

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 7 OCTOBER 2022 AT 9AM**

Present: Professor T Robinson – Non-Executive Director (CFC Chair)
Ms V Bailey – Non-Executive Director
Ms J Hogg – Chief Nurse
Mr J MacDonald – Trust Chairman

In Attendance: Ms B Cassidy – Director of Corporate and Legal Affairs
Ms L Davies – Director of Leicester Hospitals Charity
Mr Z Safdar – Assistant Director of Finance
Ms H Stokes – Corporate and Committee Services Manager
Ms R Stonehouse-Hanson – Senior Financial Accountant
Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	ACTION
40/22	CHARITY ANNUAL ACCOUNTS AND ANNUAL REPORT 2021/22	
	<p>CFC reviewed and endorsed the following papers in relation to the Charity annual accounts and annual report for 2021/22, for onward recommendation to the Trust Board as Corporate Trustee:</p> <ul style="list-style-type: none"> • Trustees' annual report 2021/22; • Charity annual accounts 2021/22; • Audit report for inclusion in the accounts; • Letter of Representation, and • Audit Findings Report 2021/22. <p>The Charity Finance Manager provided assurance to the CFC that the 2021/22 annual audit process had gone smoothly, and she advised that the Charity's auditors (Cooper Parry) had identified no adjusted or unadjusted audit differences needing to be brought to CFC's attention. The audit report was confirmed as being fully compliant, and the CFC Non-Executive Director Chair thanked the Charity team for their work on the process. The Charity's net assets for 2021/22 stood at £7.693m, a reduction of £0.355m on 2020/21. In discussion, CFC requested (and received) assurance that Cooper Parry's audit process had been appropriately robust and thorough. CFC noted the contract length for the current auditors and the need to include the Charity auditor procurement process in UHL's SFIs. It was agreed to confirm the initial appointment (and therefore end) date outside the meeting, and in response to a query from the CFC Non-Executive Director Chair re: good practice at the review point, the Assistant Director of Finance outlined the potential options including taking a pragmatic look at extending the existing contract (subject to market conditions and appropriate value for money considerations).</p>	<p>CFC NED CHAIR</p> <p>ADF</p>
	With regard to the 2021/22 Trustees' annual report, CFC requested that one of the case studies be removed (agreeing that having 5 such studies was sufficient), and noted various reconfiguration-related statements. It was confirmed to the CFC Non-Executive Director Chair that a physical signature would be required rather than an electronic one.	DLHC
	<p>Recommended – that (A) subject to the comments above, the 2021/22 Charity annual accounts and Trustees' annual report (and associated documents as listed above) be endorsed, and recommended for approval by the Trust Board as Corporate Trustee, and</p> <p>(B) the initial start date (and resulting end date) of the contract with the current Charity auditors be confirmed outside the meeting.</p>	<p>CFC NED CHAIR/ DLHC</p> <p>ADF</p>
41/22	REPORT FROM THE CHARITY FINANCE MANAGER	
	Recommended – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	

