

Trust Board paper M

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD**

**DATE OF TRUST BOARD MEETING: 4 January 2018**

**COMMITTEE: Charitable Funds Committee (CFC)**

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

**DATE OF COMMITTEE MEETING: 7 December 2017**

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

- **Adoption of the 2016-17 charitable funds annual accounts and annual report (Minute 48/17).**

**OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/ RESOLUTION BY THE TRUST BOARD:**

- **None.**

**DATE OF NEXT COMMITTEE MEETING: 1 February 2018**

**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 7 DECEMBER 2017  
AT 2.00PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

**Present:** Mr B Patel – Non-Executive Director (Chair)  
Mr A Johnson – Non-Executive Director  
Mr K Singh – Trust Chairman (ex-officio)  
Mr P Traynor – Chief Financial Officer

**In Attendance:** Mr T Diggle – Head of Fundraising  
Mrs S Everatt – Interim Corporate and Committee Services Officer  
Mr D Gorrod – Patient Partner (non-voting member)  
Ms L Napier – Portfolio Director for Cazenove Capital (for minute 54/17/2)  
Mr N Sone – Financial Controller / Charity Finance Lead  
Mr S Ward – Director of Corporate and Legal Affairs  
Ms J Wooley - Charity Finance Manager

**RECOMMENDED ITEMS**

**48/17 CHARITABLE FUNDS ACCOUNTS AND ANNUAL REPORT 2016/17**

Paper D, as presented by the Charity Finance Lead, detailed the (1) audited annual accounts (Appendix 1); (2) Trustee's annual report, and (3) the External Audit ISA 260 report on the accounts (Appendix 3) for the Leicester Hospitals Charity for the year ending 31 March 2017. The Accounts and Trustee's Annual Report had been circulated to members of the Charitable Funds Committee for comment. Once approved by the Trust Board the final accounts and annual return would be submitted to the Charity Commission. Following audit by the Charity's auditors no adjustments had been required to the accounts.

It was agreed that the Accounts and Trustee's Annual Report would be recommended to the Trust Board for approval at the 4 January 2018 Trust Board meeting, but it was noted that on the advice of the Audit Committee (Minute 79/17 of 17<sup>th</sup> November 2017 refers) some of the narrative had been changed. The management response to the External Audit ISA 260 report on the accounts and annual report was approved, whilst noting that the external audit report had not been available at the time of the Audit Committee meeting. It was also noted that the report contained two recommendations relating to staffing and development of a medium term policy for the use of funds. The Charity Finance Lead was asked to ensure that the accounts were available for the Charity Annual General Meeting in 2018, following audit completion in August 2018.

**Cttee  
Chair**

**Cttee  
Chair**

**Recommended – that (A) the contents of paper D be received and noted;**

**(B) to recommend the approval of the Accounts and Trustees Annual Report by the Trust Board on 4 January 2018, and**

**Cttee  
Chair**

**(C) to approve the management response to the External Audit ISA 260 report on the accounts and annual report.**

**Cttee  
Chair**

**RESOLVED ITEMS**

**49/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from, Col (Ret'd) I Crowe, Non-Executive Director; Ms J Smith, Chief Nurse, and Mr M Wightman, Director of Strategy and Communications.

**50/17 MINUTES**

**Resolved** – that the Minutes of the 5 October 2017 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

**51/17 MATTERS ARISING FROM THE MINUTES**

51/17/1 General Matters Arising

Paper B detailed both the actions from the most recent meeting, and also any which remained outstanding from previous Committee meetings. Discussion took place regarding the specific entries outlined below.

- Item 1f of Minute 39/17/1 of 5 October 2017 (relating to the action to confirm the final costs for the conversion of public toilets into disabled toilet and adult disabled changing facilities) – the Financial Controller reported verbally to advise that there was currently nothing further to report. Discussions had been held with the department, and once the final costs had been confirmed the Committee would be advised, and
- In the absence of the Director of Strategy and Communications, the Interim Corporate and Committee Services Officer was requested to seek an update on the outstanding items, namely minute references 30/17 and 34/17/1 from the 3 August 2017 meeting.

