>S Ward</i>	1	1	100
<i>K Mucheke</i>	1	0	0	<i>M Wightman</i>	1	1	100
<i>C Sutton</i>	1	0	0	<i>J Woolley</i>	1	1	100