

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST****MINUTES OF AN INQUORATE\*\* VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON FRIDAY 8 APRIL 2022 AT 9.30AM****\*\* all items are therefore recommended**

**Present:** Professor T Robinson – Non-Executive Director (CFC Chair)  
Ms V Bailey – Non-Executive Director

**In Attendance:** Ms B Cassidy – Director of Corporate and Legal Affairs  
Ms L Davies – Director of Leicester Hospitals Charity  
Ms N Green – Deputy Chief Nurse  
Ms H Stokes – Corporate and Committee Services Manager  
Ms R Stonehouse-Hanson – Senior Financial Accountant

	<b><u>RECOMMENDED ITEMS REQUIRING TRUST BOARD APPROVAL</u></b>	<b>ACTION</b>
<b>10/22</b>	<b>REPORT FROM THE DIRECTOR OF LEICESTER HOSPITALS CHARITY</b>	
	<b><u>Recommended</u></b> – that this item be classed as confidential and taken in private accordingly.	
	<b><u>RECOMMENDED ITEMS DUE TO THE INQUORATE NATURE OF THE MEETING</u></b>	
<b>11/22</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Ms E Meldrum Acting Chief Nurse, and Mr K Mucheke Capital Accountant. Professor T Robinson Non-Executive Director recorded his thanks to Mr B Patel Non-Executive Director for his previous Chairing of the CFC.	
<b>12/22</b>	<b>DECLARATIONS OF INTERESTS</b>	
	Professor T Robinson Non-Executive Director (CFC Chair), and Ms V Bailey Non-Executive Director, declared their positions as voting members of the UHL NHS Trust Board. As these were judged by the Committee to be non-prejudicial interests, both remained present at the meeting. Ms N Green Deputy Chief Nurse also declared an interest in one of the applications in Minute 15/22/1 below, and CFC agreed that it was appropriate for her to remain present for that discussion.	
<b>13/22</b>	<b>MINUTES</b>	
	<b><u>Recommended</u></b> – that the Minutes of the 11 February 2022 Charitable Funds Committee (CFC) meeting be confirmed as a correct record, subject to reference in Minute 2/22 to ‘all’ rather than ‘both’ remaining present at the meeting.	
<b>14/22</b>	<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 at this meeting would be reflected in the next iteration of the action log. The CFC Non-Executive Director Chair advised that he was on leave for the proposed November 2022 Trust Board development session on the charity, and he also requested that the action to discuss risk appetite remain open on the log.	<b>DLHC/ CFM</b>
	<b><u>Recommended</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>
<b>14/22/1</b>	<u>Report from the Director of Leicester Hospitals Charity</u>	
	<b><u>Recommended</u></b> – that this item be classed as confidential and taken in private accordingly.	
<b>15/22</b>	<b>KEY ISSUES FOR DISCUSSION AND DECISION</b>	

15/22/1	<u>Items for Approval</u>	
	<p>Paper C sought CFC approval for grant applications received since February 2022, 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 [16 applications totalling £17k]. 2 applications had been rejected, as per appendix 2.</p>	
	<p>As detailed in appendices 3-8 of paper C, 6 applications for charitable funds were presented and supported by CFC (in line with its delegated limits), as set out below. CFC considered the detail of each application in turn, and was satisfied that the applications were an appropriate use of charitable funds.</p> <p>a) <b>application 8012</b> (Pathway to Excellence 2022 - £20,000 from general purposes fund P802). CFC noted a declaration of interest in this item from Ms N Green Deputy Chief Nurse, and agreed that it was appropriate for her to remain present during the discussion. In response to queries from Ms V Bailey Non-Executive Director, the Deputy Chief Nurse provided assurance that application 8012 related to a specific non-recurrent commitment at this stage, and that the direction of travel was supported by UHL's new Chief Nurse;</p> <p>b) <b>application 8015</b> (large external mural for Osborne Building LRI - £6,000 from general purposes fund P802);</p> <p>c) <b>application 8002</b> (bedside cabinets for ward 23 Glenfield Hospital - £14,177.16 from cardio respiratory benefit fund CFB1);</p> <p>d) <b>application 8006</b> (apheresis system [Haematology Department] - £48,470.00 from haematology benefit fund FHA1) – CFC noted the need to clarify (to the donor) what the monies were being spent on. The CFC Non-Executive Director Chair noted his support for this application from a clinical perspective, and queried whether a request for a further machine was likely;</p> <p>e) <b>application 8011</b> (transcutaneous blood gas monitor NNU LRI - £11,267.00 from neonatal benefit fund JNE1) subject to confirmation from the CMG that there was no alternative funding source to charitable funding (given that the application stated that capital funding had not been sought), and</p> <p>f) <b>application 8013</b> (new bedside furniture for ward 12 LRI - £11,002.32 from ward 27 children's fund Q827).</p> <p>As she was a new member of CFC, Ms V Bailey Non-Executive Director sought some additional information on how it was decided what was funded charitably rather than through mainstream Trust funding, with particular regard to requests to charitably fund capital items, citing the bedside lockers application above as an example. The Director of Leicester Hospitals Charity outlined the process accordingly, providing assurance that a robust process was in place.</p>	<p>CFM</p> <p>CFM</p>
	<p><b>Recommended – that (A) the following applications be supported and recommended for Trust Board approval as per paper C:</b></p> <p>(1) <b>8012 (Pathway to Excellence 2022 - £20,000 from general purposes fund P802);</b></p> <p>(2) <b>8015 (large external mural for Osborne Building LRI - £6,000 from general purposes fund P802);</b></p> <p>(3) <b>8002 (bedside cabinets for ward 23 Glenfield Hospital - £14,177.16 from cardio respiratory benefit fund CFB1);</b></p> <p>(4) <b>8006 (apheresis system [Haematology Department] - £48,470.00 from haematology benefit fund FHA1);</b></p> <p>(5) <b>8011 (transcutaneous blood gas monitor NNU LRI - £11,267.00 from neonatal benefit fund JNE1) subject to confirmation from the CMG that there was no alternative funding source to charitable funding;</b></p> <p>(6) <b>8013 (new bedside furniture for ward 12 LRI - £11,002.32 from ward 27 children's fund Q827), and</b></p>	<p>CFM</p> <p>CFM</p>

