

Board of Trustee Meeting

Thu 01 September 2022, 10:00 - 11:30

Agenda

10:00 - 10:10 1. Welcome & Introductions

10 min

Charles Janczewski

10:10 - 10:10 2. Apologies for Absence

0 min

Charles Janczewski

10:10 - 10:10 3. Declarations of Interest

0 min

Charles Janczewski

10:10 - 10:10 4. Minutes of the Trustee Meeting held on 21 April 2022

0 min

Charles Janczewski

 4 BoTrustees Mins 20.01.22 - AF.NF.CJ.pdf (14 pages)

10:10 - 10:10 5. Action Log following meeting held on 21 April 2022

0 min

Charles Janczewski

 5 Action Log BoT.pdf (1 pages)

10:10 - 10:10 6. Chair's Action taken since last meeting

0 min


Charles Janczewski

10:10 - 11:00 7. Items for Review and Assurance

50 min

7.1. Health Charity Current Financial Position

Robert Mahoney

 7.1 Financial Position Report as at January 2022 Trustee.pdf (5 pages)

7.2. Employee Wellbeing Service Bid

Catherine Phillips/Joanne Brandon

 7.2 Horatio's Garden Update April 2022.pdf (2 pages)

7.3. Disposal of Rookwood Hospital (verbal update)

Mohamed Saad
22/08/2022 12:26:49

7.4. Horatio's Garden Update

Fiona Jenkins

- 7.4 Horatio Garden Update.pdf (3 pages)
- 7.4a Horatio's Garden Story for Report.pdf (1 pages)

7.5. Chair's Reports:

Akmal Hanuk

7.5.1. Charitable Funds Committee – 21.06.22

- 7.5 CFC Chairs Report (June).pdf (3 pages)

7.6. Audit Plan for the Charitable Funds Account

Audit Wales

- 7.6 Audit Plan for the Charitable Funds Account.pdf (10 pages)

11:00 - 11:00 8. Items for Approval/Ratification

0 min

No Items

11:00 - 11:05 9. Items for Noting and Information

5 min

9.1. Events Planner Update

Joanne Brandon

- 9.1 BoT - Events Planner 2022 Update.pdf (2 pages)
- 9.1a APP 1. Health Charity_Events List_OCT-DEC_2022.pdf (2 pages)

11:05 - 11:05 10. Any Other Business

0 min

Charles Janczewski

11:05 - 11:05 11. Review of the Meeting

0 min

11:05 - 11:05 12. Date and time of next meeting

0 min

Thursday 19 January 2023 at 10 am

**Confirmed Minutes of the Board of Trustee Meeting
Thursday 20 January 2022
Via MS Teams**

Chair:		
Charles Janczewski	CJ	UHB Chair
Present:		
Ceri Phillips	CP	UHB Vice Chair
Gary Baxter	GB	Independent Member – University
Susan Elsmore	SE	Independent Member – Local Council
Rachel Gidman	RG	Executive Director of People and Culture
Akmal Hanuk	AH	Independent Member - Community
Michael Imperato	MI	Independent Member – Legal
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Mike Jones	MJ	Independent Member – Trade Union
Fiona Kinghorn	FK	Executive Director of Public Health
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
In Attendance		
Joanne Brandon	JB	Director of Communications
Marcia Donovan	MD	Head of Corporate Governance
Mark Jones	MJ	Financial Audit Manager – Audit Wales
Helen Lawrence	HL	Head of Financial Accounts and Services
Chris Lewis	CL	Deputy Director of Finance
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Caroline Bird	CB	Interim Chief Operating Officer
Nicola Foreman	NF	Director of Corporate Governance
Abigail Harris	AH	Executive Director of Strategic Planning
Meriel Jenney	MJ	Interim Executive Medical Director
Sara Moseley	SM	Independent Member – Third Sector
Ruth Walker	RW	Executive Nurse Director
Stuart Walker	SW	Interim Chief Executive Officer

BT 22/01/001	Welcome & Introductions The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 22/01/002	Apologies for Absence Apologies for absence were noted	
BT 22/01/003	Declarations of Interest The Executive Director of Therapies & Health Sciences (EDTHS) declared an interest as a Board member of Cwm Taf Morgannwg University Health Board (CTMUHB). The Independent Member – Local Council (IMLC) advised the Trustees that she was a Cabinet Member for Cardiff Council.	

	<p>The Board of Trustee resolved that:</p> <p>a) Save for the declarations of interest referred to above, no further declarations of interest were noted.</p>	
BT 22/01/004	<p>Minutes of the Board of Trustee Meeting held on 12 October 2021</p> <p>The minutes of the Board of Trustee Meeting held on 12 October were received.</p> <p>The Board of Trustee (The Trustees) resolved that:</p> <p>a) The minutes were approved as an accurate and true record of the meeting held on 12 October 2021</p>	
BT 22/01/005	<p>Action Log following the Meeting held on 12 October 2021</p> <p>The Action Log was received.</p> <p>The BoT resolved that:</p> <p>a) The Action Log was noted.</p>	
BT 22/01/006	<p>Chair's Action taken since last meeting</p> <p>No Chairs Actions had been taken since the last meeting.</p>	
BT 22/01/007	<p>Health Charity Current Financial Position</p> <p>The Health Charity Current Financial Position was received.</p> <p>The Deputy Director of Finance (DDF) advised the Trustees that the financial report aimed to provide information on the year to date position which contained the financial performance of the charity to the period 31st October 2021 and assessed the forecast financial position of the charity against commitments already made.</p> <p>The DDF advised the Trustees of 2 key areas for noting:</p> <ul style="list-style-type: none"> • The Trustee's agreed at their meeting of the 12th October to withdraw £0.250m from the charity's investment portfolio and this was received by the charity on the 19th October 2021. • The stock market had continued to rise during the financial year with gains of £0.457m by the end of October 2021 <p>It was noted that income resources were £742,000 and outgoing resources were £1.179m resulting in a net expenditure of £437,000. He commented that expenditure was more than receipts but that this was not necessarily a negative thing.</p>	

Mohamed Sarah
22/08/2022 12:26:48

Members were informed that the closing balance at the end of October 2021 £9.167m.

It was noted that donations to the health charity had fallen slightly but were still higher than pre-Covid19 levels.

The DDF advised the Trustees that the fund balances had increased by £0.020m in the period to £9.167m. Of the closing fixed asset balance, £2.436m related to Rookwood Hospital with the balance of £6.575m relating to the investment portfolio.

It was stated that of the net current assets closing balance of £0.156m, some £0.550m was supported with cash (which included the cash withdrawal of £0.250m from the investment portfolio), with the balance being net current liabilities of £0.394m.

It was noted that the investment portfolio had started the financial year with a market value of £6.368m and that the value had increased to £6.575m at the end of October 2021.

The DDF advised the Trustees that whilst the charity had a net worth of £9.167m, it was structured around undelegated and delegated funds where financial responsibility had been delegated to named fund holders and Heads of Service.

Members were advised that the funds contained general reserves valued at £0.695m which included the following:

- Consolidated general reserve fund balance of £0.238m
- Year to date investment gains of £0.457m.

It was highlighted that against those general reserves the charity had approved a number of bids resulting in significant financial commitments estimated to be around £0.521m.

