

Trust Board paper J

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

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

**DATE OF TRUST BOARD MEETING: 2 July 2020**

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

**CHAIR: Mr B Patel, Non-Executive Director**

**DATE OF COMMITTEE MEETING: 24 June 2020**

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

- **Leicester Hospitals Charity Annual Plan 2020/21 (Minute 12/20)**

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

- **None**

**DATE OF NEXT COMMITTEE MEETING: 6 August 2020**

**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  
WEDNESDAY 24 JUNE 2020 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:** Ms L Davies – Director of Leicester Hospitals Charity  
Mr J Shuter – Deputy 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

**RECOMMENDED ITEMS**

**ACTION**

**11/20 REPORT FROM THE CHARITY FINANCE MANAGER**

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

**12/20 LEICESTER HOSPITALS CHARITY ANNUAL PLAN 2020/21**

Paper D set out the Leicester Hospital Charity Plan for 2020/21, building on the plan presented in 2019 and offering a proposed 5-year approach to take the Charity up to the Silver Jubilee of UHL's creation. The Charity aimed to be raising £5m per year by 2024, and the Director of Leicester Hospitals Charity considered that it was on track to achieve that. The annual plan set out potential threats and opportunities for the Charity, and noted that the fund-raising impact of Covid-19 was as yet unknown, with not being able to hold events in person a major issue. Paper D also set out financial targets for the Charity through to 2024, and detailed the Charity's objectives from 2020/21 until 2024. Objective 7 (increasing undesignated donations) was recognised by the Director of Leicester Hospitals Charity as particularly challenging. The report also set out the staffing changes since the previous annual plan, and noted that 2 current vacancies were being repurposed to more closely align with the Charity's needs with a slight commensurate increase in overall staff costs.

In discussion on the Charity annual plan 2020/21, Col (Ret'd) I Crowe Non-Executive Director welcomed the improved position of the Charity and the work of the team. He requested further information on benchmarking UHL's Charity's position against those of other similar NHS Trusts, a request echoed by Mr A Johnson Non-Executive Director who also welcomed the 5-year plan. Mr A Johnson Non-Executive Director also requested that a disaster recovery strategy be developed for the Charity. The Director of Corporate and Legal Affairs welcomed the very clear report at paper D, and requested that the Charity also benchmark itself against other NHS Charities and sector good practice generally, given the rise in costs relative to income. In explanation on this latter point, the Director of Leicester Hospitals Charity advised that the rise in costs was due partly to (unavoidable) salary increments and partly to the need to invest in staff in order to achieve the ambition of £5m annual fundraising. The finance resource allocated to the Charity had particularly needed boosting. The Director of Strategy and Communications also congratulated the Director of Leicester Hospitals Charity on the very significant impact now being made by the Charity for both patients and staff. The CFC Non-Executive Director Chair commented on his view that 2020/21 would be a challenging year for the charity sector as a whole, with a need for appropriate planning. He also emphasised the need for appropriate celebration of and openness on what had been purchased for patient/staff benefit through charitable funds, particularly in relation to the Children's Hospital Charitable Appeal.

**DLHC**

**DLHC**

**DLHC**

**Recommended – that (A) the Leicester Hospitals Charity Annual Plan 2020/21 be endorsed and recommended for Trust Board approval;**

**CFC  
CHAIR**

**(B) appropriate benchmarking of the Charity's performance take place, re: other NHS Trust Charities and wider good practice, and taking account also of costs relative to income, and**

**DLHC**

**(C) consideration be given to developing a disaster recovery strategy for the Charity.**

**DLHC**

**13/20 APOLOGIES FOR ABSENCE AND WELCOME**

Apologies for absence were received from Mr K Singh Trust Chairman (*ex officio*), Mr S Lazarus Interim Chief Financial Officer, and Mr N Sone Financial Controller and Charity Finance Lead.

**14/20 DECLARATIONS OF INTERESTS**

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director, Ms C Fox Chief Nurse, 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 and Mr J Shuter Deputy Chief Financial Officer also declared their positions as (respectively) Non-Executive Director Chair, and Finance Director and Company Secretary of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.