ICCSO

**Resolved** – that (A) the matters arising report (paper B refers) be confirmed as a correct record and any associated actions, as noted above, be appropriately progressed, and

**(B) verbal updates on progress provided at today’s meeting be incorporated into the next iteration of the matters arising log.**

ICCSO

51/17/2 International Volunteering in UHL update (action 8 of 6.4.17)

The Committee Chair provided a verbal update on progress with the international volunteering project. He reported that positive relationships had been established with Uganda and a number of delegates from the Ugandan Ministry of Health had recently visited the Trust and the University of Leicester. In discussion of this item it was acknowledged that further resources were required to help support the progression of this valuable project, and it was proposed that the Ugandan community who live in Leicester could be approached or an intern post could be developed to support this. It was agreed that a further update on this matter would be provided at the February 2018 Committee meeting.

Cttee Chair

**Resolved** – that (A) this verbal information be noted, and

**(B) that non-NHS resources be identified to support the project, possibly in conjunction with the Ugandan community who live in Leicester, and a verbal update be provided at the February 2018 Charitable Funds Committee meeting on this matter.**

Cttee Chair

**52/17 APPROVALS**

52/17/1 Items for Approval

Paper C outlined the grant applications received since the October 2017 Charitable Funds Committee meeting, noting that all bids received had been pre-reviewed as per current guidelines. The Charity Finance Lead considered that all applications fell within the scope of the funds, were affordable, and had been appropriately authorised by the fund managers and CMG leads.

Applications totalling £138,750 had been approved by the Charity Finance Lead under the scheme of delegation (they did not, therefore, require additional Charitable Funds Committee approval), and were detailed in appendix 1 of paper C.

The Committee undertook detailed consideration of the following application for funding which did not require Trust Board approval (section 2.14 of paper C refers):

- (i) application 6767 (appendix 4) was an application for £36,384 from the Surgery-Breastcare Services Fund to purchase 4 breast imaging workstations – the Committee approved this application. CFL

Following discussions at the last Committee meeting, contextual information detailing the balance of the general purpose charitable funds available and a cash flow forecast to the end of March 2018 had been provided in the report. The Committee discussed whether any further approvals from the general purpose charitable fund should be temporarily stopped whilst further income was accumulated during the financial year to ensure that current and future funds were ring fenced for the Emergency Department Phase 2 project commitment. The Head of Fundraising briefed the Committee that he had held discussions with the RVS around potential funding available and that grant-funding trusts could be approached as required for specific items. It was agreed that the current application (6767) would be approved and that an update would be provided at the February 2018 Charitable Funds Committee meeting on the equipment and building costs for the Emergency Department Phase 2 project to be funded by the Charity and a timeline for payment. CFL

The proposal to earmark support shop funds for the general purposes charitable fund was not approved, instead it was agreed that the Head of Fundraising would provide a report at the February 2018 Charitable Funds Committee meeting around options for the hospital support shop fund following discussion with volunteers. HoF

Section 4.1 of the report detailed two short-term funds. 1. CFB8 George Davies Vascular Research Fund for research into vascular disease and limb amputation, which was a five-year project with an anticipated closure date of 2022, the establishment of which had been requested and required the approval of the Charitable Funds Committee. The Committee approved the establishment of the fund for closure on the date specified, subject to any future requests for extension. 2. S005 Red 2 Green Fund to support the Red 2 Green project within the Trust to improve patients’ comfort, dignity and wellbeing, which was a short-term fund for fundraising activities with an anticipated closure date of the end of November 2018, the establishment of which had been requested and required the approval of the Charitable Funds Committee. In discussion of this item both funds were approved. CFL

**Resolved – that (A) the contents of paper C and its appendices be received and noted;**

**(B) application number 6767 be approved;** CFL

**(C) an update be provided at the February 2018 Charitable Funds Committee meeting on the Emergency Department Phase 2 equipment and building costs to be funded by the Charity and a timeline for payment;** CFL

**(D) a report be provided at the February 2018 Charitable Funds Committee meeting around options for the hospital support shop fund following discussions with volunteers;** HoF

