

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE VIRTUAL MEETING HELD ON
FRIDAY 6 AUGUST 2021 AT 9.30AM**

Present: Mr B Patel – Non-Executive Director (Chair)
Ms C Fox – Chief Nurse
Mr A Johnson – Non-Executive Director and Finance and Investment Committee Non-Executive Director Chair

In Attendance: Mrs G Belton – Corporate and Committee Services Officer
Ms L Davies – Director of Leicester Hospitals Charity
Mr G George – Interim Director of Corporate and Legal Affairs
Mr S Linthwaite – Deputy Director of Finance
Mr K Mucheke – Financial Accountant
Mr M Wightman – Director of Strategy and Communications
Ms J Woolley – Charity Finance Manager

RESOLVED ITEMS

ACTION

28/21 APOLOGIES FOR ABSENCE

There were no apologies for absence.

29/21 DECLARATIONS OF INTEREST

Mr B Patel, Non-Executive Director (CFC Chair) and Mr A Johnson, Non-Executive Director, declared their positions as voting members of the UHL NHS Trust Board. Mr A Johnson, Non-Executive Director, also declared his position as Non-Executive Director Chair of Trust Group Holdings Ltd. As these were judged by the Committee to be non-prejudicial interests, both remained present at the meeting.

30/21 MINUTES

Resolved – that the Minutes of the 18 June 2021 Charitable Funds Committee (CFC) meeting be confirmed as a correct record (papers A and A1 refer).

31/21 MATTERS ARISING

Paper B detailed progress on actions from previous CFC meetings, the contents of which were received and noted.

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)

32/21 KEY ISSUES FOR DISCUSSION AND DECISION

32/21/1 Items for Approval

Paper C, as presented by the Charity Finance Manager, sought approval for grant applications received since the June 2021 Charitable Funds Committee (CFC) meeting, noting the CFC's remit to approve bids up to £50,000. Bids above £50,000 required recommending for Trust Board approval as Corporate Trustee. Decision-making on bids below £10,000, within an agreed overall programme, was delegated to the Charity Finance Manager and was shown in appendix 1 of the report [27 applications totalling £28k]. No applications had been rejected.

One application for approval was presented to the Committee, which was application number 7913 (appendix 2 of the paper C refers – an application for £17,256 from the Cardio-Respiratory Benefit Fund [CFB1] for the purchase of specific medical equipment for the purpose of thoracic ultrasound procedures). The Committee approved this application, specifically noting that this purchase was supported by the Trust's Medical Equipment Team.

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

33/21 ITEMS FOR ASSURANCE

33/21/1 Investment Update Report

The Charity Finance Manager presented paper D, which provided an update on the investment portfolio held by Leicester Hospitals Charity and managed by the Investment Managers, the contents of which were received and noted. It had originally been intended that a representative of Brewin Dolphin Investment Management Firm would attend today's meeting to discuss the Charity's investments in more detail, however his attendance had been deferred by the CFC Chair until the new incoming Non-Executive Directors and Executive Directors were in post. The CFC Chair noted his hope to hold a Trust Board Development Day once all of the new Board members were in post in order to discuss the Charity in greater depth. If this Development Day could be held before the next planned Charitable Funds Committee meeting in October 2021, then it was intended to invite a representative of Brewin Dolphin to that event. If not, then it was intended to invite a representative of Brewin Dolphin to the next Charitable Funds Committee meeting in October 2021. Particular items for discussion with the Investment Managers were noted to be Leicester Hospitals Charity's benchmarked position against other comparative Charities in terms of investments and also consideration regarding investment in funds rather than individual equities.

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

(B) the CFC Chair and Charity Finance Manager be requested to invite a representative of Brewin Dolphin to the next Charitable Funds Committee meeting in October 2021 (unless invited to a Trust Board Development Day beforehand), and

CFC
Chair /
CFM

(C) the Charitable Funds Committee be requested to consider, in future discussion with Brewin Dolphin, whether greater investment in funds, as opposed to individual equities, would be beneficial for the Charity in future.

CFC

33/21/2 Finance and Governance Report

Ms J Woolley, Charity Finance Manager, presented paper F, which provided an update on the financial position for the period ending 30 June 2021, including an update on the general purposes fund, which now included the balance of the Covid response appeal that had been closed. The income for the year to-date was £1,372k; £342k above plan. Expenditure of £475k was £932k below plan mainly due to an underspend on grant expenditure. The current available balance in the General Purposes Fund after commitments was £574k. The contents of this report were received and noted.

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

33/21/3 Fundraising Performance Update

The Director of Leicester Hospitals Charity presented paper F, which provided a general update on fundraising activity within the Trust, noting that the Charity was a third of the way towards its total fundraising target after the first quarter. Less donations had been received, which was a likely consequence of reduced footfall in the Trust as a result of the Covid-19 pandemic, combined with the fact that donations to assist the Trust in relation to Covid-19 had largely ceased. The on-line Butterfly Walk had proven to be very successful; raising more on-line than was usually the case when held in person. In view of this, it was noted that it would be helpful to review how this event was held in future years. An NHS Heroes Gala Ball was due to be held at the end of November 2021 and Committee members were requested to refer onto the Director of Leicester Hospitals Charity the details of any companies interested in a table at the event. Also discussed were potential Trust contacts for the Director of Leicester Hospitals Charity in further promoting the Ball. It was also agreed that the CFC Chair would raise the issue of Board members having and hosting tables at the Charity's Annual Balls at the next Trust Board meeting in September 2021.

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

(B) CFC members be requested to refer any companies interested in hosting a table at the NHS Heroes Gala Ball onto the Director of Leicester Hospitals Charity, and

CFC
Members

(C) the CFC Chair be requested to raise the issue of Board members having and hosting tables at the annual Charity Balls, as a means of supporting Leicester Hospitals Charity, at the next Trust Board meeting.

CFC
Chair

33/21/4 Report from the Director of Leicester Hospitals Charity

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

34/21 ITEMS FOR NOTING

34/21/1 Charity Annual Report and Accounts 2019/20

The Charity Annual Report and Accounts 2019/20 (paper H refers) were received and noted for information only; these having been formally approved at the special Trust Board meeting on 15 July 2021. Particular thanks were expressed to Ms J Woolley, Charity Finance Manager, for her hard work in this respect.

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

35/21 ANY OTHER BUSINESS

There were no further items of business.

36/21 Resolved – that the next meeting of the Charitable Funds Committee be held on Friday 15 October 2021 (9.30am – 11.30am).

The meeting closed at 9.52am

Gill Belton – Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (2021/22 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Patel (Chair)</i>	3	3	100	<i>C Fox</i>	3	3	100
<i>I Crowe (until July 21)</i>	2	2	100	<i>S Lazarus</i>	3	0	0
<i>A Johnson</i>	3	3	100				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>L Davies</i>	3	3	100	<i>S Ward (until Jul 21)</i>	2	1	50
<i>G Gilbert (from Aug 21)</i>	1	1	100	<i>M Wightman</i>	3	3	100
<i>K Mucheke</i>	3	2	67	<i>J Woolley</i>	3	3	100
<i>C Sutton</i>	3	0	0				