Because the gains generated on the investment portfolio were underpinning the general reserves, the DDF concluded that the primary financial risk was the Health Board's sustained performance on the investment portfolio.

The Board of Trustee resolved that:

- a) The financial position of the charity was noted
- b) The latest income position was noted
- c) The commitments against general reserve were noted.

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Financial training session on Charitable Funds

The Financial training session on Charitable Funds was received.

The DDF advised the Trustees that the training had been received by the Charitable Funds Committee in December 2021 and that the training would be useful to explain the financial terminology associated with the Charitable Funds and how the financial data was collated and reported upon with reference to the charity.

The Trustees were advised that 7 areas would be covered by the presentation, namely:

- Legal status and purpose
- Management of Charitable Funds
- Delegation of Funds
- Financial Performance
- Investment Management
- Reserves Policy
- Other Financial Matters and Good Governance.
- Legal Status and Purpose

The DDF informed the Trustees that the Cardiff and Vale University Health Board charity was a registered charity formed in 2009 by virtue of Statutory Instrument 2009 No. 1558 "The National Health Service Trusts (Transfer of Staff, Property, Rights and Liabilities) (Wales) Order 2009.

It was noted that the current published purpose of the Charity was;

"The work of the charity is to enhance and support the services provided by the UHB which is primarily to provide day to day Health Services to around 500,000 people living in the Cardiff and the Vale of Glamorgan"

- **Management of Charitable Funds**

The DDF advised the Trustees that the Board of Trustee had overall management and control of the charitable funds and noted that, as per the Standing Orders, the Charitable Funds Committee had been established to ensure that each fund held on trust was managed appropriately with regard to its purpose and to its requirements.

It was noted that the charity had an operational structure based upon the delegation of charitable funds to fund holders and that the funds were either "restricted" or "non-restricted".

- **Delegation of Funds**

The DDF advised the Trustees that there were a number of components to the Scheme of Delegation which included:

- Agreement of a budget holder for each individual fund should be given by the Executive Director of Finance (EDF).

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- Approval for the use of charitable funds under £25,000 should be given by the budget holders.
- Approval for the use of charitable funds over £25,000 should be given by the Charitable Funds Committee.
- Approval of new staff expenditure should be given by the Charitable Funds Committee.
- Approval to use charitable funds over £125,000 should be given by the Board of Trustees.
- The investment of charitable funds should be authorised by the Executive Director of Finance.

It was confirmed that there were 3 types of funds that could be designated. These were:

- Restricted funds – Funds used for specific purposes i.e. where an unequivocal restriction had been imposed by the donor.
- Unrestricted funds – Funds which had been given to the charity without any unequivocal restrictions imposed by the donor.
- Endowment funds – these funds arose when a donor had expressly provided that the capital remained unspent and only the investment income could be spent.

The DDF advised the Trustees that there were 26 delegated restricted funds, 243 delegated unrestricted funds and 3 endowment funds contributing to a total of £6.274 million.

- **Financial Performance**

The DDF advised the Trustees of the Financial Performance Year to Date and advised that the total funds held were £9.167 million.

It was noted that of the closing fixed asset balance of £9.011 million, £2.436m related to Rookwood Hospital and the balance of £6.575 million related to the investment portfolio.

It was noted that of the net current assets closing balance of £0.156 million, £0.550million was supported with cash, and the balance of £0.394million represented net current liabilities.

Noting the value of the charity in October 2021 and the total funds of £6.274m, the IMLC queried how the figures were calculated.

The DDF responded that the value of the delegated funds was £6.274 million, and that when the Rookwood investment, fixed asset, and investment gains were factored in, the total value was £9.167m.

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He added that the £695k figure was reported as the general uncommitted reserves which the CFC and Trustee could apply. These funds consisted of general reserves and investment gains.

The Independent Member – Capital and Estates (IMCE) commented that unrestricted funds were far better for the Trustees as they gave more freedom for use and she asked if the investment gains made on investment funds capital were proportionately funnelled into the restricted pot or could investment gains be used as unrestricted funds for “anything”

The DDF responded that all the investment gains would go back to general reserves.

The IMCE asked how aligned the requirements of restricted funds were with the need for expenditure.

The DDF advised that they were not aligned because a legacy donation could be held for very strict and specific purposes. He added that the finance team undertook regular reviews of dormant funds to ensure that use was being made of such funds.

The IMCE asked if the charity applied the same degree of management controls to the charitable funds as the Health Board did with Health Board funds.

The Financial Audit Manager – Audit Wales (FAMAW) responded that when the Audit Wales report was compiled, it would ensure that the accounts were properly prepared and in accordance with accounting requirements and the Charities Act.

The DDF responded that the charity had a strong governance and control framework around it.

The Independent Member – Finance (IMF) noted that the unrealised investment gains had been identified and queried what the implications for current commitments would be given that the stock market had “taken a hit” in recent weeks.

The DDF stated that the charity could find itself in a situation similar to that which occurred in March 2020, when the Covid-19 pandemic broke out, and the charity lost £900,000 from its investment portfolio.

The Independent Member – Legal (IML) asked if there were any funds that were very historical.

The DDF responded that some of the assets dated back to separate trusts and when the Health Boards merged, the funds tended to follow those designated areas. He added that a dormant funds review had been undertaken to safeguard older funds.

The IML asked how Cardiff and Vale University Health Board compared to other Health Boards in Wales in relation to volumes and amounts.

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The DDF stated that the Health Board was the largest in Wales in relation to charitable funds.

- **Investment Management**

The Trustees were advised that the Cardiff and Vale Health Charity had recently undertaken a tendering process to appoint an Investment Manager for an initial period of three years with an option for a further 2-year extension.

It was noted that the Charity wanted to maximise the total returns on funds whilst it adopted a conservative policy on risk.

It was noted that the Investment Manager would have delegated authority to purchase and sell investments as market opportunities were identified.

The DDF advised the Trustees that the Charity had performed very well since March 2021 and noted that £0.457 million in gains had been achieved.

The Trustees were informed that the withdrawal of investments from the portfolio would not increase the value of general reserves available to spend but it would increase the cash balance to support payments.

- **Reserves Policy**

The DDF advised the Trustees that the current Reserves Policy provided that the Charity should hold the following reserves;

- A fixed asset investment reserve, based on 10% of the value of fixed asset investments (circa £657,000).
- A minimum of £500,000 to ensure that there were sufficient funds for on-going commitments.
- The reserve requirement was met within the value of unrestricted funds which could be undelegated and applied by the Trustee.

- **Other Financial Matters and Good Governance**

The DDF advised the Trustees that the Staff Lottery Bids Panel had delegated authority to consider and approve funding applications from monies held in the Staff Lottery Fund up to a maximum of £10,000 against agreed criteria.

It was noted that dividend income covered the costs of Finance administrative support, with the residual amount being allocated to delegated funds. The Finance department's costs for 2020/21 were £94,000, internal and external audit fees were £29,000, and investment management fees were £23,000. These were offset by £147,000 in dividend income.

