

Confirmed Minutes of the Board of Trustee Meeting
Tuesday 17th November – 14:00 – 16:00
Via MS Teams

Present

Charles Janczewski	CJ	Trustee & UHB Chair
Christopher Lewis	CL	Trustee & Interim Executive Director of Finance
Martin Driscoll	MD	Trustee & Executive Director of Workforce & Organisational Development
Susan Elsmore	SE	Trustee & Independent Member – Local Authority
Michael Imperato	MI	Trustee, UHB Vice Chair & Independent Member – Legal
Fiona Jenkins	FJ	Trustee & Executive Director of Therapies & Health Sciences
Fiona Kinghorn	FK	Trustee & Executive Director of Public Health
Sara Moseley	SM	Trustee & Independent Member – Third Sector
John Union	JU	Trustee & Independent Member - Finance
Dr Rhian Thomas	RT	Trustee & Independent Member – Capital and Estates
Eileen Brandreth	EB	Trustee & Independent Member – ICT
Abigail Harris	AH	Executive Director Strategic Planning
In Attendance:		
Joanne Brandon	JB	Director of Communications
Nicola Foreman	NF	Director of Corporate Governance
Secretariat:		
Nathan Saunders	NS	Corporate Governance Officer
Apologies:		
Steve Curry	SC	Trustee & Chief Operating Officer
Stuart Walker	SW	Trustee & Executive Medical Director
Dawn Ward	DW	Trustee & Independent Member – Trade Union
Akmal Hanuk	AH	Trustee & Independent Member - Community
Ruth Walker	RW	Trustee & Executive Nurse Director
Len Richards	LR	Trustee & Chief Executive Officer

BT 20/11/001	Welcome & Introductions The UHB Chair welcomed everyone to the public meeting in English and Welsh.	Action
BT 20/11/002	Apologies for Absence Apologies for absence were noted.	
BT 20/11/003	Declarations of Interest There were no declarations of interest.	
BT 20/11/004	Minutes of the Committee Meeting held on 22nd September 2020	

	<p>The Director of Corporate Governance (DCG) advised the Trustees that Independent Member – University and Independent Member – ICT should be noted as “present” and not “in attendance” in the last minutes.</p> <p>Resolved that:</p> <p>a) Subject to the above amendment, the Trustee approved the minutes as an accurate and true record of the meeting held on 22nd September 2020.</p>	NS
BT 20/11/005	<p>Action Log following the Meeting held on 22nd September 2020</p> <p>The UHB Chair advised the Trustees that there were 4 complete items and 1 item in progress.</p> <p>The UHB Chair advised that the item in progress, BT 20/09/008 would be received at the next full Board of Trustee meeting.</p>	NS
BT 20/11/006	<p>Chair’s Action taken since last meeting</p> <p>The UHB Chair advised of Chair’s Action relating to the purchase of a Faxitron imaging machine for breast cancer patients from available monies within the breast cancer funding stream.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) was invited to comment and as the lead for medical equipment for the UHB advised that the Faxitron imaging machine had a good evidence base and would benefit a lot of patients.</p> <p>The Chair’s Action information would be circulated to Trustees by the Head of Risk and Regulation.</p>	AF
BT 20/11/007	<p>Children’s Hospital for Wales Legacy</p> <p>The DCG advised that she had been contacted by the Children’s Hospital for Wales General Manager to see whether the UHB Charity would object to them receiving a legacy donation of £175,000.</p> <p>The DCG advised that the Business/Operational Manager from the Health Charity was also involved in the conversations and that looking at the donation, it could be argued either way as to who it was intended for.</p> <p>The DCG advised that she had asked the Head of Risk and Regulation to go back to the solicitors for the Executor of the will and to obtain their view on the best way forward. The paper provided set this out and it was recommended that the Trustee approve the position proposed.</p> <p>Resolved that:</p> <p>a) The Trustee noted the contents of the report;</p>	

