

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST****MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON  
FRIDAY 21 JUNE 2024 AT 9:30AM**

**Present:** Professor T Robinson – Non-Executive Director (Chair)  
Mr M Farmer – Associate Non-Executive Director  
Ms J Hogg – Chief Nurse  
Mr J MacDonald – Trust Chairman

**In Attendance:** Ms K Chung – Deputy Head of Financial Accounting  
Ms B Cassidy – Director of Corporate and Legal Affairs  
Ms D Dobosz – Junior Financial Management Assistant  
Mrs H Majeed – Corporate and Committee Services Officer  
Ms S Patel – Acting Head of Charity  
Ms M Smith – Director of Communication and Engagement  
Ms S Sethi – Head of Financial Accounting

**22/24** **RECOMMENDED ITEMS**

22/24/1 Report from the Deputy Head of Financial Accounting

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

22/24/2 Charitable Funds Committee Annual Report 2023-24

CFC considered and endorsed the 2023-24 annual report (paper H refers) into the effectiveness of the Committee, noting the below comments, and recommended it for Trust Board approval. The information contained within the report aimed to provide CFC itself and the Trust Board with assurance on an annual basis that CFC meetings had covered all essential areas within its remit which were also aligned with best practice and CFC's terms of reference.

The Director of Corporate and Legal Affairs commented that there was a much wider piece of work around charity governance that needed to be undertaken. One of the recommendations following the review of the Charity would be the need for an external review of (a) the responsibilities and duties as a Corporate Trustee, and (b) the functioning of the CFC. In addition of this, a review of the application process, delegated limits and reestablishing the requirement for impact reports was also recommended.

**Recommended** – the 2023/24 CFC annual report be endorsed and recommended for Trust Board approval as Corporate Trustee.

**RESOLVED ITEMS****23/24** **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms V Bailey, Non-Executive Director and Ms J Woolley, Charity Finance Manager.

**24/24** **CONFIRMATION OF QUORACY**

The meeting was confirmed to be quorate.

**25/24** **DECLARATIONS OF INTEREST**

Professor T Robinson Non-Executive Director (CFC Chair), Mr M Farmer, Associate Non-Executive Director, Ms J Hogg Chief Nurse 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.

**26/24 MINUTES**

**Resolved – the Minutes of the 17 April 2024 (papers A1 & A2) meeting be confirmed as a correct record.**

**27/24 MATTERS ARISING**

Paper B updated the Charitable Funds Committee on progress against previous actions. Any updates now provided would be reflected in the next iteration of the log.

**Resolved – that the discussion on the matters arising log (paper B) and any associated actions be updated accordingly.**

**28/24 KEY ISSUES FOR DISCUSSION/DECISION**

**28/24/1 Investment Management Update including Procurement Update: Investment Managers Contract**

The investment losses of £34k for 2024/25 (as of 31<sup>st</sup> May 2024) were noted as listed in paper C. It was agreed that there should be two signatories to authorise any amendments and changes to the Investment Managers' account – one would be Professor, T Robinson, Non-Executive Director/Chair of CFC. The Director of Corporate and Legal Affairs undertook to confirm the second signatory outwith the meeting.

**DCLA**

The Committee was required to review and approve the investment strategy before work could commence to procure a new investment manager contract. The following suggestions to the Investment Strategy were made: -

- Term of appointment – three years with an option to extend at least on one occasion, by mutual consent for a set period;
- Ethical restrictions – currently, the strategy stated that ‘the Trustees do not wish to invest in companies whose principal activities are tobacco related.’ It was suggested that consideration be given to including alcohol, modern slavery, gambling, sustainability (net zero carbon perspective), firearms, vaping, infant formula, predatory lending etc. The wording of section 6.12 (ethical restrictions) of the investment strategy be reviewed and presented for approval to CFC. This same approach be used in respect of receiving donations and the charity related policies be updated to reflect the change once the wording of the investment strategy was approved, and
- an additional bullet point under the ‘Appointment’ sub-section be included in terms of a robust process of investment managers’ appointment itself, reflecting on a similar process around the appointment of Trust auditors.