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	<p>It was noted that all donations were allocated to delegated funds and general unspecified donations were assigned to the “Make it Better” fund.</p> <p>The Charitable Funds Team costs of circa £0.360 million were charged to general reserves and it was noted that the challenge provided to the team was to cover its costs with the following;</p> <ul style="list-style-type: none"> - Recharging staff time against fund raising appeals; - Legacies income; - Contributions to the Make it Better fund. <p>It was noted that in 2020/21 there had been an £83,000 contribution to costs;</p> <ul style="list-style-type: none"> - Recharging staff time - £32,000 (for staff lottery) - Contribution from the Make it Better fund - £51,000. <p>The DDF advised the Trustees of the good governance and financial management arrangements which included the reporting of the updated financial position to the Charitable Funds Committee and Board of Trustee at the beginning of each meeting.</p> <p>The DDF concluded that there was an opportunity to increase general reserves which could be achieved by reviewing and revising delegated funds but he added that there was the potential for resistance from current fund holders and reputational damage if funds were used in ways that were not specified by donors.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Financial training session on Charitable Funds was noted.</p>	
<p>BT 22/01/009</p> <p style="transform: rotate(-45deg); font-size: small;">Mohamed, Sarah 22/08/2022 12:26:48</p>	<p>Disposal of Rookwood Hospital</p> <p>The Rookwood Hospital Disposal Update was received.</p> <p>The Trustees were advised by the Executive Director of Therapies & Health Science (EDTHS) that the report updated the Health Board's position on the disposal of Rookwood Hospital.</p> <p>It was noted that following the Trustees agreement to progress disposal of the Rookwood site, the Director of Capital Estates and Facilities had contacted Savills and established that disposal of the entire site was a more advantageous position in terms of value.</p> <p>It was noted that the Executive Director of Finance was progressing discussions to ensure that the sale was managed to maximise income and meet charitable regulations.</p> <p>The EDTHS concluded that a progress update would be provided at the next meeting.</p> <p>The Board of Trustee resolved that:</p>	

	<p>a) The update provided in the report with regards to the disposal of Rookwood Hospital was noted.</p> <p>b) a further report with regards to the proposed way forward would be brought to the next Board of Trustee meeting.</p>	FJ
<p>BT 22/01/010</p>	<p>Horatio's Garden Update</p> <p>The Horatio's Garden Update was received.</p> <p>The EDTHS advised the Trustees that the report provided an update on the current position with Horatio's Garden, including the financial commitment from the Cardiff and Vale Health Charity which had been also been taken to the Charitable Funds Committee and the Board of Trustees at regular intervals during the previous two years.</p> <p>It was noted that The Horatio's Garden contractors, Knox and Wells, were on site and works were progressing well.</p> <p>The EDTHS advised the Trustees that they would be notified as soon as the opening date was known.</p> <p>The UHB chair advised the Trustees that the Our Health Meadow Group worked very closely with Horatio's Garden and advised that meetings between both groups were taking place.</p> <p>The Board of Trustee resolved that:</p> <p>a) The update provided in the report with regards to Horatio's Garden was noted.</p>	
<p>BT 22/01/011</p> <p style="transform: rotate(-45deg); font-size: small; margin-top: 20px;">Mohamed, Sarah 22/08/2022 12:26:48</p>	<p>Charitable Funds Annual Report and Accounts 2020/21</p> <p>The Charitable Funds Annual Report and Accounts 2020/21 were received.</p> <p>The DDF advised the Board of Trustees that the draft Cardiff and Vale Health Charity annual accounts were reviewed by the Audit and Assurance Committee at their 9th November 2021 meeting and were supported and endorsed.</p> <p>He added that neither the final audited version of the Annual Report or the ISA 260 report from Audit Wales had been reviewed by the Audit and Assurance Committee or the Charitable Funds Committee as the documents were not available in time for the previous meetings.</p> <p>It was noted that the Trustee was being asked to receive and consider approval of the Health Charity Annual Report 2020/21, the response provided to the audit enquiries to those charged with governance and management, the Letter of Representation and the ISA 260 Audit Report.</p>	

The DDF advised the Trustees that during the course of the audit there were a few misstatements and errors identified and that the corrections made to the accounts were detailed in the ISA 260 report.

He added that also contained in the ISA 260 report and the Letter of Representation were details of two immaterial uncorrected misstatements and that there were also some small £1k costing/rounding anomalies within the accounts, but that they were immaterial and did not affect the audit opinion.

The DDF advised the Trustees that the key points to note in the accounts were:

- The prior year accounts had been restated for £0.5m owed by the Health Charity to the Health Board which was not invoiced in respect of work undertaken on Horatio's garden.
- The Health Charity received significantly more income in 2020/21 than in previous years due to a number of generous donations during the pandemic. Donations and legacies increased from £0.9m in 2019/20 to £1.8m in 2020/21.
- The Health Charity investments saw growth of £0.9m in 2020/21 which helped to correct the loss incurred in 2019/20 of £0.6m which was mainly due to the stock market reaction to the pandemic and other economic influences.
- The value of the Health Charity increased by £0.7m in 2020/21 to £9.1m.

The FAMAW advised the Trustees that the key outcome within the report was that Audit Wales planned to issue an unqualified audit opinion which meant that it was a clean or positive opinion of the accounts.

He added that the corrected mis-statements were also set out in the report and that the one significant adjustment (the prior year adjustment) of £455K was a significant figure.

It was noted that the £455K work took place in 2019/20 and that therefore it should have been accounted for in 2019/20 and not 2020/21. He added that the adjustment was flagged and disclosed in the draft accounts submitted for audit.

The Trustees were advised that the areas for improvement were reported on which included:

- Accuracy and quality of the audited accounts – It was noted that the improvements identified had been reported 3 times in the previous 4 years and there was optimism that this would improve for 2021/22.

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	<ul style="list-style-type: none"> • Ensuring that the reporting to the relevant officers, was completed as soon as possible after the end of a financial year. • Making use of pre-paid goods and services promptly. <p>The FAMAW thanked the DDF and his team for their engagement during the audit and advised the Trustees that the accounts should be certified the following Monday. He confirmed that the UK deadline was 31st January.</p> <p>The IMLC applauded the accuracy and quality of the accounts submitted to audit and the recommendations provided by the FAMAW. She also queried what was being done to ensure that the necessary adjustments were being made.</p> <p>The DDF responded that the comments received from Audit Wales were fair and that he agreed with the statements made. It was noted that a stepped improvement had been made in the 2019/20 accounts but that for the 2020/21 accounts things had regressed slightly.</p> <p>The UHB Chair endorsed the comments raised by the IMLC and noted that the recommendations from Audit Wales would need to be implemented.</p> <p>The UHB invited the Director of Communications (DC) to provide the Trustees with information around the Annual Report for the Health Charity.</p> <p>The DC advised the Trustees that the report had developed significantly in recent years and advised that it was written in collaboration with all those who took the lead on funds and appeals and external partners.</p> <p>It was noted that the report demonstrated how closely the charity worked with the arts programme.</p> <p>The Board of Trustee resolved that:</p> <ol style="list-style-type: none"> a) The Cardiff and Vale Health Charity Annual Report for 2020/21, the response provided to the audit enquiries to those charged with governance and management, the Letter of Representation and ISA 260 Report from Audit Wales were considered. b) The approval of the Charity's Annual Report 2020/21, based on the assurances given and the recommendation of Audit Wales was recommended. c) The statement made in the Letter of Representation to the Auditors was confirmed and approval of this document was provided. 	
<p>BT 22/01/012</p> <p><i>Mohamed Saif 22/08/2022 17:26:48</i></p>	<p>Employee Wellbeing Service Funding Update</p> <p>The Employee Wellbeing Service Funding verbal update was received.</p>	

