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Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

# **Annual Report of the Charitable Funds Committee 2021/22**

## 1.0 INTRODUCTION

In accordance with best practice and good governance, the Charitable Funds Committee produces an Annual Report to the Board setting out how the Committee has met its Terms of Reference during the financial year.

## 2.0 MEMBERSHIP

The Committee membership is six Members comprising an Independent Member Chair, Independent Member Vice Chair, a further Independent Member and three Executive Directors who are the Executive Nurse Director (Lead Executive), Executive Director of People and Culture and the Executive Director of Therapies and Health Science. In addition to the Membership, the meetings are also attended by the Director of Corporate Governance, the Director of Communications, Arts & Health Charity and the Deputy Finance Director. The Chair of the Board is not a Member of the Committee but attends at least once annually after agreement with the Committee Chair. Other Executive Directors are required to attend on an ad hoc basis.

## 3.0 MEETINGS & ATTENDANCE

The Committee met four times during the period 1 April 2021 to 31 March 2022. This is in line with its Terms of Reference.

The Charitable Funds Committee achieved an attendance rate of **75%** (80% is considered to be an acceptable attendance rate) during the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 as set out below:

	29/06/2021	21/09/2021	07/12/2021	01/03/2022	Attendance
Akmal Hanuk (Chair)	✓	✓	✓	✓	100%
Ceri Phillips (Vice Chair until 31 July 2021)	✓				100%
Mike Jones (Vice Chair from 1 August 2021))	✓	✓	✓	✓	100%
Sara Moseley	✓	X	X	✓	50%
Susan Elsmore	X	X	X	X	0%

Ruth Walker	✓	✓	✓	✓	100%
Fiona Jenkins	✓	✓	✓	X	75%
Rachel Gidman	X	X	X	X	0%
<b>Total</b>	<b>75%</b>	<b>57%</b>	<b>57%</b>	<b>57%</b>	<b>66%</b>

#### 4.0 TERMS OF REFERENCE

The Terms of Reference were reviewed by the Committee on the 1<sup>st</sup> March 2022 and approved by the Board on 31<sup>st</sup> March 2022.

#### 5.0 WORK UNDERTAKEN

The purpose of the Charitable Funds Committee is to provide advice to the Charity Trustee, with regards to the discharge of its duties and responsibilities for the Charitable Funds.

During the financial year 2021/22, the Charitable Funds Committee (“the Committee”) reviewed the following key items at its meetings:

- **Health Charity Financial Position & Investment Update.**

At each meeting, the Committee was advised of its responsibility for overseeing the financial management and stewardship of the Charitable Funds. The Charitable Funds Financial Position Report provided information on the year to date’s financial performance of the Cardiff and Vale Health Charity (“the Charity”) and assessed the forecast financial position of the Charity against commitments already made and investments.

At every meeting the latest income position of the Charity was provided to the Committee.

- **Over £25K bids for approval**

At each meeting a number of bids, where the value of each individual bid was over £25,000, were presented to the Committee for discussion and a/or approval. Each bid discussed by the Committee during the year, together with the outcome of the same, is listed below:

- Neurosciences – Electromyography (EMG) machine purchase – **declined.**

- Endowment Funds – Integrated Medicine – Clinical Trials Manager – **approved**.
- Our Health Meadow – ongoing development and staffing costs – **declined**.
- Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project – **approved** with an intention to backfill the committed funding via NHS Charities Together.
- Our Health Meadow (re-submitted) – **approved**.
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- Neurosciences – Electromyography (EMG) machine purchase (re-submitted) – **declined**.
- Brain and Brainstem Basis of Long COVID (BBB-COV) – **declined** with further information required.
- Welsh Transplant Game – 5-year funding – flexible funding between £25.000 and £40.000 – **approved**.
- Refurbishment of Resuscitation Training Room – whilst the bid was noted, it was agreed that an appropriate revenue route would be identified as opposed to a Charitable Funds route.
- Employee Wellbeing Service – **part approved** - the service would be underwritten for another Quarter whilst the Health Board and the Trustee considered its merit for investment.
- Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers: 12 Month Pilot Project – **approved**.
- **Fundraising Reports**

A Fundraising Report was provided to the Committee on a quarterly basis.

The reports covered the progress and activities of the Health Charity Appeals for the period 1st April 2021 – 31<sup>st</sup> March 2022.

The report outlined various appeals, staff lottery updates, fundraising activities and any significant donations received by the Charity.

- **Reporting Feedback on Successful CFC bids**

At each meeting, the Committee was advised of feedback from the bids that had previously been approved by the Committee. These included:

- Disposal of Rookwood Hospital
- Employee Wellbeing Service – In June 2019, the Board of Trustees had approved a bid for £352,586 over a two year period (i) double the number of counsellors within the Employee Wellbeing Service (EWS) and (ii) introduce a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).
- Bale Fund Expenditure – At a meeting held on 17th November 2020, the Charitable Funds Board of Trustees approved three bids for allocation from the donation of £500k received from Mr. and Mrs. Gareth Bale. During the year 2021/22 the Committee were updated upon and/or considered the following in relation to the Bale Fund Expenditure:-
  - Proactive Wellbeing Support for Staff and Managers - £282,000 - All costs to date (01/11/2021) were committed to salaries. Phase 2 would see the allocation of funding going towards interventions. The expectation was that all monies provided would be allocated within the timescale.
  - Provision of a Staff Haven at University Hospital Wales - £54,000 - All costs completed – balance of £5,754.44 remained which would be re-purposed and put towards the Make it Better Fund.
  - Long Covid-19 Rehabilitation: Keeping Me Well and Recovery - £164,000 - A content/structure audit was undertaken on the digital site, with anticipated completion by the end of 2021, following a main “comms” campaign in early 2022.

