

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 16 FEBRUARY 2024 AT 9.30 AM**

Present: Ms V Bailey – Non-Executive Director (Acting Chair)
Mr M Farmer – Associate Non-Executive Director
Ms J Hogg – Chief Nurse
Mr J MacDonald – Trust Chairman

In Attendance: Ms B Cassidy – Director of Corporate and Legal Affairs
Ms A Moss – Corporate and Committee Services Officer
Ms S Patel – Acting Head of Charity
Ms S Sethi – Head of Financial Accounting
Ms J Woolley – Charity Finance Manager

01/24 RECOMMENDED ITEMS

01/24/1 Report from the Charity Finance Manager

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

01/24/2 Report from the Acting Head of Charity

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

RESOLVED ITEMS**02/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Professor T Robinson, Non-Executive Director (CFC Non-Executive Director Chair) and Mr M Simpson, Director of Estates, Facilities and Sustainability.

03/24 CONFIRMATION OF QUORACY

The meeting was confirmed to be quorate.

04/24 DECLARATIONS OF INTEREST

Mr J MacDonald, Trust Chairman and Ms V Bailey Non-Executive Director, 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.

05/24 MINUTES

Resolved – that, subject to the amendments above, the Minutes of the 15 December 2023 (papers A1 & A2) meeting be confirmed as a correct record.

06/24 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.

07/24 KEY ISSUES FOR DISCUSSION/DECISION

07/24/1 Report from the Charity Finance Manager

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

07/24/2 Ethical Giving - Revised wording for Fundraising Policy

The Acting Head of Charity presented paper E which proposed revised wording to the fundraising policy. The amendments sought to draw a distinction between sponsorship and donations and to state that sponsorship from tobacco, vaping-related and alcohol industries will not be solicited and/or accepted.

Mr M Farmer, Associate Non-Executive Director asked whether other industries that impacted on public health should be considered, for example those involved in fast food and gambling. Mr J McDonald, Trust Chairman, agreed and thought there should be wider discussion at the Trust Board. The Acting Head of Charity noted that gambling had been addressed in the policy and only the changes reflecting tobacco, vaping-related and alcohol agencies had been referenced in the report. It was agreed that the policy should be reviewed at a point in the future to consider the wider public health agenda.

(A)HoC

Resolved – that (A) the Fundraising Policy be agreed, as amended, and

(B) that the Fundraising Policy be reviewed with regard to the wider public health agenda.

(A)HoC

07/24/4 Appointment of Charity Auditors

The Charity Finance Manager noted that the Charity had engaged the same company to audit the annual accounts for the last five years. In line with best practice, she was working with Procurement to explore options for the Annual Accounts 2024/5.

Recommended – that report be noted.

07/24/5 Overhead Management on Restricted Funds

The Charity Finance Manager presented options with respect to apportioning the central overhead costs of the Charity.

The current practice was for overheads to be apportioned based on the average balance of the individual funds held. This method ensured funds with larger balances paid a higher proportion. All funds both restricted and unrestricted were charged. However, issues arose when donations made no allowance for overheads. The shortfall being met from a Clinical Management Group's (CMG) unrestricted fund. Whilst the donations had been relatively small it was affordable. However, in light of a few large donations which seemingly penalised the CMG concerned it was proposed to review the practice.

The Committee asked whether the overhead costs could be included when eliciting large donations, The Acting Head of Charity suggested that donors were reluctant to pay for administrative costs. She also noted that additional costs were incurred when the Trust was unable to use donations immediately, for example, funds raised for Leicester Diabetes Centre.

The report proposed two options. Option 1 was to continue to take any shortfall from other funds within the CMG, recognising that this may take funds from other planned activity. Option 2 was to charge any deficit, specifically arising from a restricted gift, to General Purposes.

The Committee agreed to option 2 as an interim measure, asked for a review of practice in other hospital charities and a further report with specific examples of the impact of the different options.

CFM

Resolved – that (A) as an interim measure, deficits arising from a restricted gift be met from the General Purposes Fund, and

(B) a further report be presented in six to nine months' time.

CFM

07/24/6 Charitable Funds Investment Manager Update

The Committee received an update on the investment portfolio held by the Charity noting investment gains for 2023/24 as at 31st January 2024 were £200k.

Resolved – that the report be received and noted.

07/24/7 Charitably-Funded Insurance Policies – Renewal 2024/25

The Director of Corporate and Legal Affairs sought approval to fund two insurance policies (paper I refers).

The Management Liability and Crime insurance covered losses arising from claims brought against officials and the Charitable Trust. It was designed to protect the charitable trust against dishonesty.

The Group Personal Accident insurance protected members of the Trust's Flying Squad and call out teams who sustained injury resulting in death or disablement.

The policies would expire on 31 March 2024 and the costs would not be finalised until mid-March 2024. As a broad indicator, the cost of the policies in 2023/24 were £3,053 and £5,600 respectively. The final costs would be reported to the next meeting.

The Committee considered the use of charitable funds for the Group Personal Accident insurance. Given the current operational pressures on Clinical Management Groups and the short time frame it was agreed to fund the policy for 2024/25. It was proposed to consider alternative funding sources for future years. It was noted that the Trust was not permitted to use exchequer funds to purchase commercial insurance for additional personal accident cover. The Committee suggested this be discussed with the Clinical Management Groups.

DCLA

Resolved – that (A) the insurances policies for 2024/25 be renewed.

(B) the provision of Group Personal Accident Insurance be discussed with the Clinical Management Groups.

DCLA

08/24 **ITEMS FOR ASSURANCE**

08/24/1 Charity Performance Report 2023/24 – Month 10

Mr J McDonald, Trust Chairman, noting the success of the Chemotherapy extension, asked how well the achievement had been promoted. He considered that more could be done to engage with clinicians and for them to advocate for the Charity. The Director of Corporate and Legal Affairs noted the plan to bring back a communication and engagement plan later in the year. She added that the relationship between the Trust and the Charity should be closer and that this was starting to change. There was regular liaison between the Charity and the Trust's Communication Department.

Resolved – that the report be received and noted.

08/24/2 Finance and Governance Report

With respect to the discussion earlier (Minute 01/24/2), the Charity Finance Manager noted that the report reflected the proportion of funding for Patient Benefit; Staff Benefit; Research and Capital (Medical Equipment & Estates) respectively.

Resolved – that the report be received and noted.

09/24 **ANY OTHER BUSINESS**

10/24 **ITEMS FOR THE ATTENTION OF THE TRUST BOARD**

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

10/24 DATE OF NEXT MEETING

Resolved – that the next Charitable Funds Committee meeting be held on Friday 19 April 2024 from 9.30 – 11.30am.

The meeting closed at 11.18 am

Alison Moss, **Corporate and Committee Services Officer**

Cumulative Record of Members' Attendance (2023/24 to date):

Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>T Robinson (Chair)</i>	6	4	66	<i>M Simpson</i>	6	4	66
<i>V Bailey</i>	6	5	83	<i>J MacDonald</i>	6	5	83
<i>J Hogg</i>	6	5	83				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
<i>B Cassidy</i>	6	6	100	<i>M Simpson</i>	6	4	66
<i>L Davies (until July 2023)</i>	1	1	100	<i>Z Safdar/S Sethi/ K Chung</i>	6	5	100
<i>S Patel (from December 2023)</i>	2	2	100	<i>C Sutton (observer only) (until July 2023)</i>	3	0	0
<i>M Smith (from December 2023)</i>	0	0	0				