

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE (CFC) VIRTUAL MEETING HELD ON
FRIDAY 17 DECEMBER 2021 AT 9.30AM**

Present: Mr B Patel – Non-Executive Director (CFC Chair)
Mr A Johnson – Non-Executive Director and Finance and Investment Committee Non-Executive Director Chair
Professor T Robinson – Non-Executive Director

In Attendance: Ms L Davies – Director of Leicester Hospitals Charity
Mr G George – Interim Director of Corporate and Legal Affairs
Mr K Muccheke – Financial Accountant
Ms H Stokes – Corporate and Committee Services Manager
Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	ACTION
46/21	REPORT FROM THE DIRECTOR OF LEICESTER HOSPITALS CHARITY	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	
47/21	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Ms E Meldrum Acting Chief Nurse.	
48/21	DECLARATIONS OF INTERESTS	
	Mr B Patel Non-Executive Director (CFC Chair), Mr A Johnson Non-Executive Director, and Professor T Robinson Non-Executive Director declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson Non-Executive Director also declared his position as Non-Executive Director Chair of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, both remained present at the meeting.	
49/21	MINUTES	
	<u>Resolved</u> – that the summaries of the 15 October 2021 Charitable Funds Committee (CFC) meeting be confirmed as a correct record, subject to the addition of Professor T Robinson Non-Executive Director as present at that meeting. Minutes would be circulated once available.	CCSO
50/21	MATTERS ARISING	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. The CFC Non-Executive Director Chair noted the need to receive a view on the Directors' Liability indemnity level from Mr S Linthwaite Deputy Director of Finance (Financial Services), as the next annual renewal would soon be approaching.	DDF(FS)
	<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)
51/21	KEY ISSUES FOR DISCUSSION AND DECISION	
51/21/1	<u>Items for Approval</u>	
	Paper C sought CFC approval for grant applications received since October 2021, noting the CFC's remit to approve bids up to £50,000. Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee. Decision-making on bids below £10,000, within an agreed overall programme, was delegated to the Charity Finance Manager and was shown in appendix 1 of the report [29 applications totalling £69k]. No applications had been rejected.	

	<p>As detailed in appendix 2 of paper C, 4 applications for approval were presented to CFC for approval (application 7960 re: Caring at its Best had been withdrawn):</p> <p>(a) application 7964 (to undertake a symposium and gap analysis report on whether to develop a Leicester Hub for Fragile X - £12,000 from general purpose funds). In response to a query from the CFC Non-Executive Director Chair, it was confirmed that 2 Trusts were covered: UHL and Leicestershire Partnership NHS Trust. CFC approved this application as presented;</p> <p>(b) application 7965 (Deapp Diabetes structured education app - £33,652.80 from general purpose funds) to enable the continuation of the project. The CFC Non-Executive Director Chair noted that this project had originally been funded by external sources, and he voiced concern that it could be an ongoing commitment on the Charity; this concern was echoed by Professor T Robinson Non-Executive Director. In response, the Director of Leicester Hospitals Charity provided assurance that this application for funding was to address a current gap for children transitioning to adult services and she advised that the future intention was for the app to become more widely used by other diabetes units and thus be self-financing. Although supportive of the bid presented, Mr A Johnson Non-Executive Director urged the Trust to explore how to appropriately optimise the commercial and intellectual property scope of the app – it was agreed to discuss this further at a forthcoming Trust Board development session. CFC approved application 7965 therefore on the basis that it was a one-off non-recurrent cost;</p> <p>(c) application 7921 (creation of an equipment store on Glenfield Hospital ward 29 - £14,716.80 from cardio-respiratory benefit fund CFB1). CFC considered that this application had a clear patient benefit, and approved it as presented, and</p> <p>(d) application 7961 (Leicester Youth Forum Development - £12,235.50 from children’s benefit fund CFH1 and Ward 27 Ourspace fund Q827). The CFC Non-Executive Director Chair requested assurance that arrangements for future provision after 12 months had been appropriately considered – in response, the Director of Leicester Hospitals Charity advised that the Charity would be fundraising for the project to last an additional 2 years thereafter; the Women’s and Children’s CMG would also be exploring embedding the Youth Worker post within the CMG. The CFC Non-Executive Director Chair advised that he was assured by these comments. CFC supported this application on the understanding that it was a 12-month funding commitment only, but requested that healthier food options be explored (and if possible, more sustainable consumables). Mr A Johnson Non-Executive Director also suggested that it would be helpful to engage the Youth Development Forum users in how to make it self-sustaining.</p>	<p>CFM</p> <p>CFC NED CHAIR/ DLHC</p>
	<p>Resolved – that (A) the following applications be approved and progressed:</p> <p>(1) 7964 (Leicester Hub for Fragile X - £12,000 from general purpose funds);</p> <p>(2) 7965 (Diabetes structured education app [Deapp] - £33,652.80 from general purpose funds), on the basis that this was a one-off non-recurrent cost;</p> <p>(3) 7921 (creation of an equipment store on ward 29 Glenfield Hospital - £14,716.80 from Cardio-Respiratory fund CFB1);</p> <p>(4) 7961 (Leicester Youth Forum Development - £12,235.50 from funds CFH1 and Q827), on the basis that this was a 12-month funding commitment only, and that healthier food options and sustainable consumables were identified, and</p> <p>(B) the commercial/intellectual property aspects of application 7965 (Diabetes structured education app [Deapp]) be discussed further at the March 2022 Trust Board development session re: Leicester Hospitals Charity.</p>	<p>CFM</p> <p>CFC NED CHAIR/ DLHC</p>
51/21/2	<p><u>Report from the Director of Leicester Hospitals Charity</u></p>	
	<p>Resolved – that this Minute be classed as confidential and taken in private accordingly.</p>	
52/21	<p>ITEMS FOR ASSURANCE</p>	
52/21/1	<p><u>Reports from the Director of Leicester Hospitals Charity</u></p>	
	<p>Resolved – that this Minute be classed as confidential and taken in private accordingly.</p>	
52/21/2	<p><u>Investment Update Report</u></p>	
	<p>CFC reviewed an update on the investment portfolio held by Leicester Hospitals Charity and managed by the Charity’s Investment Managers (Brewin Dolphin). As at 31 October 2021,</p>	

