

Trust Board paper N1

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 10 January 2019

COMMITTEE: Charitable Funds Committee (CFC)

CHAIR: Mr B Patel, Non-Executive Director

DATE OF COMMITTEE MEETING: 6 December 2018

RECOMMENDATIONS MADE BY THE COMMITTEE FOR CONSIDERATION BY THE PUBLIC TRUST BOARD:

- **Minute 37/18 – Charity Annual Accounts and Annual Report**

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION/ RESOLUTION BY THE PUBLIC TRUST BOARD:

None.

DATE OF NEXT COMMITTEE MEETING: 7 February 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 DECEMBER 2018
AT 1.00PM IN THE BOARD ROOM, VICTORIA BUILDING, LEICESTER ROYAL INFIRMARY**

Present: Mr B Patel – Non-Executive Director (Chairman)
Col (Ret'd) I Crowe – Non-Executive Director
Mr A Johnson – Non-Executive Director
Mr K Singh – Trust Chairman (non-voting ex-officio)
Mr P Traynor – Chief Financial Officer

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms T Blick – Deputy Financial Controller
Mr T Diggle – Head of Fundraising
Mr D Gorrod – Patient Partner (non-voting member)
Mr K Mistry – Interim Head of Fundraising
Mr N Sone – Financial Controller
Mr S Ward – Director of Corporate and Legal Affairs
Mr M Wightman – Director of Strategy and Communications
Ms J Woolley – Charity Finance Manager

RECOMMENDED ITEMS

35/18 REPORT FROM THE CHARITY FINANCE MANAGER

Recommended - that this Minute be classed as confidential and reported in private accordingly.

36/18 REPORT FROM THE HEAD OF FUNDRAISING

Recommended - that this Minute be classed as confidential and reported in private accordingly.

37/18 CHARITY ANNUAL ACCOUNTS AND ANNUAL REPORT 2017/18

Paper G1, as presented by Mr Sone, Financial Controller, detailed the draft annual accounts (appendix 1) and Draft Trustee's annual report (appendix 2) for the Leicester Hospitals Charity for the year ending 31 March 2018. Paper G2 detailed the External Audit ISA 260 report on the accounts and External Audit's Letter of Representation.

Particular discussion took place regarding the following in the consideration of these reports:-

- (i) the timing of the submission of these documents in the current year and the planned timing for future years noting that, this year, the timing did not allow review by the Audit Committee (only by the Charitable Funds Committee) prior to submission to the Trust Board for formal approval. It was intended to revise the timing for future years to facilitate submission to both the CFC and Audit Committee in advance of submission to the Trust Board;
- (ii) the new disclosure around fundraising and how it was managed which was required for 2018/19 (and future years), and
- (iii) the new guidance issued detailing changes in fundraising.

In concluding its discussion on this item, the Committee:-

- (1) recommended the Charity Annual Accounts and Annual Report for 2017/18 onto the Trust Board, as Corporate Trustee, for adoption (noting the unqualified audit opinion) as its meeting on 10 January 2019, subject to any comments from the Audit Committee meeting being held on 11 January 2019, with submission then to the Charity Commission by the required deadline of 31 January 2019;
- (2) agreed the need to bring forward the timing of the submission of the Charity Annual

CFC/FC

- Accounts and Annual Report to the CFC in future years, submitting a proposed timetable for 2018/19 and forthcoming financial years to a future meeting of the Charitable Funds Committee (following discussion and agreement between the Charity Finance Manager and External Audit colleagues), and
- (3) requested that the Charity Finance Manager / Interim Head of Fundraising submit revised guidance from the Charity Commission to the next meeting of the Charitable Funds Committee for information.

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CFM/
IHoF

Recommended – that (A) the Charity Annual Accounts and Annual Report for 2017/18 be recommended onto the Trust Board, as Corporate Trustee, for adoption (noting the unqualified audit opinion) as its meeting on 10 January 2019, subject to any comments from the Audit Committee meeting being held on 11 January 2019, with submission then to the Charity Commission by the required deadline of 31 January 2019,

CFC/FC

(B) the timing of submission of the Charity Annual Accounts and Annual Report to the CFC be brought forward in future years, submitting a proposed timetable for 2018/19 and forthcoming financial years to a future meeting of the Charitable Funds Committee (following discussion and agreement between the Charity Finance Manager and External Audit colleagues), and

FC

(C) the Charity Finance Manager / Interim Head of Fundraising be requested to submit revised guidance from the Charity Commission to the next meeting of the Charitable Funds Committee for information.

