

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 16 JUNE 2023 AT 9.30AM**

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

In Attendance: Ms B Cassidy – Director of Corporate and Legal Affairs
Ms K Chung – Lead Account Financial Accounting
Ms D England – Head of Philanthropy
Ms C Pheasant – Chief Allied Health Professional (on behalf of the Chief Nurse)
Mr M Simpson – Director of Estates and Facilities
Ms H Stokes – Corporate and Committee Services Manager
Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	ACTION
32/23	REPORT FROM THE CHARITY FINANCE MANAGER	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
	<u>RESOLVED ITEMS</u>	
33/23	APOLOGIES FOR ABSENCE AND WELCOME	
	Apologies for absence were received from the Chief Nurse (Ms C Pheasant Chief Allied Health Professional attended on her behalf). The CFC Non-Executive Director Chair also welcomed Ms K Chung Lead Accountant Financial Accounting, to her first CFC meeting.	
34/23	CONFIRMATION OF QUORACY	
	The meeting was confirmed to be quorate.	
35/23	DECLARATIONS OF INTERESTS	
	Professor T Robinson Non-Executive Director (CFC Chair), Ms V Bailey Non-Executive Director, 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. The Chief Allied Health Professional declared an interest in an element of confidential Minute 32/23 above – CFC noted her declaration and agreed that it was appropriate for her to remain present during the discussion.	
36/23	MINUTES	
	<u>Resolved</u> – that the Minutes of the 14 April 2023 part-inquorate Charitable Funds Committee (CFC) meeting be confirmed as a correct record.	
37/23	MATTERS ARISING	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. Prior to the meeting, the Director of Corporate and Legal Affairs had reviewed the action log with the CFC Non-Executive Director Chair, and any further updates now provided today would be reflected in the next iteration of the action log. It was agreed to seek updates on specific finance items in particular, and to review the CFC action log in detail before the next meeting. The Lead Accountant Financial Accounting advised that a report on the timeline for the 2023/24 Charity accounts, and on the position re: the Charity Auditor contract, would be provided to the August 2023 CFC. In further discussion on the action log, it was also agreed to contact the	CFM/ CCSM LAFA

	Director of Communication and Engagement to agree a methodology for sighting the CFC Non-Executive Director Chair and the Director of Corporate and Legal Affairs to any major Trust events which could potentially be relevant to a presence by the Charity.	paper A DCLA
	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)
38/23	KEY ISSUES FOR DISCUSSION/DECISION	
38/23/1	<u>Report from the Charity Finance Manager</u>	
	Resolved – that this Minute be classed as confidential and taken in private accordingly.	
38/23/2	<u>Items Historically Funded from Charitable Funds</u>	
	As requested at the April 2023 CFC meeting, CFC reviewed a list of specific items and types of applications historically funded by Leicester Hospitals Charity on either an annual, or regular/frequent basis. To appropriately inform discussion, rather than taking a decision at this meeting, CFC members requested that a further report be presented in August 2023 setting out the parameters for acceptable charitable funding and including recommendations on the types of applications which were/were not appropriate. Information on the overall patient benefit spend would also be helpful. That report would also be discussed at an Executive Planning Meeting en route to the August 2023 CFC.	CFM/ DCLA
	Resolved – that a further report be presented to the next CFC (following appropriate Executive-level discussion en route), setting out the parameters for acceptable charitable funding and including clear recommendations.	CFM/ DCLA
39/23	ITEMS FOR ASSURANCE	
39/23/1	CHARITY PERFORMANCE REPORT 2023/24 – MONTH 1	
	No update was considered this month.	
	Resolved – that the position be noted.	
39/23/2	<u>Finance and Governance Report – 2023/24 Month 2</u>	
	In a somewhat slow start to the year, income and expenditure were reported as both being below plan. The Charity's year to date income as at 31 May 2023 of £228k was £372k below plan, while year to date expenditure of £280k was £759k below plan. The report showed an overall net decrease in funds of £86k, giving a closing balance of the Charity's funds (at month 2) of £9,636k. CFC noted that the cost of outstanding commitments as of 31 May 2023 was £2,329k. The Charity's month 2 General Purpose fund balance (after commitments) was £1,073k. Investment losses as at 31 May 2023 were reported as £34k. The report also included a table showing the £122k grant spend as at month 2, broken down by alignment to the Charity's objects. This position was noted by CFC.	
	Resolved – that the position be noted.	
39/23/3	<u>Charitable Funds Investment Manager Update – 2023/24 Months 1 and 2</u>	
	As at month 2, 2023/24 investment losses were reported as £34k, with performance down 1.13% on the 6-month period. CFC noted this position, and was advised that a representative from the Trust's Charity Investment Managers (Brewin Dolphin) would attend the August 2023 CFC for a more detailed presentation.	
	Resolved – that the position be noted.	
40/23	ITEMS FOR NOTING	

	There were no items for noting.	
41/23	ANY OTHER BUSINESS	
	There were no items of any other business.	
42/23	ITEMS FOR THE ATTENTION OF THE TRUST BOARD	
	Resolved – that the item specified in confidential Minute 32/23 be recommended for approval by the Trust Board as Corporate Trustee.	CFC NED CHAIR
43/23	DATE OF NEXT MEETING	
	Resolved – that the next Charitable Funds Committee meeting be held on Friday 18 August 2023 from 9.30am – 11.30am.	

The meeting closed at 11.24am

Helen Stokes **Corporate and Committee Services Manager**

Cumulative Record of Members' Attendance (2023/24 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>T Robinson (Chair)</i>	2	2	100	<i>J Hogg</i>	2	1	50
<i>V Bailey</i>	2	1	50	<i>J MacDonald</i>	2	2	100

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Cassidy</i>	2	2	100	<i>Z Safdar/S Sethi/ K Chung</i>	2	1	50
<i>L Davies</i>	1	1	100	<i>C Sutton (observer only)</i>	2	0	0
<i>M Simpson</i>	2	2	100				