

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 16 AUGUST 2024 AT 9:30AM**

Present: Professor T Robinson – Non-Executive Director (Chair)
Ms S Burton – Deputy Chief Nurse (on behalf of Chief Nurse)
Mr M Farmer – Associate Non-Executive Director
Mr A Moore – Trust Chairman

In Attendance: Ms B Cassidy – Director of Corporate and Legal Affairs
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

RESOLVED ITEMS**33/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms V Bailey, Non-Executive Director, Ms K Chungh, Deputy Head of Financial Accounting, Ms J Hogg, Chief Nurse, and Ms J Woolley, Charity Finance Manager.

34/24 CONFIRMATION OF QUORACY

The meeting was confirmed to be quorate.

35/24 DECLARATIONS OF INTEREST

Professor T Robinson Non-Executive Director (CFC Chair), Mr M Farmer, Associate Non-Executive Director and Mr A Moore, 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.

Ms S Burton, Deputy Chief Nurse having declared a conflict of interest in relation to part of item 38/24/1 took no part in the discussion.

36/24 MINUTES

Resolved – the Minutes of the 21 June 2024 (papers A1 & A2) meeting be confirmed as a correct record.

37/24 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.

38/24 KEY ISSUES FOR DISCUSSION/DECISION

38/24/1 Report from the Head of Financial Accounting

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

38/24/2 Report from the Director of Corporate and Legal Affairs

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

38/24/3 Report from the Director of Corporate and Legal Affairs

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

39/24 ITEMS FOR ASSURANCE

39/24/1 Finance and Governance Report

The Committee noted the Charity's year to date income of £869k was £245k ahead of plan mainly due to legacy income and donations received. It was noted that major gifts and trust & foundation income was lower than expected, however, from a fundraising perspective in relation to major gifts, some interim plans were in place to make improvements. Interim appointments for the impending vacant posts were being considered. The year-to-date expenditure of £1,188k was £724k below plan due to lower grant expenditure than expected. The report showed an overall net increase in funds of £427k, giving a closing balance of the Charity's funds (at month 3) of £8,246k. The cost of outstanding commitments relating to previously approved applications was £1,994k as of 30 June 2024. At month 3 (after commitments), the General Purposes fund available balance was £1,497k as outlined in paper E.

Members made the following suggestions in respect of this report: -

- (a) a dashboard be provided so there was visibility re. position in terms of targets;
- (b) consideration be given to developing a 'Variance and Reserves Policy'.

**CFM
AHOc**

Resolved – that (A) the report be received and noted;

(B) the Charity Finance Manager to provide a dashboard so there was visibility re. position in terms of targets, and

CFM

(C) the Acting Head of Charity to consider development of a 'Variance and Reserves Policy'.

AHOc

39/24/2 Charity Performance Report 2023/24 – Months 3 and 4

CFC was briefed on the performance of the Charity against targets and KPIs (paper F refers). A brief update on the status of some appeals/projects was provided. The Committee received and noted the contents of this report. In discussion, it was agreed that an extraordinary CFC meeting be scheduled in late September 2024 to discuss and approve plans for 2024 Christmas Appeal. In addition to this, an analysis/review of the 2024 Spring Appeal was requested to be presented to CFC in October 2024. In future years, 'Lessons learned from the Spring Appeal' and 'Design of the Christmas Appeal' was requested to be provided to the August CFC meeting so that there was sufficient time to discuss and make any amendments. A summary of data collected as part of the Supporter Survey was requested to be provided to the October 2024 CFC. Focus on driving up gift-aid contributions through any future communications was also suggested. The Committee specifically recorded their gratitude to the Leicester Hospitals Charity team and noted the team's achievements in clearly quite difficult and challenging circumstances.

AHOc

AHOc

Resolved – that (A) the report be received and noted;

(B) the Acting Head of Charity to schedule an extraordinary CFC meeting in late September 2024 to discuss and approve plans for 2024 Christmas Appeal;

AHOc

(C) the Acting Head of Charity to present an analysis/review of the 2024 Spring Appeal to CFC in October 2024, and

AHOc

(D) the Acting Head of Charity to present a summary of data collected as part of the Supporter Survey to CFC in October 2024.

AHOc

39/24/3 Investment Update Report

The investment gain of £9k for 2024-25 (as of 31st July 2024) was noted (paper G refers).

The following queries were requested to be sent to the Investment Managers in order that a specific response could be provided when they were due to attend the CFC meeting in-person in October 2024.

- (i) explanation as to the reason for significant amount of investment in bonds;
- (ii) what was the plan in relation to investment in property, given that it was currently loss making;
- (iii) the cash invested did not seem to be making any interest gains – what was the reason for this;
- (iv) what was the target return on investments;
- (v) how did the investment portfolio benchmark against the market and other ethical funds, and
- (vi) more detail/ dashboard showing what a risk of five looks like.

Resolved – the Head of Financial Accounting to forward the above queries to the Investment Managers in order that a specific response could be provided when they were due to attend the CFC meeting in-person in October 2024.

HFA

40/24 ANY OTHER BUSINESS

40/24/1 Recommendations from the Halpin Review

Members were advised that this report was now available, and an initial de-brief session had taken place on 14 August 2024. The Director of Corporate and Legal Affairs undertook to circulate the report to Non-Executive Directors (NEDs). An additional presentation would be scheduled for the Trust Chairman, Chief Executive and NEDs. Further to this, the report would be presented to Trust Board, as Corporate Trustee, for formal approval in October 2024.

Resolved – that the verbal update be noted, and the following actions be taken forward by the Director of Corporate and Legal Affairs, accordingly: -

DCLA

- To circulate this report to Non-Executive Directors (NEDs).
- To schedule an additional presentation for the Trust Chairman, Chief Executive and NEDs to discuss this report.
- Further to the above actions, the report be presented to Trust Board, as Corporate Trustee, for formal approval in October 2024.

41/24 ITEMS FOR THE ATTENTION OF THE TRUST BOARD

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

42/24 DATE OF NEXT MEETING

Resolved – that the next Charitable Funds Committee meeting be held on Friday 18 October 2024 from 9.30 – 11.30am.

The meeting closed at 11.32am

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)	3	3	100	J Hogg	3	2	67
V Bailey	3	1	33	J MacDonald (until end of June 2024)	2	1	50
M Farmer	3	2	67	A Moore (from August 2024)	1	1	100

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
N Bond	1	1	100	M Smith	3	3	100

<i>B Cassidy</i>	3	3	100	<i>Z Safdar/S Sethi/ K Chung/ J Woolley</i>	3	3	100
<i>S Patel</i>	3	3	100				