	<p>b) The Trustee approved the recommendations of the DCG so that no objection would be raised on the payment of the legacy to the Noah's Ark Children's Hospital Charity.</p>	
<p>BT 20/11/008</p>	<p>Bids recommended for approval following the CFC meeting on 03.11.20</p> <p>Gareth Bale Fund Proposals – Applications for Funding</p> <p>The Director of Communications (DC) advised that the Gareth Bale Family donated £500K to the Health Charity and specified the following specific criteria for the monies:</p> <ul style="list-style-type: none"> • The donation should be spent at UHW; • The donation should be put towards the Covid effort. <p>The DC advised that the Gareth Bale donation had been discussed at the Trustee and CFC Committee on a number of occasions. The report referenced the agreement of the Trustees at the last meeting and that the monies would to be spent on:</p> <ul style="list-style-type: none"> • Staff wellbeing – providing permanent areas for rest and reflection; • Bereavement – providing support for families who have been bereaved during Covid-19 and those who had experienced significant illness during Covid-19; • A link with the ARTS programme to discuss a permanent memorial which could also be moved into UHW. <p>The DC advised that a total of 11 bids had been received which were taken to the CFC Committee for consideration and there were 3 bids that it felt should be brought to the Trustee for consideration. These were:</p> <ul style="list-style-type: none"> • Keeping me Well and Recovery from Covid-19; • Proactive Wellbeing Support for Staff and Managers; • Staff Haven UHW. <p>The DC advised that the CFC Committee had asked the bid applicants to look at value for money and the benefit to staff and patients and that detail was contained within the bid papers.</p> <p>The DC advised that the 3 bids equated to the £500K that the Charity had available to spend and the Trustee was asked to consider the recommended proposals of the CFC Committee and to agree that the Charity write to the Bale family confirming:</p> <ul style="list-style-type: none"> • The Trustees had agreed on the bids and recommendations; • The placing of that information into the public domain; • An invitation to the Bale Family to become involved in the development of those funded projects and bids. <p>The UHB Chair advised the DC that it appeared the figures in the bid papers did not marry with the recommended figures on the lead report and</p>	

asked if the Trustees could safely be assured that the figures in the lead report were the correct figures.

The DC advised that the figures should equate to the £500K and that applicants were asked to revise their bids to ensure this.

The UHB Chair advised the DC that the bid “Keeping me Well and Recovery from Covid-19” was showing as £590,410 in the bid and asked the EDTHS to comment.

- **Keeping me Well and Recovery from Covid-19**

The EDTHS advised that the original bid equated to more than the available Bale Family money however recognising that there were more bids being put forward, it became apparent that the bid would need to be looked at again. The bid had been taken to Management Executive (ME) and agreement for the bid to be split obtained so that the bid brought today was just for the website. The other part which was for staffing the multidisciplinary team was to be taken separately.

The EDTHS advised that there was a benefit in splitting the bid in that, to meet the Bale Family criteria, the programme would have had to run from UHW rather than running across Cardiff and the Vale and being delivered more as a community based programme rather than hospital based.

The EDTHS advised that there had also been deliberation as to whether this was a core service but it was deemed not so as it was not included in IMTP plans.

The ME gave the go ahead to recruit staff to provide the MDT service and to engage with Primary Care clusters to seek a contribution to this from their cluster funding.

The Interim Executive Director of Finance (IEDF) advised that out of the many bids discussed at the CFC Committee, only the 3 brought to the Trustee really met the Bale Family criteria. Also it was decided at the Committee that the bids would be capped at the £500K enabling the Charity to confirm to the Bale Family that this was the total allocation of their donation rather than it being a contribution towards something bigger.

The IEDF confirmed that with regards to the Keeping me Well and Recovery from Covid-19 bid, it was proposed that the web development side of the bid be taken from the Bale Family fund and the rest be seen more as a core service for which funding would be worked through separately.

The UHB Chair advised therefore that the accompanying paper for the £594K was not appropriate and that a revised bid for £164K, geared to the website design and implementation as described was required.

