

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON FRIDAY 12 AUGUST 2022 AT 9.30AM

Present: Professor T Robinson – Non-Executive Director (CFC Chair)
 Ms V Bailey – Non-Executive Director
 Ms J Hogg – Chief Nurse
 Mr J MacDonald – Trust Chairman

In Attendance: Ms G Belton – Corporate and Committee Services Officer
 Ms B Cassidy – Director of Corporate and Legal Affairs
 Ms L Davies – Director of Leicester Hospitals Charity
 Ms D England – Head of Philanthropy (observing)
 Mr D Judge – Brewin Dolphin Representative (for Minute 35/22/1)
 Ms E Hodson – Individual Giving Officer (observing)
 Ms R Stonehouse-Hanson – Senior Financial Accountant
 Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	ACTION
30/22	REPORT FROM THE CHARITY FINANCE MANAGER	
	<u>Recommended</u> – that this item be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	
31/22	APOLOGIES FOR ABSENCE	
	There were no apologies for absence.	
32/22	DECLARATIONS OF INTERESTS	
	Professor T Robinson Non-Executive Director (CFC Chair), Ms V Bailey Non-Executive Director, Ms J Hogg Chief Nurse, and Mr J MacDonald Trust Chairman, declared their positions as voting members of the UHL NHS Trust Board. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.	
33/22	MINUTES	
	<u>Resolved</u> – that the Minutes of the 17 June 2022 Charitable Funds Committee (CFC) meeting (papers A and A1) be confirmed as a correct record.	
34/22	MATTERS ARISING	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. Any updates now provided at this meeting would be reflected in the next iteration of the action log. In discussion, note was made that a date continued to be sought for a Trust Board Development Session on Charity-related matters.	
	<u>Resolved</u> – that the matters arising log update at paper B be received and noted, and any outstanding actions be taken forward by the named lead(s).	Named lead(s)
35/22	KEY ISSUES FOR DISCUSSION AND DECISION	
35/22/1	<u>Report from the Charity Finance Manager</u>	
	<u>Resolved</u> – that this item be classed as confidential and taken in private accordingly.	
35/22/2	<u>Draft Annual Report – Risks Section</u>	

	The Director of Leicester Hospitals Charity presented paper E, which detailed the recommended risks for the Charity to be included in the Charity Annual Report, as recommended by the SORP for Charities and as suggested by the best practical example from the Healthcare Financial Management Association.	
	The CFC approved, as presented, the draft Risks to be included in the 2021/22 Charity Annual Account.	
	Resolved – that the draft Risks to be included in the 2021/22 Charity Annual Account (as detailed in paper E) be approved as presented.	
35/22/3	<u>NHS Charities Together Community Partnership Grants Update</u>	
	The Director of Leicester Hospitals Charity presented paper F, which detailed an update on the progress of the Community Partnership Grant Funding.	
	In May 2022, Leicester Hospitals Charity had been awarded £490,086 plus a 10% operational support grant of £49,009 to deliver the NHS Charities Together Stage 2 Community Partnership grants as lead charity for LLR; the other partner being Raising Health, the charity for LPT. These grants had reached over 550 people since their inception and would continue until May 2023. The intention of these grants was to support recovery from covid and reduce the burden on the NHS. Paper F highlighted the main accomplishments over the past 12 months.	
	The Director of Leicester Hospitals Charity was requested to submit to a future CFC meeting, when available, the formal interim evaluation commissioned as part of the project budget and also to share this with relevant colleagues within the wider Trust (e.g. the Executive Team) in order for consideration to be given to these projects ahead of the charitable funding ceasing in June 2023. It was anticipated the evaluation report would be available for the October 2022 or December 2022 Charitable Funds Committee meeting.	D,LHC
	In response to a query raised, the Director of Leicester Hospitals Charity confirmed that this had been a two-year non-renewable grant.	
	Resolved – that (A) the contents of this report be received and noted, and (B) the Director of Leicester Hospitals Charity be requested to submit to a future CFC meeting, when available, the formal interim evaluation commissioned as part of the project budget and also to share this with relevant colleagues within the wider Trust (e.g., the Executive Team) in order for consideration to be given to these ahead of the charitable funding ceasing in June 2023.	DLHC
36/22	ITEMS FOR ASSURANCE	
36/22/1	<u>Charity Performance Report – 2022/23 Month 4</u>	
	The Director of Leicester Hospitals Charity presented paper G, which detailed the performance of the Charity against targets and KPIs and of the factors behind the current position and of the expected future position based upon previous years, albeit the likely impact of the cost-of-living increases were acknowledged. It was agreed that the CFC would particularly review performance at the end of Month 6, making any adjustments accordingly in light of the worsening economic climate, and would continue to consider the position at each CFC meeting, as appropriate.	
	In discussion on this report, note was made that the Charity Team held regular meetings with the Reconfiguration Team, the frequency of which was dictated by reconfiguration activity. Also noted was the fact that large gifts were not included when determining the ‘average’ gift to the Charity to avoid skewing the figures. A specific issue was raised in relation to the speed of the recruitment process which, it was noted, was an area of particular focus for the Chief People Officer currently.	
	Resolved – that (A) the contents of this report be received and noted, and (B) it be agreed that the Committee would particularly review performance at the end of Month 6, making any adjustments accordingly in light of the worsening economic climate and continue to consider the position at each CFC meeting, as appropriate.	DLHC/ CCSM

36/22/2	<u>Finance and Governance Report including the Timetable for the 2021/22 Charity Accounts</u>	
	The Charity Finance Manager presented paper H, which provided details of the financial position of the Trust Charity as at the end of June 2022. The CFC was updated on the Charity's month 3 income (£434k which was £376k below plan) and expenditure position (expenditure of £526k was below plan by £710k), and also noted month 3 investment losses of £450k. The Charity's closing balance at month 3 was funds held of £7,151k (of which general purpose funds accounted for £785k after commitments). Audit of the 2020/21 Charity Accounts would commence on 15 August 2022, which was well ahead of the statutory timetable. The report highlighted that some price increases with suppliers were starting to be observed as rising inflation started to take effect.	
	<u>Resolved</u> – that the contents of this report be received and noted.	
37/22	ITEMS FOR NOTING	
	There were no items for noting.	
38/22	ANY OTHER BUSINESS	
	<u>Charity Abseil</u> It was noted that the Chief Nurse and Deputy Chief Nurse would both be undertaking the abseil for Leicester Hospitals Charity and the Chief Nurse undertook to send the link to donate to Trust Board members, as requested.	
39/22	DATE OF NEXT MEETING	
	It was noted that the originally scheduled date of 14 October 2022 for the next Charitable Funds Committee would not now be going ahead due to a clash with another event. This meeting would be re-arranged for an alternative date in October 2022.	
	<u>Resolved</u> – that this verbal information be noted.	
	<u>Post-Meeting Note:</u> The next Charitable Funds Committee meeting will be held on Friday 7 October 2022.	

The meeting closed at 10.54am.

Gill Belton **Corporate and Committee Services Officer**

Cumulative Record of Members' Attendance (2022/23 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>T Robinson (Chair)</i>	3	3	100	<i>J MacDonald</i>	2	2	100
<i>V Bailey</i>	3	3	100	<i>E Meldrum</i>	2	0	0
<i>J Hogg</i>	3	2	67				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Cassidy</i>	3	3	100	<i>R Stonehouse-Hanson</i>	3	3	100
<i>L Davies</i>	3	3	100	<i>C Sutton</i>	3	0	0
<i>K Mucheke</i>	2	0	0	<i>J Woolley</i>	3	3	100