CFM/
IHoF

RESOLVED ITEMS

38/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms C Fox, Chief Nurse.

39/18 MINUTES

Resolved – that the Minutes of the 4 October 2018 Charitable Funds Committee meeting (papers A1 and A2 refer) be confirmed as a correct record.

40/18 MATTERS ARISING FROM THE MINUTES

40/18/1 Matters Arising

Paper B detailed both the actions from the most recent meeting, and also any which remained outstanding from previous Committee meetings. The contents of paper B were received and noted.

Resolved – that the contents of paper B be received and noted.

41/18 APPROVALS

41/18/1 Report from the Head of Fundraising

Resolved - that this Minute be classed as confidential and reported in private accordingly.

41/18/2 Items for Approval

Paper F, as presented by the Charity Finance Manager, detailed the grant applications received since the last Charitable Funds Committee meeting, all of which had been reviewed as per the agreed guidelines determined by the Committee. All applications fell within the scope of the fund, were affordable and had been appropriately authorised by the fund managers and CMG Leads. A summary of the general purposes fund had been included for reference, with specific note made of the low level of funds now held within the

general purpose fund.

Appendix 1 of paper F detailed applications totalling £108k, which had been approved by the Charity Finance Manager under the Scheme of Delegation and these did not, therefore, require Charitable Funds Committee approval. There had been no applications rejected since the last meeting.

The Committee undertook detailed consideration of the following applications for funding from general purpose charitable funds (section 2.5 of the report refers) and specific charitable funds (section 2.6 of the report refers) which did not require specific Trust Board approval as they were under £50k and therefore within the delegated limits of the Charitable Funds Committee to authorise:-

- (i) application number 7054 (appendix 2 refers) was an application for £2675 from the general purpose fund for the purchase of fencing for the Secret Garden Project at the Glenfield Hospital - following consideration, the Committee agreed to defer consideration of this application given the Committee's view that this should be funded from the restricted fund established for this project and not from general purpose funds, subject to any information forthcoming from the applicant which may cause the Committee to re-consider its decision; **CFM**
- (ii) application number 7044 (appendix 3 refers) was an application for £11,399 from a specific CMG fund for the purchase of ambulatory monitoring devices for cardiac investigations at the Glenfield Hospital funded from a specific donation – following consideration, the Committee approved this application, subject to the awaited confirmation from the Medical Equipment Panel Chair; **CFM**
- (iii) application number 7051 (appendices 4a and 4b refer) was an application for £30,071 from a specific CMG fund for the creation of a complementary therapies room on Ward 27 LRI (Our Space) – following consideration, the Committee approved this application. **CFM**

The Committee also approved the establishment of new fund Q846 (Secret Garden Appeal), Section 3.1 of the report referred.

Resolved – that (A) the contents of paper F and its appendices be received and noted,

(B) consideration of application 7054 be deferred given the Committee's view that this should be funded from the restricted fund established for this project and not from general purpose funds, subject to any information forthcoming from the applicant which may cause the Committee to re-consider its decision; **CFM**

(C) application 7044 be approved, subject to the awaited confirmation from the Medical Equipment Panel Chair; **CFM**

(D) application 7051 be approved, and **CFM**

(E) the establishment of new fund Q846 be approved. **CFM**

42/18 FUNDRAISING

42/18/1 Report from the Head of Fundraising

Resolved – that this Minute be classed as confidential and reported in private accordingly.

42/18/2 Fundraising Update – Performance Report

Paper I, as presented by the Head of Fundraising, detailed recent and promotional activities, plus upcoming events and plans with contributions to the report from different members of the Fundraising Team.

In discussion on this item, members made note of the major events recently supported by the fundraising team, including the 5000-1 remembrance walk in memory of Khun Vichai, which had raised over £11,000.

Resolved – that the contents of this report be received and noted.

43/18 CHARITY GOVERNANCE

43/18/1 Finance and Governance Report

The Charity Finance Manager presented paper J, which detailed an update on the Charity's financial position for the period ending 31 October 2018, including analysis of the general purposes fund, with the current available balance after commitments being £37k.

Members received and noted the contents of this report and briefly discussed the likelihood of any potential donations to the general purpose fund from legacies or other such income.

Resolved – that the contents of this report be received and noted.

43/18/2 Investment Update

The Charity Finance Manager presented paper K, which detailed an update on the Charity's investment portfolio as at the end of October 2018, together with up to date performance summaries.

Resolved – that the contents of this report be received and noted.