- **Proactive Wellbeing Support for Staff and Managers**

The DC advised that the bid equated to £282K which was a revised figure.

The DC advised that this was a 2 year project aimed at embedding wellbeing throughout the career pathway of all UHB staff, as such it would need to be discussed with the Bale family to extend their criteria from UHW to the wider UHB.

The DC advised that the intention of this bid was to help staff rebuild their psychological resilience and to provide a building block and foundation for good mental health and wellbeing. There was already evidence to show that the programme was working and this was about investing in staff and rolling the programme out more broadly.

The DC advised that the bid of £282K worked out at a spend per head of the UHB staff population of £9.03 per member of staff.

The Executive Director of Workforce & Organisational Development (EDWOD) was invited to comment and advised that this had been discussed before at Board level and that since then, the impact of Covid-19 had heightened and made the need more immediate. There had been a significant increase in staff members accessing the Health and wellbeing service and the time spent with the service, in relation to treatment, had increased.

The Executive Director of Public Health (EDPH) commented that she was really supportive of all the bids. She added that she would like to see this bid linked to her report as the lead for public health right across the career pathway into early retirement and planning for retirement and to think about community staff not just acute sites.

Independent Member – Third Sector (IMTS) commented that it was really good to see this being acknowledged as a priority as people who worked for and with the UHB were at the heart of everything. In addition, it would be good to see the linkages with other programmes aimed at reducing barriers and stigma in coming forward for mental health support and so that it is joined up with other things that are going on.

The EDWOD confirmed that this bid would complement the money made available last year and the year before by the UHB for staff wellbeing. He added that even with the current investment there was still a requirement beyond what we can meet at the moment.

The DC advised that the Health Charity would be looking at the output and outcomes for staff.

The UHB Chair advised that the Trustee was happy to support this bid, subject to the necessary conversations with the Bale Family surrounding extension of the criteria.

- **Staff Haven UHW**

The DC advised that this bid related to a designated space for staff and was a revised bid following CFC Committee recommendations. The bid was asking for £52K for 6 months commission and then to roll out a designated space. It was proposed to keep the name Staff Haven as this

was what the areas were called in the first wave. Staff had fed back that this was a place to get out of PPE and relax which was invaluable. Important things like a quiet area, a place for just staff available 365 days a year and also flexibility around its use were included.

The DC advised that the caveat to this bid was that these costs were indicative but once the lakeside wing project had been completed and open, it was understood that this was one of the areas that would be revisited, but this would give the envelope to work within.

The Independent Member – Capital and Estates (IMCE) commented that this was a neat trio of bids covering both the public and staff. Noting that the costs added up to the £500K, she sought assurance that the cost assumptions against each bid were robust and would enable us to deliver the desired outcomes as there was no scope for slippage.

The DC responded that the Charity had returned to the bid owners and it was of note that:

- The Keeping me Well and Recovery from Covid-19 bid was costed out with actual costs;
- The Proactive Wellbeing Support for Staff and Managers bid had been costed out;
- The Staff Haven UHW bid was the only bid where absolute assurance was outstanding.

The DC further advised that the bid applicants would have to work within the cost envelope that they had given or the Charity would have to carry the risk around that. Working with NHS Charities Together also meant that there was constant opportunity to bid for further money from a national pot.

The IEDF was invited to comment and responded that there was a degree of flexibility within the bids which meant they could be scaled up or scaled down, the bid that was more fixed than the others was the Keeping me Well and Recovery from Covid-19 bid which was why that bid was to be funded in full.

The Trustee & Independent Member – Local Authority (IMLA) assured the Trustees that the bids had been heavily interrogated at the CFC Committee meeting and the questions being asked today were similar to those raised at Committee.

The Independent Member – Legal (IML) asked the DC to comment further on the fact that other places already had a staff haven and therefore was this money being used charitably to pay for something that should be provided anyway. The DC responded that most of the places that had provided a staff haven had used their own charity funds and heavily supported by voluntary funds rather than trust funds.

