

# UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

## DRAFT MINUTES OF A PART-INQUORATE\*\* VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON FRIDAY 14 APRIL 2023 AT 9.30AM

**\*\* items which are being recommended for approval by the Trust Board as Corporate Trustee**

**\* items which are being recommended due to the CFC meeting being inquorate**

**Present:** Professor T Robinson – Non-Executive Director (CFC Chair)  
Ms J Hogg – Chief Nurse  
Mr J MacDonald – Trust Chairman (part: for Minutes 13/23 – 15/23 and Minutes 26/23 – 31/23)

**In Attendance:** Ms B Cassidy – Director of Corporate and Legal Affairs  
Ms L Davies – Director of Leicester Hospitals Charity  
Mr M Simpson – Director of Estates and Facilities  
Ms H Stokes – Corporate and Committee Services Manager  
Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	<b>ACTION</b>
13/23	<b>REPORT FROM THE DIRECTOR OF LEICESTER HOSPITALS CHARITY **</b>	
	<b><u>Recommended</u></b> – that this Minute be classed as confidential and taken in private accordingly.	
14/23	<b>REPORT FROM THE CHARITY FINANCE MANAGER **</b>	
	<b><u>Recommended</u></b> – that this Minute be classed as confidential and taken in private accordingly.	
15/23	<b>REPORT FROM THE DIRECTOR OF LEICESTER HOSPITALS CHARITY **</b>	
	<b><u>Recommended</u></b> – that this Minute be classed as confidential and taken in private accordingly.	
16/23	<b>INTERIM EVALUATION OF THE NHS CHARITIES TOGETHER COMMUNITY PARTNERSHIP GRANT *</b>	
	CFC was briefed on the interim evaluation and high-level associated recommendations from the NHS Charities Together Community Partnership Grant, noting that Leicester Hospitals Charity had been designated as the lead Charity for such grants within LLR. The Director of Leicester Hospitals Charity provided assurance to CFC that the Trust's Director of Health Equality and Inclusion was closely involved with this community-based work, would be keen to see it appropriately progressed in future, and was scheduled to be involved in the next meeting of the group (end of April 2023). The nature of any potential successor programme including funding opportunities was still being discussed, and a further update on the next steps would be provided to the June 2023 CFC meeting. The CFC Non-Executive Director Chair welcomed the comprehensive report provided, and noted comments from the Chief Nurse on potential opportunities also to explore supporting carers across LLR.	<b>DLHC</b>
	<b><u>Recommended</u></b> – that a further report be presented to the next CFC, responding to the interim evaluation's recommendations and setting out the next steps.	<b>DLHC</b>
17/23	<b>MANAGEMENT OF DORMANT FUNDS *</b>	
	CFC reviewed proposals to ensure that individual charitable funds were reviewed and used in a timely manner, and noted the current position regarding the number of and level of monies held by any funds with little or no activity. In discussion, CFC agreed with comments from the Director of Estates and Facilities on the need for an appropriately-transparent transition plan, and also noted the explanation now provided by the Charity Finance Manager as to why some funds were in the names of individuals (assurance was also provided that any individually-named funds were nonetheless for use of the area/service as a whole, not for that individual). The CFC Non-Executive Director Chair also queried why differing courses of action were being proposed for certain funds.  As well as raising internal awareness of such funds with CMGs, it was agreed to contact both the	

	Charity Commission and other NHS Charities to explore best practice, ahead of presenting a further discussion paper to the June 2023 CFC (which would also include a review of delegated limits in respect of General Purpose funds). It was agreed to highlight this discussion to the Trust Board as Corporate Trustee, given the not-insignificant level of funding involved.	<b>CFM</b> <b>CFC NED</b> <b>CHAIR</b>
	<b><u>Recommended</u> – that updated recommendations re: the management of dormant funds whether restricted or designated, and any proposal to increase the current delegated approval limits re: applications to the General Purpose fund, be presented to the next CFC, informed by the following actions:</b>  <b>(1) contacting the Charity Commission to confirm what action is acceptable re: dormant funds;</b> <b>(2) contacting other NHS Charities for information on their approach to dormant funds, and</b> <b>(3) ensuring that CMG managers are aware of the extent of the dormant funds within their areas.</b>	<b>CFM</b> <b>DLHC</b>
<b>18/23</b>	<b>CHARITY PERFORMANCE REPORT 2022/23 – MONTH 12 *</b>	
	CFC was briefed on the performance of the Charity against its targets and KPIs (the majority of which were on track). The CFC Non-Executive Director Chair welcomed the positive assurance provided by the report, particularly welcoming the Charity having over-delivered against its overall 2022/23 fundraising target and against the planned number of donations. In terms of the current major appeals, the Spiritual Care Appeal was now being significantly ramped up and was a Radio Ramandan focus this month, and CFC particularly welcomed the draft appeal brochure.  The CFC Non-Executive Director Chair advised that he was assured by the Charity performance report.	
	<b><u>Recommended</u> – that the position be noted.</b>	
<b>18/23/1</b>	<u>Report from the CFC Non-Executive Director Chair *</u>	
	<b><u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.</b>	
<b>19/23</b>	<b>CHARITABLY-FUNDED INSURANCE POLICIES *</b>	
	Further to the in-principle approval given at the February 2023 meeting (Minute 7/23/5 refers), CFC noted the finalised 2023/24 renewal cost for the 2 charitably-funded insurance policies (management liability insurance, and personal accident insurance for staff undertaking emergency retrievals), involving a reduction on both premiums compared to 2022/23 with no reduction in the level/scope of cover.	
	<b><u>Recommended</u> – that the confirmed insurance costs 2023/24 be noted.</b>	
<b>20/23</b>	<b>FINANCE AND GOVERNANCE REPORT *</b>	
	As detailed in the report, the Charity's year to date income of £3,545k being £578k was above plan, while year to date expenditure of £2,554k was £1,979k below plan, with a lower than anticipated spend on appeals. The report showed an overall net increase in funds of £624k, giving a closing balance of the Charity's funds (at month 11) of £8,317k. the Charity's month 11 General Purpose fund balance (after commitments) was £876k. Investment losses as at 28 February 2023 were reported as £367k. The report also included a table showing the £1,594k grant spend as at month 11, broken down by alignment to the Charity's objects.	
	<b><u>Recommended</u> – that the position be noted.</b>	
<b>21/23</b>	<b>CHARITABLE FUNDS INVESTMENT MANAGER UPDATE *</b>	
	As at month 12, 2022/23 investment losses were reported as £397k, with performance down 0.32% on the 6-month period. CFC noted this position.	
	<b><u>Recommended</u> – that the position be noted.</b>	