	(B) clarification be provided to the donor re: the intended use of the funds in application 8006 above.	CFM
5/22/2	<u>Charitably-Funded Insurance Policies 2022/23 – Renewal Confirmation</u>	
	Further to Minute 5/22/4 of 11 February 2022, paper E confirmed the 2022/23 renewal cost of the 2 insurance policies funded from charitable funds (group personal accident, and Directors' and Officers' liability and crime). A reduction in the cost of the Director's and Officers' Liability premium had been obtained and the indemnity had been increased, as requested at the February 2022 CFC meeting. The renewal cost of the 2 policies was £8400 including insurance premium tax and £3021.48 including insurance premium tax, respectively.	
	<b><u>Recommended</u> – that the confirmation of the cost of the 2022/23 insurance policies funded from charitable funds be noted as per paper E.</b>	
16/22	<b>ITEMS FOR ASSURANCE</b>	
16/22/1	<u>Fundraising Performance Update</u>	
	As detailed in paper F, CFC was briefed on fundraising performance and the factors behind the current position. Although a shortfall continued to be predicted, the Director of Leicester Hospitals Charity was confident of a future return to plan.	
	<b><u>Recommended</u> – that the position be noted.</b>	
16/22/2	<u>Report from the Director of Leicester Hospitals Charity</u>	
	<b><u>Recommended</u> – that this item be classed as confidential and taken in private accordingly.</b>	
16/22/3	<u>Finance and Governance Report</u>	
	CFC was updated on the Charity's year to date income (£3,101k which was £675k below plan) and expenditure position (expenditure of £3,683k was below plan by £1,720k), and also noted 2021/22 investment gains of £112k. The Charity's closing balance at present was funds held of £7,578k (of which general purpose funds accounted for £693k after commitments). The CFC Non-Executive Director Chair advised that he was assured by the report.	
	<b><u>Recommended</u> – that the position be noted.</b>	
16/22/4	<u>Report from the Charity Finance Manager</u>	
	<b><u>Recommended</u> – that this item be classed as confidential and taken in private accordingly.</b>	
17/22	<b>ITEMS FOR NOTING</b>	
	There were no items for noting.	
18/22	<b>ANY OTHER BUSINESS</b>	
	There were no items of any other business.	
19/22	<b>DATE OF NEXT MEETING</b>	
	<b><u>Resolved</u> – that the next meeting of the Charitable Funds Committee be held on Friday 17 June 2022 (9.30am – 11.30am).</b>	

The meeting closed at 10.44am

Helen Stokes **Corporate and Committee Services Manager**

## Cumulative Record of Members' Attendance (2022/23 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>E Meldrum</i>	1	0	0
<i>Ms V Bailey</i>	1	1	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>R Stonehouse-Hanson</i>	1	1	100
<i>L Davies</i>	1	1	100	<i>C Sutton</i>	1	0	0
<i>K Mucheke</i>	1	0	0	<i>J Woolley</i>	1	1	100