**15/20 MINUTES**

**Resolved – that the Minutes of the 6 February 2020 Charitable Funds Committee be confirmed as a correct record.**

**16/20 MATTERS ARISING FROM THE MINUTES**

**Resolved – that the matters arising log update at paper B be noted.**

**17/20 KEY ISSUES FOR DISCUSSION/DECISION**

17/20/1 Report from the Director of Leicester Hospitals Charity

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

17/20/2 Fundraising Policy

The Director of Leicester Hospitals Charity introduced the further updated draft Fundraising Policy (paper F), reflecting comments from the February 2020 CFC. In response to a query from the CFC Non-Executive Director Chair, the Director of Leicester Hospitals Charity confirmed that a review date would be added to the policy once the document was agreed by CFC. Members welcomed the finalised policy and approved it as presented.

**DLHC**

**Resolved – that the Fundraising Policy be approved as presented, and allocated a review date by the Director of Leicester Hospitals Charity.**

**DLHC**

**18/20 ITEMS FOR ASSURANCE**

18/20/1 Fundraising Performance Update (May 2020)

Paper G from the Director of Leicester Hospitals Charity provided a general update on the fundraising activity of the Charity. She advised that fundraising activity for 2020/21 already stood at 28% against the target for the year, representing a very significant amount of work by the Charity team. The report also updated CFC on the impact of Covid-19 – although many events had had to be cancelled, the Director of Leicester Hospitals Charity considered that this was being mitigated as far as was possible in the current fluid climate. The Children's Hospital Charitable Appeal would continue to be the Charity's main focus in terms of the major gifts portfolio, although Community-level activity on that appeal had also very significantly increased. Paper G also updated CFC on the online Covid-19 response fund launched in March 2020, which had already reached over £64,000 in donations.

**Resolved – that the position be noted.**

18/20/2 Finance and Governance Report (April 2020)

Paper H from the Charity Finance Manager advised that – as at 30 April 2020 – the available General Purpose Charitable Funds balance after commitments was £174k. The year to date income of £345k was £56k above plan due mainly to strong community fundraising and more major gifts being received than expected. Month 1 expenditure of £188k was £578k below plan due

primarily to an underspend of £566k on grant expenditure. The Charity's overall funds stood at £9,729k as at 30 April 2020 including the Children's Hospital Appeal balance. In an update, the Charity Finance Manager advised that the Charity had now exceeded £1m income earlier in the year than at any point previously, with many new group donations having been received. Month 2 income had increased very significantly beyond expectations. CFC members welcomed this position.

**Resolved – that the position be noted.**

18/20/3 Charity Fund Investment Report (April 2020)

The Charity Finance Manager introduced paper I, the charity investment fund managers' report up to 30 April 2020. Latest information provided by Brewin Dolphin indicated that the Charity's investment portfolio had now recovered from the initial Covid-19 losses, benefitted at that time by the large cash balance held. Although impressed by the market bounce back, the CFC Non-Executive Director Chair considered that the position was likely to be fluid for the foreseeable future, a view which was echoed by Mr A Johnson Non-Executive Director. The latter also commented on the need for the Charity's portfolio to remain cautious rather than moving to a more risk-averse portfolio. The CFC Non-Executive Director Chair noted links to the earlier discussion on the need for an appropriate Charity disaster recovery plan.

**Resolved – that the position be noted.**

**19/20 ITEMS FOR NOTING**

19/20/1 Report from the Director of Leicester Hospitals Charity

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

**20/20 ANY OTHER BUSINESS**

20/20/1 Report from Col (Ret'd) I Crowe Non-Executive Director

Noting how busy the Charity had been with donations, Col (Ret'd) I Crowe Non-Executive Director suggested that it would be helpful to provide a report to the August 2020 CFC on the fundraising experiences of the Covid-19 outbreak. This report should also capture information on ways of working.

**DLHC**

**Resolved – that a report be provided to the 6 August 2020 CFC on fundraising lessons from the Covid-19 outbreak, including re: ways of working.**

**DLHC**

20/20/2 Report from the Director of Leicester Hospitals Charity

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

**21/20 DATE OF NEXT MEETING**

**Resolved – that the next meeting of the Charitable Funds Committee be held virtually, on Thursday 6 August 2020 from 2.30pm.**

The meeting closed at 11.09am.

Helen Stokes – Corporate and Committee Services Manager

**Cumulative Record of Members' Attendance (2020/21 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>B Patel (Chair)</i>	1	1	100	<i>C Fox</i>	1	1	100
<i>A Johnson</i>	1	1	100	<i>S Lazarus</i>	1	0	0
<i>I Crowe</i>	1	1	100	<i>K Singh (ex-officio)</i>	1	0	0

*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>L Davies</i>	1	1	100	<i>S Ward</i>	1	1	100
<i>N Sone</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