	investment vales stood at £5,529k (representing 2021/22 gains for the year to date of £358k following a slight dip in September 2021).	
	<u>Resolved</u> – that the Charity investment update be noted.	
52/21/3	<u>Finance and Governance Report</u>	
	Paper I advised CFC that the Charity’s year to date income position of £2,208k was £195k below plan. The year to date expenditure of £1,314k was similarly below plan (by £2,124k), due primarily to an underspend on grant expenditure. Reflecting an overall net increase in funds of £1,252k, the Charity’s closing balance at present was funds held of £9,300k (of which general purpose funds accounted for £656k after commitments).	
	<u>Resolved</u> – that the position be noted.	
52/21/4	<u>Report from the Charity Finance Manager</u>	
	<u>Resolved</u> – that this Minute be classed as confidential and taken in private accordingly.	
53/21	ITEMS FOR NOTING	
	There were no items for noting.	
54/21	ANY OTHER BUSINESS	
54/21/1	<u>Mr A Johnson Non-Executive Director</u>	
	The CFC Non-Executive Director Chair noted that this was the last CFC meeting for Mr A Johnson Non-Executive Director, and thanked him for his significant contribution to the Committee’s discussions.	
	<u>Resolved</u> – that the position be noted.	
55/21	DATE OF NEXT MEETING	
	<u>Resolved</u> – that the next meeting of the Charitable Funds Committee be held on Friday 11 February 2022 (9.30am – 11.30am).	

The meeting closed at 10.41am

Helen Stokes **Corporate and Committee Services Manager**

Cumulative Record of Members’ Attendance (2021/22 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	5	5	100	<i>C Fox (until December 2021)</i>	4	4	100
<i>I Crowe (until July 21)</i>	2	2	100	<i>S Lazarus</i>	3	0	0
<i>A Johnson</i>	5	5	100	<i>T Robinson (from the October 2021 CFC)</i>	2	2	100

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	5	5	100	<i>S Ward (until Jul 21)</i>	2	1	50
<i>G Gilbert (from Aug 21)</i>	3	3	100	<i>M Wightman</i>	5	4	80
<i>K Mucheke</i>	5	3	67	<i>J Woolley</i>	5	5	100
<i>C Sutton</i>	5	0	0				