The UHB Chair responded that it was important to note that when Dragon's Heart Hospital opened, a staff haven was very much at the heart of that and Welsh Government funded it but this had now been discontinued.

The IML responded that he could see the value of the staff haven but wanted to advise the Trustee that there could be some adverse publicity around it not being UHB funded.

The EDTHS commented that the bids were truly valuable and the fact that the UHB did not have them already in place showed that they were not essential. The item would definitely respond to the need to support staff which fitted in with the charitable aims.

The UHB Chair advised that the Trustees supported the recommendations of the CFC Committee.

Resolved that:

- a) The Trustee accepted the recommended proposals for funding of applications of Bale Fund monies.
- b) The Trustee agreed to write to the Bale Family confirming the funding and placing the information in the public domain, thanking them for their support pending discussion with their agents about spreading the money further across the UHB.
- c) The Trustee agreed to invite the Bale Family to become involved in the development of the funded projects.

JB

Over £125K Applications for Charitable Funds

The DC advised the Trustee of a Conscious Inclusion Bid for £298,500 discussed at CFC Committee meeting. It was clarified that the money was not being requested but the consideration to include in stage 2 application process of NHS Charities Together.

The DC advised that the CFC committee felt this was a very important bid put together by the EDWOD's team about reaching out into our seldom heard communities and embedding inclusion, equality and diversity within the organisation.

The EDPH very much supported this proposal which fitted in well with the work being done with the test, trace, protect partnership around inclusion with BAME communities and engagement with them.

The EDWOD assured the Trustee that this was discussed at length at the CFC Committee meeting and was very much supported by members.

The UHB Chair advised the Trustee that the only query he had when putting the bid forward was the need to emphasise that this was not core funding and that we would need to be prepared to defend that position.

Resolved that:

- a) The Trustees considered and approved in principle the bid CFCcovid04 – Conscious Inclusion Bid of £298,500 for inclusion in the application for Stage 2 and 3 NHS Charities Together Covid funding.

BT 20/11/009	<p>Charitable Funds Committee Minutes: 1st September 2020</p> <p>The Trustee received and approved the CFC confirmed minutes of the meeting on 1st September 2020.</p> <p>Resolved that:</p> <p>a) The Trustee approved the minutes of the meeting held on 1st September 2020.</p>	
BT 20/11/010	<p>Charity Trustee Annual Report</p> <p>The DC advised that the annual report was in draft as feedback would be received from the auditors. The report provided assurance publicly regarding the use of Charity money over the year.</p> <p>The DC advised that it was recommended at the CFC Committee meeting that the report should be the annual report of the Trustees rather than the CFC Committee and an opening by the UHB Chair included and approval by the Trustee. The DCG advised that it should be a Charity Trustee Annual Report given that the Trustee was the accountable body.</p> <p>The UHB Chair advised that he would like to see a joint statement from himself and the Chair of the CFC Committee; it was agreed that this would be acceptable.</p> <p>It was also suggested that more case studies and testimonials from people who had benefited from the Charity be included.</p> <p>Resolved that:</p> <p>(a) the Trustee approved the Annual Report 2019-20 pending amendment.</p>	
BT 20/11/011	<p>Chair's Reports - i. Charitable Funds Committee – 3rd November 2020</p> <p>Resolved that:</p> <p>a) The Trustee noted the report.</p>	
BT 20/11/012	<p>REVIEW OF THE MEETING</p> <p>All confirmed that they were happy with the meeting.</p> <p>The UHB Chair requested a different breakdown of the agenda at future meetings for more clarity.</p>	NS
BT 20/11/013	<p>Any Other Business</p> <p>There was no other business to discuss.</p>	

BT 20/11/014	Items to bring to the attention of the Board	
BT 20/11/015	Date & Time of Next Meeting Tuesday 26 th January 2021 10:00am – 11:00am Via MS Teams	