**(E) the establishment of new fund CFB8 George Davies Vascular Research Fund to 2022 be approved, and** CFL

**(F) the establishment of new fund S005 Red 2 Green Fund to the end of November 2018 be approved.** CFL

53/17/1 Report from the Head of Fundraising

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

53/17/2 Fundraising Update – Performance Report

The Head of Fundraising presented paper F, which referenced recent fundraising and promotional activities, plus upcoming events and plans with individual contributions made to the report by members of the Charitable Fundraising Team. Particular points of note from the report included that, following the decision taken by NHS England (NHSE) to continue to commission services via the East Midlands Congenital Heart Centre, the Trust Chief Executive had confirmed via the media how the Trust intended to use a gift from the Leicester City Football Club which, it was felt, could significantly boost the Children's Hospital Appeal. The NHSE was currently developing plans around the 70<sup>th</sup> anniversary of the NHS which would be celebrated on 5 July 2018. The Charity shop at LGH had been formally opened by the Committee Chair.

**Resolved – that the contents of this report and appendices – (1) project list (appendix 1) and 2) – Key Performance Indicators spreadsheet (appendix 2) be received and noted.**

## 54/17 CHARITY GOVERNANCE

54/17/1 Finance and Governance Report

The Charity Finance Lead presented paper G, which provided an update on the Charity's financial position and the general purposes fund for the month ending 31 October 2017 (the latter being provided within appendix 1 of the report). The report also included an income and expenditure report (appendix 2). It was noted that although income was currently below plan a number of pledges were anticipated before the end of the year. Changes to reporting were under development for the future which would provide separate reporting for all of the major charitable schemes to aid budget setting and forecasting.

It was reported that the level of financial resource provided to the Charity department had not grown in line with the increased charity work and it was agreed that this would be discussed further outwith the meeting.

Cttee  
Chair/  
HoF

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

**(B) a discussion take place outwith the meeting around the level of Finance staffing required to provide support in line with the increase in Charity work.**

Cttee  
Chair/  
HoF

54/17/2 Charity Fund Investment Manager's Report Presentation (action 2 of 5.10.17)

The Committee welcomed Ms Lucinda Napier, Portfolio Director for Cazenove Capital to the meeting to present paper H, which outlined the performance of the Charity's investment portfolio since the previous meeting and identified any risks and opportunities for the portfolio going forward. A detailed report from Cazenove for the quarter ending 30 September 2017 was included in appendix 1 (following a request at the previous Committee meeting) and the latest monthly position statement for October 2017 was included as appendix 2 to the report.

In addition to paper H, Ms L Napier presented paper H1 which provided an overview of the Charity's portfolio and returns. Ms L Napier also summarised the current markets and the impact on forecast growth levels following Brexit. It was noted that there was a typographical error on page 6 of the report in relation to 'multi-asset funds' which should read 2.3% not 23.8%.

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

54/17/3 Report from the Charity Finance Lead

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

**55/17 ANY OTHER BUSINESS**

None noted.

**56/17 DATE OF NEXT MEETING**

**Resolved** – that the next meeting of the Charitable Funds Committee be held on **Thursday 1 February 2018 from 2pm in the Board Room, Victoria Building, Leicester Royal Infirmary.**

The meeting closed at 4.22pm.

Sarah Everatt  
Interim Corporate and Committee Services Officer

**Cumulative Record of Members' Attendance (2017-18 to date):**

*Voting Members*

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>S Crawshaw</i>	2	0	0	<i>K Singh (ex-officio)</i>	5	5	100
<i>I Crowe</i>	5	3	60	<i>J Smith</i>	5	1	20
<i>A Johnson (previous Chair)</i>	5	4	80	<i>M Traynor (until 3.8.17)</i>	3	3	100
<i>R Moore (until 3.8.17)</i>	3	1	33	<i>P Traynor</i>	5	5	100
<i>B Patel (current Chair)</i>	5	5	100				

*Non-Voting Members*

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>T Diggle</i>	5	5	100	<i>C Sutton</i>	5	0	0
<i>D Gorrod</i>	5	5	100	<i>S Ward</i>	5	5	100
<i>N Sone</i>	5	5	100	<i>M Wightman</i>	5	3	60