**DHFA/  
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AHoC**

**Resolved – that (A) the Director of Corporate and Legal Affairs be requested to confirm the second signatory outwith the meeting – 2 signatories were required to authorise any amendments and changes to the Investment Managers’ account – one would be Professor, T Robinson, Non-Executive Director/Chair of CFC, and**

**DCLA**

**(B) the following amendments be made to the Investment Strategy: -**

- Term of appointment – three years with an option to extend at least on one occasion, by mutual consent for a set period;
- Ethical restrictions – currently, the strategy stated that ‘the Trustees do not wish to invest in companies whose principal activities are tobacco related.’ It was suggested that consideration be given to including alcohol, modern slavery, gambling, sustainability (net zero carbon perspective), firearms, vaping, infant formula, predatory lending etc. The wording of section 6.12 (ethical restrictions) of the investment strategy be reviewed and presented for approval to CFC. This same approach be used in respect of receiving donations and the charity related policies be updated to reflect the change once the wording of the investment strategy was approved, and
- an additional bullet point under the ‘Appointment’ sub-section be included in terms of a robust process of investment managers’ appointment itself, reflecting on a similar process around the appointment of Trust auditors.

**DHFA/  
CFM/  
DCLA/  
AHoC**

28/24/2 Report from the Director of Corporate and Legal Affairs

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

28/24/3 Report from the Director of Corporate and Legal Affairs

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

## 29/24 ITEMS FOR ASSURANCE

29/24/1 Finance and Governance Report

The Committee noted the Charity's year to date income of £91k was £117k below plan mainly due to fewer major gifts and trust & foundation income than expected. The year-to-date expenditure of £175k was £221k below plan due to lower grant expenditure than expected. The report showed an overall net decrease in funds of £150k, giving a closing balance of the Charity's funds (at month 1) of £7,670k. The cost of outstanding commitments relating to previously approved applications was £2,005k as of 30 April 2024. At month 1 (after commitments), the General Purposes fund available balance was £787k as outlined in paper F.

**Resolved** – that the report be received and noted.

29/24/2 Charity Performance Report 2023/24 – Month 1 and 2

CFC was briefed on the performance of the Charity against targets and KPIs (paper G refers). A brief update on the status of some appeals/projects was provided. The Committee received and noted the contents of this report.

**Resolved** – that the report be received and noted.

## 30/24 ANY OTHER BUSINESS

The following updates were made: -

- All applications requiring estates work to be taken through the Interim Director of Estates, Facilities and Sustainability – this was agreed by the Chief Nurse;
- Members congratulated Ms S Patel, Acting Head of Charity for being nominated for Compassionate and Inclusive Leader Award;
- Mr J Macdonald, Trust Chair's last CFC meeting at UHL – members thanked him for his contribution to the Committee, and
- The CFC congratulated Mr R Mitchell, Chief Executive for featuring on HSJ's Top Chief Executives list.

CFM

**Resolved** – that the verbal update be noted, and any associated actions be taken forward accordingly.

CFM

## 31/24 ITEMS FOR THE ATTENTION OF THE TRUST BOARD

**Resolved** – there were no items for the attention of the Trust Board.

## 32/24 DATE OF NEXT MEETING

**Resolved** – that the next Charitable Funds Committee meeting be held on Friday 16 August 2024 from 9.30 – 11.30am.

The meeting closed at 11.20am

Hina Majeed, **Corporate and Committee Services Officer**

### Cumulative Record of Members' Attendance (2024/25 to date):

#### Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
T Robinson (Chair)	2	2	100	J Hogg	2	2	100

<i>V Bailey</i>	2	1	50	<i>J MacDonald</i>	2	1	50
<i>M Farmer</i>	2	1	50				

*Non-Voting Members*

<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>	<b>Name</b>	<b>Possible</b>	<b>Actual</b>	<b>% attendance</b>
<i>N Bond</i>	1	1	100	<i>M Smith</i>	2	2	100
<i>B Cassidy</i>	2	2	100	<i>Z Safdar/S Sethi/ K Chung/ J Woolley</i>	2	2	100
<i>S Patel</i>	2	2	100				