

Trust Board paper L

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD AS
CORPORATE TRUSTEE**

DATE OF TRUST BOARD MEETING: 5 November 2020

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 9 October 2020

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

None

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

None

DATE OF NEXT COMMITTEE MEETING: December 2020 (date to be confirmed)

**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 9 OCTOBER 2020 AT 12.30PM**

- Present:** Mr B Patel – Non-Executive Director (Chair) (up to and including Minute 37/20/6)
Mr A Johnson – Non-Executive Director and Finance and Investment Committee Non-Executive Director Chair (Acting CFC Chair from Minute 37/20/7)
Col (Ret'd) I Crowe – Non-Executive Director and People, Process and Performance Committee Non-Executive Director Chair
- In Attendance:** Ms L Davies – Director of Leicester Hospitals Charity
Mr S Lazarus – Interim Chief Financial Officer (up to and including Minute 37/20/6)
Mr K Muccheke – Financial Accountant
Ms H Stokes – Corporate and Committee Services Manager
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

ACTION

31/20 REPORT FROM THE CHARITY FINANCE MANAGER

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

RESOLVED ITEMS

32/20 APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received from Ms C Fox Chief Nurse, and Mr M Wightman Director of Strategy and Communications.

33/20 DECLARATIONS OF INTERESTS

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

34/20 MINUTES

Resolved – that the Minutes of the 6 August 2020 Charitable Funds Committee (CFC) be confirmed as a correct record.

35/20 MATTERS ARISING FROM THE MINUTES

Paper B detailed progress on actions from previous CFC meetings. With regard to action 2d (Minute 26/20/1 of 6 August 2020), the Director of Leicester Hospitals Charity advised that the process was clear in the recently-updated UHL Charitable Fundraising Policy. Any verbal updates now provided on the action log entries would be reflected in the next iteration of the log.

CCSM

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

**NAMED
LEAD(S)**

35/20/1 Report from the Director of Leicester Hospitals Charity (Minute 25/20/1 of 6 August 2020)

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

35/20/2 Report from the Director of Leicester Hospitals Charity (Minute 20/20/2 of 24 June 2020)

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

36/20 KEY ISSUES FOR DISCUSSION/DECISION

36/20/1 Patient Representation on NHS Trust Charitable Funds Committees

As requested at the August 2020 CFC (Minute 29/20/2 refers), the Director of Leicester Hospitals Charity presented the results of her informal survey of other NHS Charities with regard to their mechanism for involving patients/stakeholders. As outlined in paper D, the findings were that it was not common practice for a patient representative to be included on the CFC itself (or equivalent), as patient/stakeholder engagement was delivered through various alternative methods. The significant demands of expecting a single attendee to represent all patients/public were also recognised.

The CFC Non-Executive Director Chair was content to continue the current position of not having a patient representative on CFC, but he requested that appropriate thought be given to how Leicester Hospitals Charity could appropriately demonstrate its commitment to – and activities relating to – patient and public engagement. The Director of Corporate and Legal Affairs suggested that it would be helpful to contact the Trust's Head of Patient and Community Engagement, in light of the ongoing wider UHL review of PPI. Col (Ret'd) I Crowe Non-Executive Director voiced his support for undertaking an annual survey/questionnaire to seek feedback on charitable projects and suggestions for future projects – this was supported by the CFC Non-Executive Director Chair.

The CFC Non-Executive Director Chair also suggested reviewing whether the application form for charitable funding bids should request evidence of appropriate patient and public involvement (PPI). However, he noted concerns from the Director of Leicester Hospitals Charity that smaller projects might not be able to evidence this, and he agreed with her comments on the need to avoid introducing an unduly onerous process.

The Director of Leicester Hospitals Charity emphasised that Leicester Hospitals Charity already engaged keenly with patients, and agreed to bring a report on the Charity's current patient and community engagement actions to CFC in either December 2020 or February 2021.

DLHC

Resolved – that consideration be given to how best to demonstrate patient and public engagement by Leicester Hospitals Charity – noting CFC's suggestion re: inclusion on the charitable funds application form and its comments on the merits of an annual survey as part of the Charity Annual Report – for report to CFC in either December 2020/February 2021.

