

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 16 DECEMBER 2022 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 J Bassan – Deputy Head of Financial Accounting
Ms B Cassidy – Director of Corporate and Legal Affairs
Ms L Davies – Director of Leicester Hospitals Charity
Ms H Stokes – Corporate and Committee Services Manager
Ms J Woolley – Charity Finance Manager

	<u>RECOMMENDED ITEMS</u>	ACTION
51/22	REPORT FROM THE CHARITY FINANCE MANAGER	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
52/22	REPORT FROM THE DIRECTOR OF LEICESTER HOSPITALS CHARITY	
	<u>Recommended</u> – that this Minute be classed as confidential and taken in private accordingly.	
53/22	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>	
54/22	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Ms J Hogg Chief Nurse, and Mr Z Safdar Assistant Director of Finance. The CFC Non-Executive Director Chair expressed his thanks to Ms R Stonehouse-Hanson Senior Financial Accountant for her work while on CFC.	
55/22	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. Professor T Robinson Non-Executive Director (CFC Chair) also declared an interest in the item in Minute 53/22 above. As these were judged by the Committee to be non-prejudicial interests, all remained present at the meeting.	
56/22	MINUTES	
	<u>Resolved</u> – that the Minutes of the 7 October 2022 Charitable Funds Committee (CFC) meeting be confirmed as a correct record,.	
57/22	MATTERS ARISING	
	Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted. Any updates now provided would be reflected in the next iteration of the action log. With regard to specific items, the CFC Non-Executive Director Chair requested that an annual review of the Charity's auditors be added to the CFC workplan. The Director of Corporate and Legal Affairs noted the need to explore (with the Director of Leicester Hospitals Charity) an appropriately-proactive method for future applications to ICB funding for staff wellbeing. In response to a query from the Charity Finance Manager, the CFC Non-Executive Director Chair clarified that CFC supported the adoption of a 10% contingency on applications, ahead of the further discussions planned with the Chief Financial Officer.	DCLA DCLA/ DLHC

	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)
58/22	KEY ISSUES FOR DISCUSSION AND DECISION	
58/22/1	<u>Fundraising on UHL Sites Policy</u>	
	The Director of Leicester Hospitals Charity presented the updated Fundraising on UHL Sites Policy, which had been refreshed to ensure that only organisations benefiting UHL and its staff would be able to fundraise on UHL sites. Ms V Bailey Non-Executive Director suggested clarifying that 'site' was as 'registered with the CQC', and the Director of Corporate and Legal Affairs requested that greater clarity be included on the issue of 'permanent voluntary organisations (paragraph 5.6 of the policy). In response to a query from the CFC Non-Executive Director Chair, the Director of Leicester Hospitals Charity now clarified the position of the RVS, noting the basis of its presence on UHL's sites. Subject to the comments above, CFC supported the Fundraising on UHL Sites Policy; the finalised version would be circulated accordingly to the CFC Non-Executive Director Chair for his agreement.	DLHC DLHC
	Resolved – that the Fundraising on UHL Sites Policy be further updated to reflect the comments above, and circulated to the CFC Non-Executive Director Chair for approval of the finalised version (following consideration at Policy and Guideline Committee).	DLHC
59/22	ITEMS FOR ASSURANCE	
59/22/1	<u>Charity Performance Report – 2022/23 Month 7</u>	
	CFC was briefed on the performance of the Charity against targets and KPIs (the majority of which were on track). CFC welcomed the positive assurance received from the Director of Leicester Hospitals' Charity, in terms of her confirmation that there was no requirement to adjust the 2022/23 fundraising target downwards. The Charity was already close to achieving that fundraising target, and also anticipated a specific significant donation before year-end. Potential risk factors to Charity performance were described to the CFC, including staffing vacancies and the impact of wider cost of living challenges on fundraising donations and public participation. CFC welcomed the update, and queried how best to publicise the Charity's achievements and work to the wider Trust, receiving assurance from the Director of Leicester Hospitals Charity that she met weekly with the Trust's Communication lead. The Director of Leicester Hospitals Charity would also meet with the Trust's new Director of Communication and Engagement to discuss this issue further. The report also provided pictures of the new St Luke's Chapel, which was welcomed by CFC. In further discussion, the CFC Non-Executive Director Chair identified a presentational glitch in the graph showing the increase in average gifts (which was already being corrected by the Director of Leicester Hospitals Charity).	DLHC
	Resolved – that the Director of Leicester Hospitals Charity meet with the UHL Director of Communication and Engagement to discuss how best to jointly (UHL/LHC) publicise/communicate key LHC announcements.	DLHC
59/22/2	<u>Finance and Governance Report – 2022/23 Month 7</u>	
	CFC noted strong income performance, with the Charity's year to date income of £2,404k being £516k above plan, while year to date expenditure of £1,566k was £1,319k below plan. The report showed an overall net increase in funds of £309k, giving a closing balance of the Charity's funds (at month 7) of £8,002k. At £918k as at month 7 (after commitments), the General Purposes fund available balance was healthy. Investment losses had continued in month 7, but investment performance had subsequently slightly improved. CFC was assured by the report.	
	Resolved – that the contents of this report be received and noted.	
59/22/3	<u>Charitable Funds Investment Managers' Update Report: 2022/23 Month 8</u>	
	As at month 8, investment portfolio losses were £400k. CFC noted the position and the CFC Non-Executive Director Chair emphasised the need for an appropriately long-term perspective on investment performance. CFC noted that the Trust Board workshop in February 2023 would discuss issues relating to the Charity, including investment aspects and risk appetite.	

	Resolved – that the position be noted.	
60/22	ITEMS FOR NOTING	
	There were no items for noting.	
61/22	ANY OTHER BUSINESS	
	There were no items of any other business.	
62/22	ITEMS FOR THE ATTENTION OF THE TRUST BOARD	
	Resolved – that the items in confidential Minutes 51/22 – 53/22 inclusive be recommended for approval by the Trust Board as Corporate Trustee.	CFC NED CHAIR
63/22	DATE OF NEXT MEETING	
	Resolved – that the next Charitable Funds Committee meeting be held on Friday 17 February 2023 from 9.30am – 11.30am.	

The meeting closed at 10.58am

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>	5	5	100	<i>J MacDonald (member from June 2022)</i>	4	4	100
<i>V Bailey</i>	5	5	100	<i>E Meldrum (member until June 2022)</i>	1	0	0
<i>J Hogg (member from June 2022)</i>	4	3	75				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Cassidy</i>	5	5	100	<i>R Stonehouse-Hanson</i>	4	3	75
<i>L Davies</i>	5	5	100	<i>C Sutton</i>	5	0	0
<i>K Mucheke</i>	2	0	0	<i>J Woolley</i>	5	5	100