	<p>The Executive Director of People and Culture (EDPC) advised the Trustees that a previous paper had been supported 2 years prior with funding of £350K and that a new paper had been submitted to the Charitable Funds Committee, which had requested £195K in further funds.</p> <p>She added that the £195K would be brought to the Trustee's for endorsement but noted that the charity had agreed to support a further £49K to extend staffing until May 2022.</p> <p>The EDPC commented that following conversations with the UHB Chair and others funding of wellbeing services should be considered part of the Health Board's core business and that it was inappropriate to continue seeking charitable funds for the wellbeing of staff.</p> <p>The UHB Chair advised the Trustees that the door was not closed from Charitable Funds for this work but reiterated that staff wellbeing was very much a core issue so must be looked at by core funding.</p> <p>The Board of Trustee resolved</p> <p>a) The Employee Wellbeing Service Funding Update was noted.</p>	
<p>BT 22/01/013</p>	<p>Develop Child Health Social Prescribing</p> <p>The Develop Child Health Social Prescribing paper was received.</p> <p>The UHB Chair advised the Trustees that the heading on the report should read "Child Health Social Prescribing" and not "Cardiff and Vale Health Charity Annual Report".</p> <p>The DC advised the Trustees that the information led nicely into what the EDPC had described previously around staff wellbeing.</p> <p>It was noted that the project outlined would improve the emotional wellbeing of children and young people in Cardiff and the Vale of Glamorgan between the ages of 11-18, whose primary support requirement was aligned to the impact of COVID-19 on their mental health. It was also acknowledged that there could also be other issues that a child or young person needed support with.</p> <p>The DC advised the Trustees that the project had already been approved by NHS Charities Together and confirmed that the project was at NHS Stage 3 of the Covid-19 Recovery Grant with total monies received of £259,800.</p> <p>It was noted that the Chair of the Charitable Funds Committee had approved the first amount of £79,800 for the first project (Staff outdoor havens) and that approval to spend £180K was being sought for the Child Health Social Prescribing project by the Trustees.</p>	

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	<p>The IMLC thanked the DC for sharing the information with the Trustees and advised that she was a huge advocate of social prescribing and asked if Local Authorities (LA) had been involved. The DC confirmed that the LA was involved.</p> <p>The Vice Chair of the UHB advised the Trustees that he was concerned about the implications the project could have strategically, particularly around Child and Adolescent Mental Health Services (CAMHS) and asked what the plan was for the evaluation of the project because there was the potential for it to move beyond a pilot and into core business.</p> <p>The DC responded that the Charitable Funds Committee had asked for an evaluation of the benefits of the project to be brought back to the Committee for review. She added that further information had been outlined in the extensive bid which could be viewed if required.</p> <p>The Executive Director of Public Health noted that if the project was delivered via the Children and Women’s Clinical Board, it would fit well with the system of early help and liaison with emotional health workers in schools.</p> <p>The UHB Chair advised the Trustees that in terms of the Regional Partnership Board (RPB), there was a starting well partnership within the RPB that focused on Children and Young People and he advised that the project would be of great interest to that group.</p> <p>The Board of Trustee resolved that:</p> <ul style="list-style-type: none"> • The spend of £180,000 for the Child Health Social Prescribing Project, which had been provided by NHSCT for agreed projects was approved. 	
<p>BT 22/01/014</p>	<p>Chair’s Reports:</p> <p>i. Charitable Funds Committee</p> <p>The Chairs Report for the Charitable Funds Committee was received.</p> <p>The Independent Member – Community (IMC) thanked the Trustees, the Charitable Funds Committee and the Health Charity team for all of their work.</p> <p>The BoT resolved that:</p> <p>a) The Charitable Funds Committee Chair’s Report was noted.</p>	
<p>BT 22/01/015</p>	<p>Any Other Business</p> <p>No other business was noted.</p>	
<p>BT 22/01/016</p>	<p>Review of the Meeting</p>	

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	The Trustees noted that it was a very well-run meeting and the IMCE confirmed that it was beneficial to receive the training which provided good insight to the financial processes in place.	
BT 22/01/017	Date & Time of Next Meeting Thursday 21 April 2022 Time 10am MS Teams	

Mohamed Sarah
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Action Log
Following Board of Trustee Meeting held on
20th January 2022
(Update for April 21st Meeting).

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
Actions in Progress					
BT 22/01/009	Disposal of Rookwood Hospital Update	It was noted that a further report with regards to the proposed way forward would be brought back to the next Board of Trustee meeting.	Fiona Jenkins	01.09.2022	In progress Further work to be progressed in Quarter 1 before an update can be provided. Scheduled to come to the next Board of Trustee meeting
Actions referred to Committees of the Board/Board Development					
BT 21/07/008	Training Update	To provide a training update on policies/legislation to Independent Members.	Nicola Foreman	TBC	In Progress Date to be confirmed once the annual plan for Board Development Sessions has been agreed by full Board in May 2022.

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Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st January 2022			Agenda Item no.	7.1
Meeting:	Board of Trustee Meeting	Public	X	Meeting Date:	21.04.22
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

Main Report

Background and current situation:

Background and current situation:

The Charitable Funds Committee has delegated authority to oversee the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity to the period 31st January 2022;

Assess the forecast financial position of the Charity against commitments already made.

Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:

There are three key issues to bring to the attention of the Charitable Funds Committee. These are:

- The Charity's financial position decreased by £0.179m for the period ending 31st January 2022.
- The stock market experienced a volatile period in January resulting in a minor fall in cumulative gains for the period ending 31st January 2022;
- The value of general reserves is only just adequate to meet financial commitments.

Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Financial Performance for the 10 months ended 31st January 2022