22/23	<b>ITEMS FOR NOTING *</b>	
	There were no items for noting.	
23/23	<b>ANY OTHER BUSINESS *</b>	
	There were no items of any other business.	
24/23	<b>ITEMS FOR THE ATTENTION OF THE TRUST BOARD *</b>	
	<p><b><u>Recommended</u></b> – that (A) the items specified in confidential Minute 13/23 – 15/23 be recommended for approval by the Trust Board as Corporate Trustee;</p> <p>(B) the items specified in Minutes 16/23 – 21/23 inclusive be recommended to the Trust Board as Corporate Trustee due to the part-inquorate nature of this CFC meeting, and</p> <p>(C) the discussion in Minute 17/23 above be highlighted to the Trust Board as Corporate Trustee.</p>	<p>CFC NED CHAIR</p> <p>CFC NED CHAIR</p> <p>CFC NED CHAIR</p>
25/23	<b>DATE OF NEXT MEETING *</b>	
	<b><u>Recommended</u></b> – that the next Charitable Funds Committee meeting be held on Friday 16 June 2023 from 9.30am – 11.30am.	
	<b><u>RESOLVED ITEMS</u></b>	
26/23	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Ms V Bailey Non-Executive Director, and Ms S Sethi, Head of Finance.	
27/23	<b>CONFIRMATION OF QUORACY</b>	
	The meeting was confirmed to be initially quorate in line with the current CFC terms of reference. It subsequently became inquorate, which is appropriately reflected in the recommended nature of the items.	
28/23	<b>DECLARATIONS OF INTERESTS</b>	
	Professor T Robinson Non-Executive Director (CFC Chair), 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.	
29/23	<b>MINUTES</b>	
	<b><u>Resolved</u></b> – that the Minutes of the 17 February 2023 Charitable Funds Committee (CFC) meeting be confirmed as a correct record.	
30/23	<b>MATTERS ARISING</b>	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. Any updates now provided would be reflected in the next iteration of the action log. It was agreed to seek updates on specific finance items in particular, and to review the CFC action log in detail before the next meeting.	<b>CCSM/CFM/HoF</b>
	<b><u>Resolved</u></b> – 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).	<b>Named lead(s)</b>
31/23	<b>KEY ISSUES FOR DISCUSSION AND DECISION</b>	
31/23/1	<u>Fundraising and Charitable Donations Policy</u>	

	<p>Following discussions at its February 2023 meeting, CFC reviewed a further updated iteration of the Fundraising and Charitable Donations Policy. CFC welcomed this updated version (particularly the more defined guidance provided on acceptable/non-acceptable uses of charitable funds), and made a number of specific comments as reflected in the actions below. CFC also discussed how best to reflect the need for appropriate Estates and Facilities involvement in signing-off space/capital requirements, including amendment of the existing application approval proforma. On that point, the Director of Estates and Facilities suggested that it would be useful for the Trust's Capital Monitoring and Investment Committee to be sighted to charitably-funded capital spend.</p> <p>CFC's comments would now be incorporated into the version being presented to the Trust's Policy and Guideline Committee.</p>	<b>DLHC</b>
	<p><b>Resolved</b> – that in line with CFC's detailed comments, the policy be further updated as follows ahead of presentation to the UHL Policy and Guideline Committee:</p> <ul style="list-style-type: none"> <li>(1) to refer (in the list of accepted charitable expenditure) to "CMG-approved" social activities relating to team development;</li> <li>(2) to amend the application approval process to clarify the need for Estates and Facilities sign-off of capital and/or space-related implications, and append the relevant form to the policy, and</li> <li>(3) to replace the 'TBC' at the top of page 45 with the appropriate contact details.</li> </ul>	<b>DLHC</b>

The meeting closed at 11.26am

Helen Stokes **Corporate and Committee Services Manager**

**Cumulative Record of Members' Attendance (2023/24 to date):**

*Voting Members*

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>	<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
<i>T Robinson (Chair)</i>	1	1	100	<i>J Hogg</i>	1	1	100
<i>V Bailey</i>	1	0	0	<i>J MacDonald</i>	1	1 (part)	100

*Non-Voting Members*

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>	<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
<i>B Cassidy</i>	1	1	100	<i>Z Safdar/S Sethi</i>	1	0	0
<i>L Davies</i>	1	1	100	<i>C Sutton</i>	1	0	0
<i>M Simpson</i>	1	1	100				