

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF A VIRTUAL MEETING OF THE CHARITABLE FUNDS COMMITTEE (CFC) HELD ON
FRIDAY 20 JUNE 2025 AT 9:30AM**

Present: Professor T Robinson – Non-Executive Director (Chair)
Mr S Harris – Non-Executive Director
Ms J Hogg – Chief Nurse (for Minutes 28/25 and 38/25 to 43/25/1 inclusive)

In Attendance: Ms G Belton – Corporate and Committee Services Officer
Ms B Cassidy - Director of Corporate and Legal Affairs
Ms K Chungh – Lead Accountant, Financial Accounts
Ms S Patel – Acting Head of Charity
Ms S Sethi – Head of Financial Accounting
Ms C Wolfgang - Halpin Partnership Representative

RECOMMENDED ITEMS**28/25 CFC ANNUAL REPORT 2024/25**

The information contained within the CFC Annual Report 2024/25 (paper D refers - covering the period 1.4.24 to 31.3.25) provided assurance that CFC meetings had covered all essential areas within its remit, which were also aligned with best practice and its terms of reference.

Note was made of the on-going Charity Review, part of which would focus on the workings of the Charitable Funds Committee, roles and responsibilities etc.

The 2024/25 CFC Annual Report was endorsed and recommended for Trust Board approval and would be attached to the public CFC escalation report due to be presented to the Trust Board meeting on 14 August 2025 for this purpose.

Recommended – the CFC Annual Report 2024/25 be endorsed and recommended onto the Trust Board for formal approval at its meeting on 14 August 2025 (via attachment to the public Charitable Funds Committee Escalation Report).

**CFC NED
Chair /
CCSO**

29/25 FINANCE AND GOVERNANCE REPORT

The Lead Accountant presented paper E, which documented the financial position of Leicester Hospitals Charity as at 31 May 2025 compared to the previously agreed plan for the 2025/26 financial year, the contents of which were received and noted.

The income for the year to date of £142k was £307k below plan. This report now included a breakdown of reserves.

Particular discussion took place regarding forecasting, specifically the need for more accurate forecasting, acknowledging the likely peaks and troughs. An updated forecast would be provided for the next meeting of the Charitable Funds Committee.

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

(B) the Charity Finance Manager be requested to provide an updated forecast for the next meeting of the Charitable Funds Committee.

CFM

30/25 INVESTMENT MANAGEMENT UPDATE REPORT

The Committee received an update on the investment portfolio held by Leicester Hospitals Charity together with the latest performance information available (paper F refers, as presented by the Lead Accountant). Note was made that the risk profile was unchanged. The intention to pull down some of the funds to boost the cash available was also noted.

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

31/25 CHARITY PERFORMANCE REPORT – M1 & M2

The Acting Head of Charity presented paper G, which provided (1) an update on the performance of the Charity against targets and KPIs (2) a narrative to support the financials to ensure the Committee was sighted to the Charity's current activity across key fundraising streams: philanthropy (Major Gifts / Trust and Foundations, Legacy and Individual Giving), Corporate, Community and Events and (3) an update on key fundraising projects and strategic developments in order that the Committee was sighted to the work of the Charity and could potentially offer ways to engage networks.

The report covered months 1 and 2 of the 2025 / 26 financial year and described challenges regarding income generation and also team capacity. Robust plans were in place, aided by the strategy work on-going.

The new financial model enabled better decision-making, looking long-term at steady and sustainable growth. A first draft of the Strategic Framework had been presented to the Chief Executive and Chairman and further work continued in this respect, with the goal to submit the full framework to the Charitable Funds Committee for approval later in the year.

Improvements were evident in aligning fundraising priorities with Trust priorities and progress was being made in improving the visibility of the Charity; with the Charity prominently displayed on the Trust's new website.

Particular discussion took place regarding the likely timescale for approval of, and appointment to, critical posts and the need to move ahead at pace, once approval had been granted, was highlighted.

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

32/25 REPORT FROM HALPIN PARTNERSHIP REPRESENTATIVE

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

33/25 REPORT FROM THE DIRECTOR OF CORPORATE AND LEGAL AFFAIRS & THE ACTING HEAD OF CHARITY

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

34/25 REPORT FROM THE ACTING HEAD OF CHARITY

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

35/25 ANY OTHER BUSINESS

Recommended – that there were no further items of business.

36/25 ITEMS FOR THE ATTENTION OF THE TRUST BOARD

Recommended – that the following reports/discussion be highlighted to the Trust Board:

- (1) Minute 28/25 CFC Annual Report – for recommendation onto the Trust Board for approval, and
- (2) Minute 43/25/1 Report from the Charity Finance Manager – for the information of the Trust Board.

37/25 DATE OF NEXT MEETING

Recommended – that the next Charitable Funds Committee meeting be held on Friday 15 August 2025 from 9.30 – 11.30am.

RESOLVED ITEMS

38/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr N Bond, Interim Director of Estates and Facilities, Ms J Houghton, Non-Executive Director, Mr A Moore, Trust Chairman, Ms M Smith, Director of Communications and Engagement and Ms J Woolley, Charity Finance Manager.

39/25 CONFIRMATION OF QUORACY

The meeting was quorate for Minutes 28/25 and Minutes 38/25 to 43/25/1 only. Items for which the meeting was inquorate feature in the 'Recommended Items' section of these Minutes.

40/25 DECLARATIONS OF INTEREST

There were no specific declarations of interest.

41/25 MINUTES

The Minutes of the CFC meetings held on 1 April 2025 (paper A1) and 11 April 2025 (papers A2 and A3) were confirmed as a correct record.

Resolved – the Minutes of the CFC meetings held on 1 April 2025 (paper A1) and 11 April 2025 (papers A2 and A3) be confirmed as a correct record.

42/25 MATTERS ARISING

Paper B updated the Charitable Funds Committee on progress against previous actions. Specific discussion took place regarding action 4, Minute 39/24/1 from 16 August 2024 Charitable Funds Committee meeting and action 10 of 304/21/5 from the Trust Board meeting of 2 December 2021 (subsequently transferred to the Charitable Funds Committee), and relevant updates would feature in the next iteration of the CFC Matters Arising Log.

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

43/25 KEY ISSUES FOR DISCUSSION/DECISION

43/25/1 Report from the Charity Finance Manager

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

The meeting closed at 10.55am

Gill Belton - 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 Houghton (from January 2025)	3	2	67
M Farmer	0	0	0	A Moore (from August 2024)	3	2	67
J Hogg	3	2	67				

Non-Voting Members

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
N Bond (up to and including June 2025)	3	1	33	M Smith	3	1	33
B Cassidy	3	2	67	Z Safdar/S Sethi/ K Chung/ J Woolley	3	3	100
S Patel	3	3	100				