44/18 ANY OTHER BUSINESS

44/18/1 Item for Approval – Application for Refurbishment of Ward 28 for Children's Medical Day Care Unit (CDCU) and Children's Hospital School (CHS)

An application was tabled at the meeting seeking CFC approval (for onward recommendation onto the Trust Board in light of the value of the application) for the refurbishment of Ward 28 for Children's Medical Day Care Unit (CDCU) and Children's Hospital School (CHS).

Due to the fact that members had not received prior sight of the paperwork relating to this application, it was agreed that a small sub-group of CFC members would meet after the Trust Board Thinking Day on 13 December 2018 to review its contents and make a recommendation to CFC members to agree, outside the meeting, via email (recommending onto the Trust Board for formal approval where appropriate).

**Sub-
group of
CFC**

It was also agreed that the Interim Head of Fundraising, supported by the Chief Financial Officer and the Director of Strategy and Communications, would provide any additional relevant background information to the above-referenced matter to Trustees ahead of their scheduled meeting on 13 December 2018.

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Resolved – that (A) the contents of this report be received and noted,

(B) a small sub-group of CFC members be requested to meet after the Trust Board Thinking Day on 13 December 2018 to review the contents of this application and make a recommendation to CFC members to agree, outside the meeting, via email (recommending onto the Trust Board for formal approval where appropriate), and

**Sub-
group of
CFC**

(C) the Interim Head of Fundraising, supported by the Chief Financial Officer and the Director of Strategy and Communications, be requested to provide any additional relevant background information to the above-referenced matter to Trustees ahead of their scheduled meeting on 13 December 2018.

**IHoF/
CFO/
DSC**

44/18/2 Heartwise Resuscitation Training Programme Update

A report relating to Heartwise was tabled for consideration by the Charitable Funds Committee.

Due to the fact that members had not received prior sight of the paperwork relating to this matter, it was agreed that a small sub-group of CFC members would meet after the Trust Board Thinking Day on 13 December 2018 to review its contents and make a recommendation to CFC members to agree, outside the meeting, via email.

Sub-group of CFC

It was also agreed that the Interim Head of Fundraising, supported by the Chief Financial Officer and the Director of Strategy and Communications, would provide any additional relevant background information to the above-referenced matter to Trustees ahead of their scheduled meeting on 13 December 2018.

IHoF/
CFO/
DSC

Resolved – that (A) the contents of this report be received and noted,

(B) a small sub-group of CFC members be requested to meet after the Trust Board Thinking Day on 13 December 2018 to review the contents of this report and make a recommendation to CFC members to agree, outside the meeting, via email, and

Sub-group of CFC

(C) the Interim Head of Fundraising, supported by the Chief Financial Officer and the Director of Strategy and Communications, be requested to provide any additional relevant background information to the above-referenced matter to Trustees ahead of their scheduled meeting on 13 December 2018.

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CFO/
DSC

44/18/3 Head of Fundraising post and Director of Fundraising post

The Director of Strategy and Communications noted that today was the last working day for Mr Tim Diggle, Head of Fundraising, who was leaving the Leicester Hospitals Charity to take up another post elsewhere. The Committee paid tribute to Mr Diggle for the significant contribution he had made to the Charity during his time in post (approaching ten years) and expressed their sincere thanks to him in this respect, wishing him well for the future.

The Director of Strategy and Communications also briefed the Committee of the recent appointment of a new Director of Fundraising, whom it was anticipated would take up post in late January / early February 2019. It was further noted that Mr Kamlesh Mistry, Community and Events Fundraising Manager, would be acting as Interim Head of Fundraising during the intervening period.

Resolved – that this verbal information be noted.

45/18 **DATE OF NEXT MEETING**

Resolved – that the next meeting of the Charitable Funds Committee be held on Thursday 7 February 2019 from 2 – 4pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 3.24pm.

Gill Belton
Corporate and Committee Services Officer

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

Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>I Crowe</i>	5	4	80	<i>B Patel (Chair)</i>	5	4	80
<i>C Fox</i>	2	1	50	<i>K Singh (ex-officio)</i>	5	4	80

<i>A Johnson</i>	5	5	100	<i>P Traynor</i>	5	5	100
<i>E Meldrum (until Sept 18)</i>	2	0	0				

Non-Voting Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>	<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% attendance</i>
<i>T Diggle</i>	5	5	100	<i>S Ward</i>	5	5	100
<i>D Gorrod</i>	5	5	100	<i>M Wightman</i>	5	5	100
<i>N Sone / T Blick</i>	5	5	100	<i>J Woolley</i>	5	5	100
<i>C Sutton</i>	5	0	0				