

Trust Board paper L

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 1 August 2019

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director and CFC Chair

DATE OF COMMITTEE MEETING: 6 June 2019

RECOMMENDATIONS MADE BY THE COMMITTEE FOR PUBLIC CONSIDERATION BY THE TRUST BOARD AS CORPORATE TRUSTEE:

- None.

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR NOTING BY THE PUBLIC TRUST BOARD AS CORPORATE TRUSTEE:

- None.

DATE OF NEXT COMMITTEE MEETING: 1 August 2019

Mr B Patel, Non-Executive Director and CFC Chair

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING HELD ON THURSDAY 6 JUNE 2019 AT 2.30PM IN ROOMS A & B, CLINICAL EDUCATION CENTRE, LEICESTER GENERAL HOSPITAL

Present: Mr B Patel – Non-Executive Director (Chair)
Col (Ret'd) I Crowe – Non-Executive Director
Ms C Fox – Chief Nurse
Mr K Singh – Trust Chairman (*ex officio*)

In Attendance: Ms L Davies – Director of Leicester Hospitals Charity
Mr D Gorrod – Patient Partner (non-voting member)
Ms H Stokes – Corporate and Committee Services Manager
Mr S Ward – Director of Corporate and Legal Affairs
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

22/19 REPORT FROM THE CHARITY FINANCE MANAGER

Recommended – that this item be classed as confidential and taken in private accordingly.

RESOLVED ITEMS

23/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr A Johnson Non-Executive Director, Mr P Traynor Chief Financial Officer, Mr N Sone Financial Controller, and Mr M Wightman Director of Strategy and Communications.

24/19 DECLARATIONS OF INTERESTS

Mr B Patel Non-Executive Director (CFC Chair), Col (Ret'd) I Crowe Non-Executive Director and Ms C Fox Chief Nurse all declared their positions as voting members of the UHL NHS Trust Board. Ms C Fox Chief Nurse also declared her role as UHL Director of Infection Prevention and Control. As these were judged by the Committee to be non-prejudicial interests, they remained present at the meeting.

25/19 MINUTES

Resolved – that the Minutes of the 4 April 2019 Charitable Funds Committee (CFC) be confirmed as a correct record.

26/19 MATTERS ARISING FROM THE MINUTES

With regard to items 9 and 9a of the action log (Minute 35/18 of 6 December 2018), the Charity Finance Manager confirmed that completed forms had now been received from all 5 Trustees of Leicester Hospitals Charity and could therefore be submitted to Brewin Dolphin.

Resolved – that the matters arising log update and any associated actions, be noted.

26/19/1 Charity Annual Accounts 2018-19: Charitable Funds Committee meeting in September 2019 (Minute 18/19/1 of 4 April 2019)

Members agreed to the proposal that an additional Charitable Funds Committee meeting be held on the afternoon of Thursday 5 September 2019 to consider the 2018-19 charity annual accounts and annual report. Grant Thornton were undertaking the audit of the charity accounts, and were aware of the timetable involved.

CCSM

Resolved – that appropriate arrangements be made for the additional CFC to be held on 5 September 2019, for consideration of the 2018-19 Charity annual accounts and annual report.

CCSM

27/19 KEY ISSUES FOR DISCUSSION/DECISION

27/19/1 Report from the Director of Leicester Hospitals Charity

Resolved – that this item be classed as confidential and taken in private accordingly.

27/19/2 Charity Shops Report

Paper E provided a 6-month progress report on the Leicester Hospitals Charity Shops at the Glenfield and Leicester General Hospital sites, as prepared by the Shop Manager. Although not making a significant profit, turnover had increased, and the report outlined the changes made to working practices to reduce overhead costs. In introducing the report, the Director of Leicester Hospitals Charity particularly noted the significant role of the shops as a training, confidence and social skills resource for Pears Foundation volunteers. The Charitable Funds Committee Non-Executive Director Chair recorded his thanks to the Charity Shop Manager for her work since being appointed, and commented on the role of the shops in giving back to the wider community.

Resolved – that the update on the Leicester Hospitals Charity Shops be noted.

27/19/3 Charity Hub

The Director of Leicester Hospitals Charity updated the CFC on the Charity Hub development at Leicester Royal Infirmary. It was hoped to open the space (formerly the 24-hour vending space) at the end of June 2019, and the CFC Non-Executive Director Chair recorded his thanks to the Estates and Facilities team for freeing up the space for the Charity Hub. A UHL 'meet and greeter' would also be based in the Charity Hub, which was welcomed by the CFC Non-Executive Director Chair.

Resolved – that the position be noted.

28/19 ITEMS FOR ASSURANCE

28/19/1 Fundraising Update – Performance Report

In introducing paper F, the Director of Leicester Hospitals Charity advised that fundraising performance for 2019-20 was on track as of month 1. She anticipated that both major giving donations and corporate fundraising would increase significantly once the new Major Giving Manager and Head of Fundraising posts (respectively) were appointed in Summer. The launch of the Children's Hospital appeal in July 2019 was now the major focus for the fundraising team. The Chief Nurse noted that the opening of the LRI Osborne Building café had been very welcomed by both patients and staff.

Welcoming all of the community fundraising activity detailed in the report, the CFC Non-Executive Director Chair noted the identification of Leicester Hospitals Charity by the Syed Foundation as its charity for the next 5 years, involving an annual donation pledge for that period. The level of Trusts and Foundations fundraising activity was also detailed in the report, and was welcomed by members.

Resolved – that the position be noted.

28/19/2 Report from the Director of Leicester Hospitals Charity

Resolved – that this item be classed as confidential and taken in private accordingly.

28/19/3 Finance and Governance Report

The Charity Finance Manager updated the CFC on the Charity's financial position for the period ending 30 April 2019. As detailed in paper H, as at April 2019 the current General Purpose fund balance (after commitments) was £165k. The balance of the overall Charity funds stood at £7.4m. CFC welcomed the clear format of the report.

Resolved – that the position be noted.

28/19/4 Charity Fund Investment Report

The Charity Finance Manager presented an update on the Charity's investment portfolio as at 30 April 2019, noting that this would be the final report from Cazenove. Brewin Dolphin were

completing the set-up process to start in place as the Charity's new investment fund managers. In discussion on paper I, the CFC Non-Executive Director Chair noted his disappointment at the cumulative return rate of -0.01% over the last 12 month period.

Resolved – that the position be noted.

28/19/5 Report from the Director of Leicester Hospitals Charity

Resolved – that this item be classed as confidential and taken in private accordingly.

29/19 ANY OTHER BUSINESS

There were no items of any other business.

30/19 DATE OF NEXT MEETING

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 1 August 2019 from 2 – 4pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 3.50pm.

Helen Stokes
Corporate and Committee Services Manager

Cumulative Record of Members' Attendance (2018-19 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	2	2	100	<i>A Johnson</i>	2	1	50
<i>I Crowe</i>	2	2	100	<i>K Singh (ex-officio)</i>	2	1	50
<i>C Fox</i>	2	2	100	<i>P Traynor</i>	2	1	50

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	2	2	100	<i>S Ward</i>	2	2	100
<i>D Gorrod</i>	2	2	100	<i>M Wightman</i>	2	1	50
<i>N Sone /T Blick</i>	2	1	50	<i>J Woolley</i>	2	2	100
<i>C Sutton</i>	2	0	0				