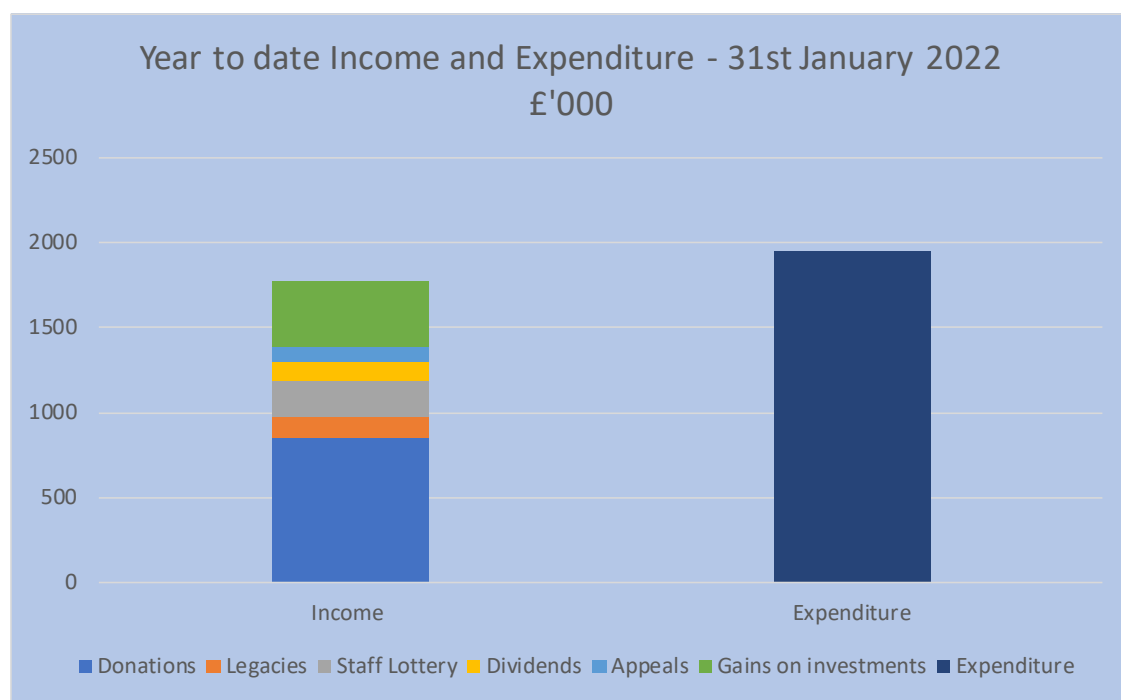
The year to date financial position of the charity is summarized in the following table.

Table 1: Financial position of the Charity for the period to 31st January 2022

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2021	4,958	1,711	2,478	9,147
Total Income Resources	1,058	328		1,386
Total Resources Expended	-1,661	-294		-1,955
Net Incoming/(Outgoing) Resources	-603	34		-569
Gains / (Losses) on Investment Assets	390			390
Net Movement in Funds	-213	34	0	-179
Fund Balances carried forward January 2022	4,745	1,745	2,478	8,968

Table 1 shows the Charity generated £1.386m of income and spent £1.955m for the first ten months of the financial year. This has resulted in net expenditure of £0.569m. In addition, the charity also had market value gains on its investments of £0.390m for the period compared to the March 2021

valuation. The combined effect of these results is a net decrease in fund balances for the period to January 2022 of £0.179m. This is shown in the following chart.



An analysis of the income received by the charity for the first ten months of the year, is contained in Table 2. This also shows the comparison of income received for the same period over the previous 2 years.

Table 2: Schedule of Income for the 10 month period April to January 2022

Income	Unrestricted £000	Restricted £000	Total £000	20/21 £000	19/20 £000
Legacies	116	15	131	135	63
Donations	846		846	1,415	458
Staff Lottery		208	208	193	182
Appeals		81	81	58	210
Dividend Income	96	24	120	94	147
Total Income	1,058	328	1,386	1,895	1,060

This table shows a reduction in the donations received in comparison to the previous year, which for 2020/21 included some significant acts of generosity from individuals and a large contribution from NHS Charities together.

Mohamed, Sarah
22/08/2022 12:26:48

The closing balance sheet for the period to date is shown in Table 3.

Table 3: Summary Balance Sheet as at 31st January 2022

	Opening Balance £000 01.04.21	Closing Balance £000 31.01.22
Fixed Assets	8,804	8,944
Net Current Assets /Liabilities	343	24
Total Net Assets	9,147	8,968
Unrestricted Funds	4,958	4,745
Restricted Funds	1,711	1,745
Endowment Funds	2,478	2,478
Total Funds	9,147	8,968

The fund balances have decreased by £0.179m in the period to £8.968m. Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.508m relating to the investment portfolio. Of the net current assets closing balance of £0.024m, some £0.391m is supported with cash (which includes the cash withdrawal of £0.250m from the investment portfolio), with the balance being net current liabilities of £0.367m.

The following graph shows the investment portfolio's performance from September 2020 to January 2022.

Table 4: Summary of Investment Portfolio Performance



The investment portfolio started the financial year with a market value of £6.368m. The value has increased to £6.508m at the end of January 2022 (after withdrawal of £0.250m cash), resulting in a market value gain of £0.390m.

In summary the value of the Charitable Funds has decreased by £0.179m in the current year to £8.968m. This increase represents net expenditure of £0.569m offset by market value gains of £0.390m.

Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £8.968m, it is structured around undelegated and delegated funds where financial responsibility has been delegated to named fund holders and Heads of Service.

Within these funds are general reserves with a value of £0.446m made up of the following:

- Consolidated general reserve fund balance of £0.056m
- Year to date investment gains of £0.390m;

Against these general reserves the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa **£0.401m** and are summarized below.

Table 5: Outstanding commitments against General Reserves

Commitments	£'000	Comment
UHB Transport Solutions	62	
Staff Recognition Awards	20	£5k per year - 4 years outstanding
Employee Wellbeing	33	Includes option 3 approval for two years
Fundraising Costs	76	£314k in year included in I/E and £76k further commitment
Welsh Transplant Team	40	Up to 8 k per year for 5 years
Neurological Gardens	145	
Clinical Psychology Support	25	
Total	401	

This means that general reserves are under committed by circa £0.045m. A key driver for this is the year to date performance of the investment portfolio, which has achieved gains of £0.390m for the first ten months of this year.

Further financial opportunities include:

Utilisation of Dormant Funds:

The finance charity team will continue to monitor dormant funds and will transfer to general reserve where appropriate in line with the financial control procedure. This has recently been done for the financial year ending 31st March 21. The next review is now not due until the end of 2021/22.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.380m which are charged to general reserves. This can be achieved by:

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the make it better fund.

The key financial risk is the performance of the investment portfolio which is underpinning the year to date financial position and general reserves balance.

Recommendation:

The Board of Trustee is requested to:

- **NOTE** the financial position of the Charity;
- **NOTE** the performance of the investment portfolio;

- **NOTE** the commitments against general reserve.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities	X	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	X	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	X
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	X

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term	X	Integration		Collaboration		Involvement	
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: Yes/No