42/22	APOLOGIES FOR ABSENCE	
	There were no apologies for absence.	
43/22	DECLARATIONS OF INTERESTS	
	Professor T Robinson Non-Executive Director (CFC Chair), Ms V Bailey Non-Executive Director, Ms J Hogg Chief Nurse, and Mr J MacDonald Trust Chairman declared their positions as voting members of the UHL NHS Trust Board. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.	
44/22	MINUTES	
	Resolved – that the Minutes of the 12 August 2022 Charitable Funds Committee (CFC) meeting (papers A and A1) be confirmed as a correct record, subject to correction of Minute 36/22/2 to refer to the 2021/22 (rather than 2020/21) Charity Accounts.	CCSO
45/22	MATTERS ARISING	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. It was noted that the Trust Board development session on Charity-related matters was now provisionally scheduled for February 2023. With regard to confidential Minute 35/22/1 of 12 August 2022, the Senior Financial Accountant confirmed that the due diligence checks undertaken to date appeared to be satisfactory. In further discussion on the CFC action log, the Director of Corporate and Legal Affairs also advised CFC of progress in revising UHL's scheme of delegation and Standing Financial Instructions and confirmed that a consistent approach would be taken on the issue of inflationary pressures.	
	Resolved – 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)
46/22	KEY ISSUES FOR DISCUSSION AND DECISION	
46/22/1	<u>Report from the Director of Leicester Hospitals Charity</u>	
	Resolved – that this item be classed as confidential and taken in private accordingly.	
46/22/2	<u>Report from the CFC Non-Executive Director Chair</u>	
	Resolved – that this item be classed as confidential and taken in private accordingly.	
47/22	ITEMS FOR ASSURANCE	
47/22/1	<u>Charity Performance Report – 2022/23 Month 5</u>	
	<p>The Director of Leicester Hospitals Charity briefed CFC on the performance of the Charity against its targets and KPIs (the majority of which were on track), and outlined the factors behind the current position. Although performance to date at month 5 against the 2022/23 fundraising target remained strong (the Charity already being more than half-way towards its year-end income target), the Director of Leicester Hospitals Charity advised that donations and event sign-ups had recently begun to slow (although donor engagement would be increased again after December 2022). CFC noted the rescheduling of the Big Abseil event, with the Ball and the Firewalk also coming up. Good media coverage had been received during August and September 2022, which was welcomed by CFC. Progress on launching the 3 main Charity appeals (diabetes, spiritual care space, and cancer equipment) was currently slightly slower than planned.</p> <p>CFC also noted messages from the recent donor survey undertaken by the Charity team, including the impact of financial constraints on donors, and the potential scale of any interest in larger gifts. In discussion, CFC emphasised the need to take account of the spectrum of local religious festivals and celebrations, and to ensure appropriate feedback to/engagement with all sectors of the local community in between events. Although noting the feedback mechanisms already in place, and confirming that the community-focused role had now been appointed to within the Charity team, the</p>	CFC NED CHAIR/ DCLA/ DLHC

	Director of Leicester Hospitals Charity would explore how to further enhance feedback processes outside the meeting.	
	Resolved – that further discussion take place outside the meeting on how best to ensure appropriate engagement with, and feedback to, all sectors of the local population re: the Charity’s events and activities.	CFC NED CHAIR/ DCLA/ DLHC
47/22/2	<u>Finance and Governance Report – 2022/23 Month 5</u>	
	CFC noted that the Charity’s year to date income at month 5 of £1,954k was £605k above plan, while year to date expenditure of £1,044k was £1,016k below plan. The report showed an overall net increase in funds of £603k, giving a closing balance of the Charity’s funds (at month 5) of £8,296k. The General Purposes fund available balance was £797k as at month 5, after commitments. Investment losses continued in month 5, and CFC recognised the continuing market volatility and potential risks to investment levels.	
	Resolved – that the contents of this report be received and noted.	
47/33/3	<u>Charitable Funds Investment Managers Update Report: 2022/23 Month 6</u>	
	Further to the discussions in Minute 47/22/2 above, investment performance had continued to deteriorate in month 6, with 2022/23 investment losses of £492k for the year to date. The value of the Trust’s investments as at month 6 was £4,845k. CFC noted the position.	
	Resolved – that the position be noted.	
48/22	ITEMS FOR NOTING	
	There were no items for noting.	
49/22	ANY OTHER BUSINESS	
49/22/1	<u>Staff Wellbeing Funding – ICB</u>	
	Further to discussions at the June 2022 CFC, it was queried whether UHL had been successful in accessing (former) CCG funding for improvements to staff wellbeing.	DCLA
	Resolved – that the Chief Executive be contacted to confirm the outcome of UHL’s approach to access (former) CCG funding for improvements to staff wellbeing.	DCLA
50/22	DATE OF NEXT MEETING	
	Resolved – that the next Charitable Funds Committee meeting be held on Friday 16 December 2022 from 9.30am – 11.30am.	

The meeting closed at 10.10am

Helen Stokes **Corporate and Committee Services Manager**

Cumulative Record of Members’ Attendance (2022/23 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>T Robinson (Chair)</i>	4	4	100	<i>J MacDonald (member from June 2022)</i>	3	3	100
<i>V Bailey</i>	4	4	100	<i>E Meldrum (member until June 2022)</i>	1	0	0
<i>J Hogg (member from June 2022)</i>	3	3	100				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Cassidy</i>	3	3	100	<i>R Stonehouse-Hanson</i>	3	3	100
<i>L Davies</i>	3	3	100	<i>C Sutton</i>	3	0	0
<i>K Mucheke</i>	2	0	0	<i>J Woolley</i>	3	3	100