

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF A FINANCE AND INVESTMENT COMMITTEE (FIC) MEETING, HELD VIRTUALLY ON THURSDAY 28 APRIL 2022 AT 9AM VIA MICROSOFT TEAMS

Voting Members Present:

Mr S Harris – FIC Non-Executive Director Chair
 Ms L Hooper – Chief Financial Officer
 Mr J Melbourne – Chief Operating Officer
 Mr M Williams – Non-Executive Director

In Attendance:

Mr A Carruthers – Chief Information Officer (for Minute 51/22/1)
 Ms B Cassidy – Director of Corporate and Legal Affairs
 Miss M Durbridge – Director of Quality Transformation and Efficiency Improvement
 Mr J Shuter – Director of Operational Finance
 Ms H Stokes – Corporate and Committee Services Manager
 Mr J Worrall – Associate Non-Executive Director

		<u>ACTIO N</u>
	<u>RECOMMENDED ITEMS</u>	
46/22	REPORT FROM THE DIRECTOR OF OPERATIONAL FINANCE	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	
47/22	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Mr A Furlong Medical Director, Mr R Mitchell Chief Executive, and Mr B Patel Non-Executive Director Chair.	
48/22	DECLARATIONS OF INTERESTS	
	Mr J Shuter Director of Operational Finance declared his role as Finance Director and Company Secretary of Trust Group Holdings Ltd. As this declaration was judged by the Committee to be a non-prejudicial interest, he remained present at the meeting.	
	<u>Resolved</u> – that the declarations of interests be noted.	
49/22	MINUTES	
	<u>Resolved</u> – that the Minutes of the 31 March 2022 Finance and Investment Committee be confirmed as a correct record.	
50/22	MATTERS ARISING LOG	
	Any updates now provided would be reflected in the next iteration of the action log. In discussion on the item at Minute 53/22/4 below it was agreed that action 9 of paper B could therefore be closed.	
	<u>Resolved</u> – that the FIC matters arising log be noted, and any updates provided at this meeting be reflected in the next iteration.	Named leads
51/22	KEY ISSUES FOR DISCUSSION AND ASSURANCE	
51/22/1	<u>Report from the Chief Information Officer</u>	

	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
52/22	ICS FINANCE UPDATE	
	FIC received and noted the month 12 ICS finance report at paper F, noting a reported surplus position subject to audit of £15.3m, which was favourable to forecast due to an improvement in UHL's position. The report also noted the ICS CIP and capital spend position for 2021/22.	
	Resolved – that the ICS finance report be received for information.	
53/22	IN-YEAR REPORTING	
53/22/1	<u>2021/22 Month 12 Financial Position</u>	
	<p>As per paper G, subject to audit the Trust was reporting a year end surplus of £10.7m which was £5.6m favourable to forecast. As detailed in the bridge showing the movement from the month 12 forecast to month 12 actuals, that improvement was driven primarily by non-recurrent factors (including [eg] a rates rebate, a specific VAT credit, annual leave accruals, month 12 pension cost recognition, etc). Month 12 had seen a further increase in workforce, and this was highlighted to FIC to note the impact on the 2022/23 plan. The Chief Financial Officer provided assurance that the position in the report was reflected in the annual accounts, and she expressed her confidence in the end of year reported figures and accruals. FIC emphasised the need to be able to provide appropriate assurance to Regulators re: the Trust's financial sustainability and robustness, noting comments from Mr J Worral Associate Non-Executive Director on the benefits of a clear and compelling narrative. FIC took assurance therefore from the Chief Financial Officer's confirmation that NHSE/I was closely sighted to UHL's 2021/22 closedown process and the production of annual accounts.</p> <p>In discussion, the FIC Non-Executive Director Chair sought assurance on the processes in place to identify appropriate VAT reclamation opportunities; the FIC Non-Executive Director Chair took assurance from the ongoing checking processes for this as now described by the Director of Operational Finance, who also stated his view that there were unlikely to be other significant reclamations to be identified. The Trust's cash position remained strong, as per previous months, and the FIC Non-Executive Director Chair queried how this had not been impacted by the significant month 12 capital spend; in response, the Director of Operational Finance advised that this was likely to be a timing issue relating to drawdown and invoice payment. Although the Director of Operational Finance anticipated a likely reduction in cash balances in 2022/23, the position would still remain very healthy compared to previous years. FIC took assurance from the month 12 financial report.</p>	
	Resolved – that the 2021/22 month 12 finance report be noted.	
33/22/2	<u>2021/22 Capital Plan Month 12 Update and Capital Investment Update</u>	
	As detailed in paper H, FIC welcomed the 2021/22 delivery of £77.6m capital expenditure, which constituted a small underspend of £79k against its Capital Resource Limit (CRL). £30m capital had been spent in month 12. Although welcomed, Mr M Williams Non-Executive Director commented however that this delivery of the capital plan had required continuous close and significant monitoring, energy, and oversight – the Chief Financial Officer acknowledged that this was a fair challenge and advised that she was developing a plan with UHL's Capital Monitoring and Investment Committee to try and accelerate capital spend in 2022/23. The FIC Non-Executive Director Chair supported this approach, and reiterated his previous comments on the need for a more even spend through the year (if feasible). FIC welcomed UHL's achievement in delivering the 2021/22 capital plan.	
	Resolved – that the 2021/22 month 12 capital report be noted.	

53/22/3	Report from the Director of Quality Transformation Efficiency and Improvement	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
53/22/4	Report from the Director of Quality Transformation Efficiency and Improvement	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
53/22/5	Report from the Chief Financial Officer	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
54/22	PLANNING	
54/22/1	Report from the Chief Financial Officer	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
	Resolved – that the position be noted.	
55/22	ITEMS FOR NOTING	
55/22/1	Executive Finance and Performance Board (EFPB)	
	Resolved – that the 29 March 2022 EFPB actions and the 26 April 2022 EFPB agenda be noted as per papers L1 and L2.	
56/22	ANY OTHER BUSINESS	
	There were no items of any other business.	
57/22	IDENTIFICATION OF ANY KEY ISSUES FOR THE TRUST BOARD	
	Resolved – that (A) the item in confidential Minute 46/22 be recommended to the next private Trust Board for approval, and	FIC NED CHAIR
	(B) the discussions in confidential Minutes 51/22/1, 53/22/3, 53/22/4 and 54/22/1 be highlighted to the Trust Board for information.	FIC NED CHAIR
58/22	DATE OF NEXT MEETING	
	Resolved – that the next meeting of the Finance and Investment Committee be held virtually on Thursday 26 May 2022, from 9am to 11.15am via Microsoft teams.	

The meeting closed at 10.42am

Helen Stokes Corporate and Committee Services Manager

FIC Attendance Record 2022/23

Voting Members:

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
S Harris	2	2	100	R Mitchell	1	0	0
A Furlong	1	0	0	B Patel	2	1	50
L Hooper	2	2	100	M Williams	2	2	100
J Melbourne	1	1	100				

Non-Voting Members/Attendees:

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
B Cassidy	2	2	100	J Shuter	2	2	100
M Durbridge	1	1	100	J Worrall	2	2	100