n/a

Safety: Yes/No

n/a

Financial: Yes/No

n/a

Workforce: Yes/No

n/a

Legal: Yes/No

n/a

Reputational: Yes/No

n/a

Socio Economic: Yes/No

n/a

Equality and Health: Yes/No

n/a

Decarbonisation: Yes/No

n/a

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

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Report Title:	Horatio's Garden update			Agenda Item no.	7.2
Meeting:	Board of Trustees	Public	X	Meeting Date:	21.04.22
		Private			
Status <i>(please tick one only):</i>	Assurance	X	Approval	X	Information
Lead Executive:	Executive Director Therapies and Health Science				
Report Author (Title):	Fiona Jenkins Executive Director Therapies and Health Science (SRO Horation Garden)				
Main Report					
Background and current situation:					
<p>The UHB had committed to work with, and contribute to Horatio's Garden (HG) at University Hospital, Llandough (UHL), this will be their sixth Spinal Injuries garden in the UK and the first garden in Wales.</p> <p>Horatio's Garden is an award-winning National Charity building specialist garden environments to enhance physical and psychological wellbeing or spinal injury patients, this will be a first for patients and the Health Board in Wales.</p> <p>The last update to the Board of Trustees was at its January 2022 meeting, this paper sets out the final stages prior to opening of the garden this summer.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>Construction at University Hospital of Llandough is now nearing completion. Planting is completed and the Horatio Garden contractors Knox and Wells are now on site and works are progressing well. They have mid/late April timelines for laying the footpaths and finalising minor items in the Pavilion. The CVHB contractor will then undertake final works and gates will then be installed to complete the project. The UHB team will pick up the minor works once the HG team have complete on site. This will be done before the opening date assuming the HG team are off site in the next two weeks. The Head of Capital estates is checking that he has received the financial settlement information from the charity's project manager and if not escalate to the SRO for support so we can resolve the financial settlement with HG. (a verbal update will be given to confirm progress during April)</p> <p>An official opening is planned for w/c 27th June, and the communications team is organizing this with the HG CEO.</p>					
Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)					
<p>The Hoaratio Garden Charity is fully aware of the UHB Charity dontation being the full and final sum that we will contribute. Accordingly, no additional financial risk has been identified, though the Head of Capital Estates will confirm final settlement prior to the Board of Trustees meeting.</p> <p>Reputationally this will be a prestigius opening event as there are many noteworthy friends of Horatio's Garden.</p>					
Recommendation:					
<p>The Board of Trustee is requested to:</p> <p>a) NOTE the update provided and the scheduled opening of Horatio's garden Week commencing 27th June 2022.</p>					

b) THANK the UHB Capital Estates team for their flexibility in helping Horatio's Garden to deliver this project

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention	X	Long term	X	Integration	X	Collaboration	X	Involvement	X
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: Yes/No

No

Safety: Yes/No

No

Financial: Yes/No

No

Workforce: Yes/No

No

Legal: Yes/No

No

Reputational: Yes/No

No

Socio Economic: Yes/No

No

Equality and Health: Yes/No

No

Decarbonisation: Yes/No

No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

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Mohammed Sarah
22/08/2022 11:41:14

Report Title:	Horatio's Garden		Agenda Item no.	7.4	
Meeting:	Board of Trustees	Public	<input checked="" type="checkbox"/>	Meeting Date:	1/9/22
		Private	<input type="checkbox"/>		
Status <i>(please tick one only):</i>	Assurance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Information
Lead Executive:	Director Therapies and Health Science				
Report Author (Title):	Director Therapies and Health Science				

Main Report

Background and current situation:

Horatio's Garden Wales opened in 2022 at The Welsh Spinal Cord Injury and Neuro Rehabilitation Centre in University Hospital Llandough, Cardiff. The spinal centre is one of 11 designated spinal centres in the UK, with patients admitted from across south and mid-Wales.

Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:

Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

Cardiff and Vale University Health Board alongside its official charity, Cardiff & Vale Health Charity, celebrated the opening of Horatio's Garden in the Spinal Injury and Neuro Rehabilitation Centre at University Hospital Llandough on Saturday 2nd July.

To support the creation of the garden, Cardiff and Vale UHB generously provided the land, and Cardiff & Vale Health Charity significantly contributed to the development of the site and upkeep, including its single largest donation towards the wall that made it all possible.

Horatio's Garden Wales is the first of its kind in Wales, and the stunning accessible garden space is for patients, staff and visitors to enjoy throughout the year. What was once a grass mound, is now a fully functioning wellbeing space for patients, staff and families to enjoy for fresh air and quality time outdoors, and much-needed respite from the wards.

The award-winning, two-time RHS Chelsea Flower Show Gold Medal winner, Sarah Price, designed the garden, collaborating closely with current and former patients, their loved ones and our NHS staff to bring this beautiful, therapeutic, accessible garden to life. The garden is designed to be a home away from home for people facing long stays in hospital.

It is tended to by a Head Gardener, Owen Griffiths, who runs both group and 1:1 horticultural therapy workshops. These workshops complement the clinical care of the spinal centre, gently supporting patients' physical and psychological rehabilitation. A Garden Administrator and a team of volunteers assist Owen, whilst they also run creative workshops, including watercolour painting. Horatio's Garden staff have honorary contracts in place, managed by the UHB volunteers service.

To officially open the Garden, rugby legend, Sir Gareth Edwards, visited and toured the green sanctuary, and said,

"I am thrilled that Wales has a Horatio's Garden. It will provide people with traumatic injuries a place to spend time in nature and provide a space away from the ward where they can enjoy time with family and friends. Spinal cord injury can happen to anyone, as we know from our experiences in the world of rugby, and this beautiful garden can provide some relief for people going through a very difficult time."

Dr Olivia Chapple, Founder of Horatio's Garden and Chair of Trustees, led the speeches during the afternoon, thanking the many contributors for a successful launch. Professor Charles Janckewski, Chair of Cardiff and Vale UHB, and Suzanne Rankin, CEO of Cardiff and Vale UHB also expressed their thanks for the garden, and hope for improving the health and wellbeing of staff and patients with nature and the environment.

Financial commitment:

Total build costs were estimated to be £1.727m (of which the C&V charity commitment is £0.692m)

Maintenance costs for the maximum of 10 years have been assessed to be £0.530m (of which the C&V charity commitment is £0.094m)

The Hoaratio Garden Charity is fully aware of the UHB Charity donation being the full and final sum that we will contribute. Reputationally this will be a prestigious opening event as there are many noteworthy friends of Horatio's Garden.

Recommendation:

The Board of Trustees is requested to:

NOTE that the garden is now open and being used by patients and staff and that a short video has been made to record the opening.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention	Long term	Integration	Collaboration	Involvement
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: /No

Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)

Safety: s/No

Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Financial: No

Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Workforce: /No

Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Legal: /No

Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)

Reputational /No

Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Socio Economic: /No

The Socio Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.

Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: [The Socio-economic Duty: guidance | GOV.WALES](#)

(If this has been addressed in the main body of the report, please confirm)

Equality and Health: /No

Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.

Useful guidance on the completion of an EHIA can be found at the following link: [EHIA toolkit - Cardiff and Vale University Health Board \(nhs.wales\)](#)

(If this has been addressed in the main body of the report, please confirm)

Decarbonisation: Yes/

If appropriate, has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.

(If this has been addressed in the main body of the report, please confirm)

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Mohamed Sarah
22/08/2022 12:26:48

Cardiff and Vale University Health Board alongside its official charity, Cardiff & Vale Health Charity, celebrated the opening of Horatio's Garden in the Spinal Injury and Neuro Rehabilitation Centre at University Hospital Llandough on Saturday 2nd July.

To support the creation of the garden, Cardiff and Vale UHB generously provided the land, and Cardiff & Vale Health Charity significantly contributed to the development of the site and upkeep, including its single largest donation towards the wall that made it all possible.

What was once a grass mound, is now a fully functioning wellbeing space for patients, staff and families to enjoy for fresh air and quality time outdoors, and much-needed respite from the wards.

Horatio's Garden Wales is the first of its kind in Wales, and the stunning accessible garden space is for patients, staff and visitors to enjoy throughout the year. To officially open the Garden, rugby legend, Sir Gareth Edwards, visited and toured the green sanctuary, and said, "I am thrilled that Wales has a Horatio's Garden. It will provide people with traumatic injuries a place to spend time in nature and provide a space away from the ward where they can enjoy time with family and friends. Spinal cord injury can happen to anyone, as we know from our experiences in the world of rugby, and this beautiful garden can provide some relief for people going through a very difficult time."