- **Staff Benefits Group Report**

Cardiff and Vale University Health Board Staff Benefits Group was established in 2017, to explore and co-ordinate discounts and benefits offered by external organisations for Health Board employees. The Staff Benefits Group would ensure and agree ‘best deals’ for staff and

in governance terms would report their work to the Committee and the Local Partnership Forum.

At each meeting, the Committee was informed of staff benefits discussed and agreed by the Group between April 2021 – March 2022. The last Staff Benefits Group meeting was held on 10th November 2021.

Staff benefits are displayed on a dedicated link on the Health Board's website intranet page.

- **Staff Lottery Bids Panel Report**

The Board of Trustees has delegated responsibility for the Staff Lottery Bids Panel to consider and approve Charitable Funds bids up to a maximum of £10,000.

The Small Bids process, which also allows bids up to a value of £250 to be fast tracked for approval, was formally agreed by the Committee at their meeting on the 19th September 2017.

The Charity was pleased to report that the Staff Lottery Scheme income continued to grow month on month. At the end of January 2022, there were 5,425 lottery numbers allocated in each draw pulled, throughout January which equated to £23,490 each month.

### **29th June 2021 Meeting**

During the 29 June 2021 meeting, the Committee noted the following items:

- **Health Charity Update Reports**

- Covid Income and Expenditure update – The Charity had received an exceptional amount of support since the start of the COVID-19 pandemic.

The Committee was advised that the Charity had received support from within the Health Board and from external fundraisers and supporters. It had also received several grants from NHS Charities Together.

- Supporting Staff Wellbeing Report – The report highlighted examples of how the Charity (including the Staff Lottery Bids Panel) had supported staff wellbeing through the generous donations received between April 2020 to March 2021. The report

focussed on how monies were spent to support the emotional and physical health and wellbeing of staff throughout the Health Board.

- **Prop Appeal Annual Fundraising Report**

The Prop Appeal was launched in 2008 to raise funds to help improve the overall experience and facilities for people receiving rehabilitation at Rookwood Hospital after suffering brain injury.

The Prop Appeal raises money to ensure facilities at Rookwood Hospital are as comfortable, welcoming and stimulating as possible for people during a very traumatic period. Every penny raised goes towards these making things better, and much of this fundraising is down to those who volunteer for The Prop Appeal.

The Committee was advised of the enhancements to patient services/environment provided to complement the core NHS services:

- Improved patient experience and outcomes
- Promoting health and wellbeing
- Promoting quality and safety in patient care through professional managed exercise sessions and complementary therapies.

- **Self-Assessment of Committee Effectiveness**

The Committee noted the results of the Committee Effectiveness Review for 2021 and agreed that the action plan for improvement would be completed by March 2022.

### **21<sup>st</sup> September 2021 Meeting**

During the 21 September 2021 meeting, the Committee discussed the following items for review and assurance:

- **Dormant Funds**

The Committee was provided with information on the Dormant Funds assessment for the year ending March 2021, including the proposed value of funds earmarked for transfer to General Reserves.

It was noted that there was circa £0.062million being proposed to transfer to General Reserve resulting from the Dormant Funds exercise for 2020/21.

- **Our Health Meadow**

The Committee was advised that the Our Health Meadow project had launched in 2015 and the plan was to create a unique and bespoke space that would become a legacy for generations to come.

It was noted that a relationship with the social enterprise, 'Down to Earth', had provided the project with a turning point and a plan for the next 2 years which included:

- A soft relaunch of the project in October/November 2021.
- Gather information from the consultations around the building.

Money for the project had also been secured through the Active Inclusion Fund which pertained to the development of relationships with those who had been disproportionately affected by Covid-19.

It was noted that the whole project was supported by various other charities.

During the 21 September 2021 meeting, the Committee noted the following items for information:

- **Charitable Funds Strategy Review**

The Charitable Funds Strategy 2019 – 2025 was approved by the Committee and the Board of Trustees in August 2020.

The strategy sets out a 5-year vision for planning, prioritising, engaging and communicating with staff, patients and volunteers of Cardiff and the Vale of Glamorgan to further develop and deliver a successful Charitable Fund benefitting the Health Board, its staff and patients.

The Committee supported the continued approach to implementing and delivering the Health Charity Strategy 2020 - 2025.