DLHC

37/20 ITEMS FOR ASSURANCE

37/20/1 Charity Fund Investment Report

Paper E briefed CFC on the latest position of Leicester Hospitals Charity's investment portfolio, whose value had largely recovered from the pandemic-related significant losses in late February and early March 2020. As 30 September 2020, the total portfolio gains for 2020/21 stood at £564k. Given the current market situation, the CFC Non-Executive Director Chair stated his strong view that the Charity should not look to change the risk basis of its portfolio at present. The CFC Non-Executive Director Chair advised colleagues that in light of agenda time pressures, he had stood down the Brewin Dolphin Investment Manager from attending CFC today. However, he still wished Brewin Dolphin to attend in person twice yearly, and he requested that when attending, their item be placed at the start of the CFC agenda.

**CFM/
CCSM**

Resolved – that the Charity's investment fund manager be invited to attend CFC on a biannual basis, ensuring that such attendance sessions were first on the agenda.

**CFM/
CCSM**

37/20/2 Report from the Director of Leicester Hospitals Charity

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

37/20/3 Fundraising Performance Update (August 2020)

Paper G from the Director of Leicester Hospitals Charity provided an update on the fundraising activity of the Charity as at month 5 of 2020/21. As at the end of August 2020, fundraising performance remained on track, with the Charity at 51% of its fundraising goal for the year. The cost of Leicester Hospitals Charity's fundraising remained low, at 14%. The Director of Leicester Hospitals Charity advised that the Charity had appointed a new Head of Fundraising following the

departure of the previous postholder – the new appointee specialised in community engagement, and would commence in post in November 2020. Once in post, the new Head of Fundraising would be invited to attend the December 2020 CFC. In response to a query from the CFC Non-Executive Director Chair, the Director of Leicester Hospitals Charity advised that she remained confident of achieving the Charity’s 2020/21 fundraising plan in total.

DLHC

Resolved – that the new Head of Fundraising be invited to attend the December 2020 CFC.

DLHC

37/20/4 Report from the Charity Finance Manager

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

37/20/5 Review and Approval of Applications up to £10k

As per the CFC action log update, the Director of Leicester Hospitals Charity advised her view that the process for reviewing and approving applications up to £10k was clearly set out in the recently-updated UHL Charitable Fundraising Policy.

Resolved – that the position be noted.

37/20/6 Report from the Director of Leicester Hospitals Charity

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

37/20/7 Report from the Director of Leicester Hospitals Charity

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

38/20 ITEMS FOR NOTING

38/20/1 NHS Charities Together Covid-19 Funding Update

Paper K briefed CFC (for information) on Leicester Hospitals Charity’s receipt of national grants from NHS Charities Together, and on the plans for those grants. The Director of Leicester Hospitals Charity noted her intention to bring a further report on those grants to the December 2020 CFC.

DLHC

Resolved – that the report, and the intention to bring a further report to the December 2020 CFC for discussion, be noted.

DLHC

39/20 ANY OTHER BUSINESS

39/20/1 Pre-Circulation of Items for Approval

Mr A Johnson Acting CFC Non-Executive Director Chair suggested that it would be helpful for the ‘items for approval’ report to be pre-circulated in future, to enable CFC members to raise questions in advance.

Resolved – that consideration be given to pre-circulating the items for approval CFC report in future.

DLHC

40/20 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be agreed outside the meeting and confirmed to members accordingly.

The meeting closed at 2.44pm

Helen Stokes – Corporate and Committee Services Manager

Cumulative Record of Members’ Attendance (2020/21 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
B Patel (Chair)	3	3	100	C Fox	3	2	67

<i>I Crowe</i>	2	3	100	<i>S Lazarus</i>	3	2	67
<i>A Johnson</i>	3	3	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>L Davies</i>	3	3	100	<i>S Ward</i>	3	3	100
<i>K Mucheke</i>	1	1	100	<i>M Wightman</i>	3	2	67
<i>N Sone</i>	3	0	0	<i>J Woolley</i>	3	3	100
<i>C Sutton</i>	2	0	0				