Dr Olivia Chapple, Founder of Horatio's Garden and Chair of Trustees, led the speeches during the afternoon, thanking the many contributors for a successful launch. Professor Charles Janckewski, Chair of Cardiff and Vale UHB, and Suzanne Rankin, CEO of Cardiff and Vale UHB also expressed their thanks for the garden, and hope for improving the health and wellbeing of staff and patients with nature and the environment.

Mohamed Sarah
22/08/2022 12:26:48

Report Title:	Charitable Funds Committee Chair's Report		Agenda Item no.	7.5	
Meeting:	Board of Trustee	Public	X	Meeting Date:	1 September 2022
		Private			
Status <i>(please tick one only):</i>	Assurance	X	Approval	Information	X
Lead Executive:	Committee Chair and Independent Member - Community				
Report Author (Title):	Head of Corporate Governance				

Main Report

Background and current situation:

To provide the Board of Trustee with a summary of key issues discussed at the Charitable Funds Committee held on 21 June 2022.

Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:

The standard items of business were discussed at the meeting. These included the following:

- A report which detailed the Charity's current financial position.
- New Charitable Funds applications.
- Health Charity fundraising report.
- Feedback on approved successful CFC bids.
-

The key matters of business to highlight to Board Members include:-

- a) **Current Financial Position** – during the last 12 months, there had been (i) a reduction in income received by the Charity, (ii) market value loss on its investments of £0.084million, and (iii) a decrease from £6.569 million to £6.135million in the Charity's investment portfolio. Overall the value of the Charitable Funds had decreased by £1.67million in the current year to £8.778 million.
The Charity had approved a number of bids which had resulted in significant financial commitments assessed at being circa £0.712m. The general reserves were over committed by around £0.367m and therefore careful consideration would be required with regards to making any new commitments.
- b) **Investment Manager** – the Committee received an investment update from Rathbones, the Charity's investment manager. The Investment Director for Rathbones informed the Committee that 2020/21 had been a good year for investment return, but 2022 had been different due to a number of factors which included a high level of inflation, rising interest rates, the Russian invasion of Ukraine, and high costs (eg gas, oil, food). He rated the Charity's investment portfolio as Risk Level 3 (medium risk).
- c) **CFC Away Day** – due to be held on 22 September 2022 where the Committee and members of the Board of Trustee will consider the Health Charity Strategy.
- d) **Over 25K funding bids** – the Committee considered 6 funding bid applications, 4 of which were approved, and 1 bid (Employment Wellbeing Service) was approved subject to being endorsed by the Board of Trustee. The Committee agreed that further work was required in relation to the sixth bid (Our Health Meadow) to enable the Committee to have a better understanding of the financial commitment involved and how the same could be underwritten.

Further detail relating to the business discussed at the Charitable Funds Committee held on 21 June 2022 will be set out in the minutes drafted following that meeting.

Recommendation:

The Board of Trustee is requested to:

- a) **NOTE** the contents of this Chair’s Report

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	X
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	X
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time	X	10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	X

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term	X	Integration		Collaboration		Involvement	
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Mohamed Sarah
22/06/2022 12:26:44

Equality and Health: No	
Decarbonisation: No	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:
Charitable Funds Committee	21 June 2022

Mohamed Sarah
22/08/2022 12:26:48

2022 Audit Plan – Cardiff and Vale University Local Health Board Charitable Fund

Audit year: 2021-22

Date issued: August 2022

Document reference: 3089A2022

Mohamed, Sarah
22/08/2022 12:26:48

This document has been prepared as part of work performed in accordance with statutory functions. Further information can be found in our [Statement of Responsibilities](#).

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Mohamed Sarah
22/08/2022 12:26:48

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Mohamed Sarah
22/08/2022 12:26:48

2022 Audit Plan

About this document

- 1 This document sets out the work I plan to undertake during 2022 to discharge my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

Impact of COVID-19

- 2 The COVID-19 pandemic has had an unprecedented impact on the United Kingdom and the work of public sector organisations. While Wales is currently at Coronavirus Alert Level 0, Audit Wales will continue to monitor the position and will discuss the implications of any changes in the position with your officers.

Audit of financial statements

- 3 I am required to issue a report on Cardiff and Vale University Local Health Board Charity's (the Charitable Fund's) financial statements which includes an opinion on their truth and fairness, providing assurance that they:
 - are free from material misstatement, whether caused by fraud or error;
 - comply with the statutory and other applicable requirements;
 - comply with all relevant requirements for accounting presentation and disclosure; and
 - the consistency of information in the Trustee's Annual Report with the financial statements.
- 4 I will also report by exception on a number of matters which are set out in more detail in my [Statement of Responsibilities](#), along with further information about my work.
- 5 I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality. My aim is to identify material misstatements, that is, those misstatements that might result in a reader of the accounts being misled.
- 6 Prior to the completion of my audit, I will report to trustee members (deemed to be 'those charged with governance') the financial levels at which I judge misstatements to be material. I judge any misstatements below a trivial level (set at 5% of materiality) as not requiring consideration by those charged with governance, and therefore I will not report them.
- 7 There have been no limitations imposed on me in planning the scope of this audit.

Mohamed Sarah
22/08/2022 12:26:48

Audit of financial statement risks

8 Most of my audit planning is scheduled for the autumn. The following table therefore sets out the significant risks that I have currently identified.

Exhibit 1: audit of financial statement risks

Financial audit risks	Proposed audit response
Significant risks	
<p>The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].</p>	<p>I will:</p> <ul style="list-style-type: none"> • test the appropriateness of journal entries and other adjustments made in preparing the financial statements; • review accounting estimates for biases; and • evaluate the rationale for any significant transactions outside the normal course of business.
<p>Last year I made two formal recommendations in respect of:</p> <ul style="list-style-type: none"> • weaknesses in the draft financial statements submitted for my audit; and • premature payments to suppliers, in advance of need. <p>Management accepted both recommendations and agreed to address them by April 2022.</p>	<p>I will review whether management has introduced the intended improvements, and then reassess the audit risk in these areas and the audit testing required.</p>

Mohamed, Sarah
22/08/2022 12:26:48

Financial audit risks	Proposed audit response
Other areas of audit attention	
There is a risk that related party disclosures may be incomplete.	<p>I will:</p> <ul style="list-style-type: none"> • make enquiries of management to understand the process in place for identifying related party transactions; and • review completed related party declaration forms for evidence of any potential related parties.

Fee, audit team and timetable

- 9 My audit fee and the planned timescales for completion of the audit are based on the following assumptions:
- the financial statements are provided to the agreed timescales, to the quality expected and have been subject to a sound quality-assurance review;
 - all the information provided to support the financial statements is relevant, clearly referenced to the ledger and financial statements in accordance, and good quality;
 - timely and appropriate access to documents are provided to enable my team to deliver my audit in an efficient manner;
 - all appropriate officials will be available during the audit;
 - you have all the necessary controls and checks in place to enable the Accounting Officer and Trustee Chair to provide all the assurances that I require in the Letter of Representation addressed to me; and
 - Internal Audit's planned programme of work is complete, and management has responded to issues that may have affected the financial statements.