- **Health Charity Updates**

- Covid Income and Expenditure update (final report)
- Third Sector Grant Scheme
- Change Account Update



## **7<sup>th</sup> December 2021 Meeting**

During the 21 September 2021 meeting, the Committee discussed the following items for review and assurance:

- **Financial training session on Charitable Funds**

The Committee was provided with a refresh training session from the Deputy Director of Finance that explained the financial terminology associated with the Charitable Funds and how the financial data was collated and reported upon with reference to the Charity.

The training session focussed upon 7 main areas:

- Legal status and purpose
- Management of Charitable Funds
- Delegation of Funds
- Financial Performance
- Investment Management
- Reserves Policy
- Other Financial Matters and Good Governance.
- **Health Charity - Internal funding**

The Committee was advised of the preliminary costs of the fundraising team and were advised that a paper would be received at the March 2022 meeting.

- **Rookwood Hospital – Disposal Options & Update**

At the June 2021 meeting, the disposal of Rookwood Hospital was further discussed, and it was noted that there was now a need to progress the disposal following the re-provision of the Neuro and Spinal Rehabilitation services at University Hospital Llandough.

It was noted that the disposal of charitable assets, particularly land and property, are subject to stringent legal processes and that in order to guide the Charity Board of Trustee on the process, external legal advice on the proposed disposal had been obtained.

It was noted that at the Board of Trustees meeting in October 2021 it was agreed to:

- APPROVE the recommendation from the Trustees to progress with the disposal of Rookwood Hospital.
- SUPPORT the recommendation to make a Cy Pres Scheme application to change the objectives of the Charity once the UHB has the receipt from the disposal.
- INSTRUCT the Head of Capital Estates to progress the disposal of the now redundant parts of the Rookwood site.

During the 21 September 2021 meeting, the Committee noted the following items for information:

- **Health Charity Updates:**

- Wales and Africa - The Health Board has an ongoing commitment to support partnerships in sub-Saharan Africa. This was established in 2006 to support and encourage public sector organisations to share skills, establishing positive and collaborative working relationships and help to build stronger communities in Africa.
- Breast Centre Appeal – Annual Report - The Breast Centre at the University Hospital Llandough (UHL) celebrated its 10th Anniversary in 2020, having opened in 2010 to provide a “one stop shop” for patients requiring breast care services. At that time, an Appeal was launched with the support of the Committee, to raise funds to further enhance services available within the Centre.  
It was noted that the fundraising activity had continued to be very successful and was continually funding enhancements to patient care at the Breast Centre.

### **1<sup>st</sup> March 2022 Meeting.**

During the 1 March 2022 meeting, the Committee discussed the following items for review and assurance:

- **Charitable Funds Internal Costs**

The Committee received a detailed report outlining four areas of the Charitable Funds Internal Costs:

- Return on investment of staffing resource, primarily the fundraising team

- Overview of roles and responsibilities
- Feedback on the current direction of travel of Cardiff & Vale Health Charity
- Ensuring links to the Health Charity Strategy 2019-2025

The Committee was advised that the Health Charity had expanded the team and developed the support provided not just to the Health Charity but to the Cardiff and Vale University Health Board (The Health Board) as well.

The Committee was advised that a large proportion of Health Charity work was centered on the mission and objectives of the Health Board and added value in terms of staff benefits, engagement, improving the patient experience and the general wellbeing and morale of patients, staff and the wider community.

- **Pennies from Heaven**

The Committee was advised that that the Chief Executive Officer of 'Pennies from Heaven' had contacted the Health Charity by email in December 2021 expressing concern in relation to the Health Charity's 'In For A Penny' fundraising scheme because 'Pennies from Heaven' had liaised with the Health Board in 2012 to set up a scheme, of the same name, with donations benefiting four charities chosen by the Health Board.

It was noted that since October 2017, 'Pennie from Heaven' had not received donations and alleged that the Health Board has breached its contract.

The Committee was advised that upon completion of an investigation, a discussion had then taken place on 08.02.22 between the Health Charity and the CEO for 'Pennies in Heaven' where a goodwill payment of £500 being given to Pennies in Heaven was agreed.

The proposed payment of £500 was accepted.

During the 1 March 2022 meeting, the Charitable Funds Committee discussed the following items for approval/ratification:

- **Annual Accounts**
- **Arts Annual Report**
- **Events Planner**
- **Committee Annual Report 2020/21**

The Committee will reviewed and recommended the Committee Annual Report to the Board for approval.

- **Committee Terms of Reference 2020/21**

The Committee reviewed and recommended the Committee Terms of Reference to the Board for approval.

- **Committee Work Plan 2021/22**

The Committee reviewed, approved and recommended the Committee Work Plan to the Board for approval.

During the 1 March 2022 meeting, the Committee noted the following items for information:

- **Health Charity Updates:**

- Our Health Meadow
- Legacies
- Food Sense Wales.

## **6.0 REPORTING RESPONSIBILITIES**

The Committee has reported to the Board after each of its Committee meetings by presenting a summary report of the key discussion items at the Committee. The report is presented by the Chair of the Charitable Funds Committee.

## **7.0 OPINION**

The Committee is of the opinion that the draft Charitable Funds Committee Report 2021/22 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

**Akmal Hanuk**

**Committee Chair**