Fee

- 10 As set out in my [Fee Scheme 2022-23](#), my fee rates for 2022-23 have increased by 3.7%, as a result of the need to continually invest in audit quality and in response to increasing cost pressures. The previous increase to my fee rates was in 2016. This year's fee estimate, as shown in **Exhibit 2**, is £20,682. Last year's fee estimate was £20,000. However, I undertook extended audit work regarding some of the audit issues arising, for which I billed an additional £5,000.

Exhibit 2: this year's fee estimate and last year's outturn

Audit area	Fee estimate (£)	Actual fee last year (£)
Audit of financial statements	20,682	25,000

Audit team

11 The main members of the audit team, together with their contact details, are summarised in **Exhibit 3**.

Exhibit 3: my local audit team

Name	Role	Contact number	E-mail address
Richard Harries	Engagement Lead	02920 320585	richard.harries@audit.wales
Mark Jones	Audit Manager	02920 320631	mark.jones@audit.wales
Rhodri Davies	Audit Lead	02920 320500	rhodri.davies@audit.wales

12 I can confirm that team members are all independent of you and your officers.

Mohamed Sarah
22/08/2022 12:26:48

Timetable

13 The key milestones for the work set out in this plan are shown in **Exhibit 3**.

Exhibit 3: Audit timetable

Planned output	Work undertaken	Report finalised
2022 Audit Plan	July 2022	July 2022
Audit of Financial Statements work: <ul style="list-style-type: none">• Audit of Financial Statements Report• Opinion on Financial Statements	autumn	December 2022 (Trustee members anticipated to meet in January 2023)

Mohamed Sarah
22/08/2022 12:26:48

Mohamed, Sarah
22/08/2022 12:26:48



Audit Wales

24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

We welcome correspondence and
telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a
galwadau ffôn yn Gymraeg a Saesneg.

23/06/2022 12:26:48
Meredith

Report Title:	HEALTH CHARITY EVENTS PLANNER 2022 UPDATE			Agenda Item no.	9.1	
Meeting:	BOARD OF TRUSTEES	Public	<input checked="" type="checkbox"/>	Meeting Date:	1st September 2022	
		Private	<input type="checkbox"/>			
Status <i>(please tick one only):</i>	Assurance	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Information	<input type="checkbox"/>

Lead Executive: **Catherine Phillips, Executive Director of Finance**

Report Author (Title): **Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement**

Main Report

Background and current situation:

Cardiff and Vale Health Charity (“the Health Charity”) is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.

The Health Charity Team organises a wide range of fundraising events throughout the year to:

- Support individual appeals for Clinical Boards and fundraisers
- Involve and support staff members in their individual fundraising for the HC
- Raise awareness of the Health Charity’s fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities
- It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events.

The attached planner provides information on scheduled events for the remainder of the calendar year - 2022.

A proposed events calendar for 2023 will be submitted to the Charitable Funds Committee in September and shared with the BoT in its meeting in December 2022.

Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:

Executive Directors have identified individual events from the attached schedule which they will be supporting/attending. This schedule is provided to the Board of Trustees for information purposes.

Visibility and support from the Board of Trustees adds weight to the event or appeal by a personal presence. Any support to demonstrate the connection between the Health Charity and the UHB and delivering the aims of the strategy- to support, patients, staff and the community would be greatly appreciated

Recommendation:

The Board of Trustee is requested to:

- a) Note the updated Health Charity Events Planner 2022.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities	<input type="checkbox"/>	6. Have a planned care system where demand and capacity are in balance	<input type="checkbox"/>
2. Deliver outcomes that matter to people	<input checked="" type="checkbox"/>	7. Be a great place to work and learn	<input checked="" type="checkbox"/>

3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	√
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	√

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term		Integration	√	Collaboration	√	Involvement	√
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Mohamed Sarah
22/08/2022 12:26:48

Health Charity Events List 2022







Key: ■ Charity led ■ Supporter led ■ Event has taken place

Event	Description	Lead Executive	Engagement Level
<p>Cardiff Half Marathon 2022</p> <p>Registered Charity No. 1056544</p>	<p>Spaces available to support Cardiff & Vale Health Charity.</p> <p>Sunday 2nd October</p> <p>10.00am</p> <p>Cardiff</p>		<p>Public event. Health Charity supporters participating in run.</p> <p>Health Charity representative attending to show support to runners.</p>
<p>The Welsh Three Peaks Challenge</p> <p>Registered Charity No. 1056544</p>	<p>Charity challenge to support Cardiff & Vale Health Charity.</p> <p>Sunday 16th October 2022</p>	Meriel Jenney completing.	
<p>Prop Appeal Masquerade Halloween Ball</p>	<p>Raising funds to support Brain Injury Rehabilitation Patients</p> <p>Friday 28th October</p> <p>7.00pm – 12.00am</p> <p>Mercure Holland House</p> <p>Tickets £45</p>		<p>Charity led open event with welcome, introduction with thank you message to supporters in attendance.</p> <p>Message to be provided by Health Charity representative.</p>
<p>Staff Lottery £22,000 SuperMegaDraw</p>	<p>Friday 25th November</p> <p>1.30pm – 2.00pm</p> <p>Health Charity Office, Woodland House</p>		<p>Internal Charity led. Welcome, introduction, and thank you message.</p> <p>Generate lottery winners, contact winners and photo opportunity.</p>

Health Charity Events List 2022

Key: ■ Charity led ■ Supporter led ■ Event has taken place

Event	Description	Lead Executive	Engagement Level
<p>Christmas Wreath Workshop</p>  <p>Cardiff & Vale HealthCharity Elusenlechyd Caerdydd a'r Fro Registered Charity No. 1056544</p>	<p>Charity event to support Cardiff & Vale Health Charity November TBC</p>		
<p>Shine Bright Appeal</p>  <p>Our Health Meadow Ein Dôl Iechyd</p>	<p>Raising funds to support Our Health Meadow December TBC 4.30pm – 6.00pm (TBC) University Hospital of Wales</p>	<p>Fiona Kinghorn attending.</p>	<p>Charity led open event with welcome, introduction with thank you message to supporters in attendance.</p> <p>Message to be provided by Health Charity representative.</p>
<p>Breast Centre Appeal Pink Tie Gala Dinner</p>  <p>THE BREAST CENTRE Cardiff & Vale</p>	<p>Raising funds to support our Breast Centre Appeal Saturday 3rd December 2022 6.30pm – 12.00am Cardiff Marriott Hotel Tickets £60pp or £550 for table of 10</p>		<p>Charity led open event. Thank you message during speeches, introduction to some of our long-term fundraisers and staff benefits partners.</p> <p>Message to be provided by Health Charity representative</p>
<p>The NHS Big Jump</p>  <p>Cardiff & Vale HealthCharity Elusenlechyd Caerdydd a'r Fro Registered Charity No. 1056544</p>	<p>Supporters skydiving to raise funds for Cardiff & Vale Health Charity Various dates throughout the year. Swansea Airfield</p>	<p>No lead required to attend.</p>	<p>Open event with thank you message to supporters.</p>