

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 BoT Minutes 21.04.22 MD.NF.CJ.pdf (8 pages)

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

0 min

Charles Janczewski

📄 5 Draft Action Log 01.09.22 MD.NF.CJv2.pdf (1 pages)

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

0 min

Charles Janczewski

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

60 min

7.1. Health Charity Current Financial Position

Robert Mahoney

📄 7.1 Health Charity Current Financial Position.pdf (6 pages)

7.2. Employee Wellbeing Service Bid

Catherine Phillips/Joanne Brandon

📄 7.2 Employee Wellbeing Service Bid.pdf (3 pages)

📄 7.2a Appendix1 Bid Application EWS.pdf (10 pages)


7.3. Disposal of Rookwood Hospital (verbal update)

Mohamed Saad
23/08/2022 14:00:45

Fiona Jenkins

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)

11:10 - 11:10 8. Items for Approval/Ratification

0 min



No Items

11:10 - 11:15 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)

11:15 - 11:15 10. Any Other Business

0 min

Charles Janczewski

11:15 - 11:15 11. Review of the Meeting

0 min

11:15 - 11:15 12. Date and time of next meeting

0 min

Thursday 19 January 2023 at 10 am

Mohamed Sarah
23/08/2022 14:30:45

Unconfirmed Minutes of the Board of Trustee Meeting
Thursday 21 April 2022
Via MS Teams

Chair:		
Charles Janczewski	CJ	UHB Chair
Present:		
Rachel Gidman	RG	Executive Director of People and Culture
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Mike Jones	MJ	Independent Member – Trade Union
Sara Moseley	SM	Independent Member – Third Sector
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
Ruth Walker	RW	Executive Nurse Director
Fiona Kinghorn	FK	Executive Director of Public Health
Suzanne Rankin	SR	Chief Executive Officer
In Attendance		
Joanne Brandon	JB	Director of Communications
Nicola Foreman	NF	Director of Corporate Governance
Simone Joslyn	SJ	Head of Arts and Health Charity
Robert Mahoney	RM	Interim Deputy Director of Finance
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Susan Elsmore	SE	Independent Member – Local Council
Akmal Hanuk	AH	Independent Member - Community
Michael Imperato	MI	Independent Member - Legal
Meriel Jenney	MJ	Interim Executive Medical Director
Catherine Phillips	CP	Executive Director of Finance
Ceri Phillips	CP	Vice Chair of the Health Board

BT 22/04/001	Welcome & Introductions The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 22/04/002	Apologies for Absence Apologies for absence were noted	
BT 22/04/003	Declarations of Interest The UHB Chair declared an interest as the chair for the “Our Health Meadow” Group.	
BT 22/04/004	Minutes of the Board of Trustee Meeting held on 20 January 2022 The minutes of the Board of Trustee Meeting held on 20 January were received. The Board of Trustee (The Trustees) resolved that: a) The minutes were approved as an accurate and true record of the meeting held on 20 January 2022.	
BT 22/04/005	Action Log following the Meeting held on 20 January 2022 The Action Log was received.	

	<p>It was noted that the action around the disposal of Rookwood Hospital would be received by the Trustees at the next meeting in September 2022.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Action Log was noted.</p>	Action Log
BT 22/04/006	<p>Chair's Action taken since last meeting</p> <p>No Chair's Actions had been taken since the last meeting.</p>	
BT 22/04/007	<p>Health Charity Current Financial Position</p> <p>The Health Charity Current Financial Position was received.</p> <p>The Interim Director of Finance (IDDF) advised the Trustee that the report highlighted the financial performance of the Charity to the period 31st January 2022 but noted that he would provide updated figures.</p> <p>He added that the opening market value of the investment portfolio on 1st April 2021 was £6.368m and the closing market value on 31st March 2022 was £6.569m.</p> <p>It was noted that the movement was £0.201m and that the Health Charity had taken a cash withdrawal within the financial year to help the cashflow of the Charity. That had meant that, in effect, the Charity had received gains of £0.451m within the financial year and that the £0.201m remained within the investment balance.</p> <p>The Trustee was advised that the income, made up of various legacies, donations, fundraising and other elements stood at £1.752m and expenditure stood at £2.442m with a net outgoing of £0.691.</p> <p>The IDDF advised the Trustee that in terms of total funds of the Health Charity the opening balance on 1st April 2021 was £9.147m and the closing balance on 31st March 2022 was £8.908 with a movement of £0.239m.</p> <p>It was noted that the Finance team had a different timescale for the submission of the Charitable Funds accounts and advised the Trustee that the main Health Board accounts were being focussed on at present. He added that the Charitable Funds accounts would be audited in the Autumn of 2022. The Health Board's main accounts would be audited during April and May 2022.</p> <p>The UHB Chair noted that the Charity was in a very positive position despite the volatility experienced in the investment market.</p> <p>The Executive Nurse Director (END) asked the Trustee if enough was being spent in relation to the current financial position in line with Charitable Funds' responsibilities.</p>	

Mohamed, Sarah
23/08/2022 14:30:45

	<p>The Chief Executive Officer (CEO) asked if there was a strategy that set out the ambition for the Health Charity and was there a risk appetite for the threshold of holdings below which the Trustee would see as the “de minimis” to spend across all of the accounts.</p> <p>The UHB Chair responded that there was a strategy and it would be refreshed shortly.</p> <p>The Director of Communications (DC) added that she had shared the strategy with the CEO via an online portal so it could be viewed there.</p> <p>She added that there would be an Away Day proposal at the next Charitable Funds Committee meeting to review the strategy and the strategic aims.</p> <p>The UHB Chair asked what was meant by “Neurological Gardens” which was outlined within the report received.</p> <p>The DC responded that when Horatio’s Garden was established it was noted that because Rookwood Hospital catered for spinal patients and neurological patients, the Health Board had agreed to treat both areas equally and so investment had been received for a “neurological side” of the gardens.</p> <p>She added that all of the funding for the neurological gardens had been supported by the Health Board rather than the fundraising from Horatio’s Garden which focussed on the spinal area.</p> <p>The UHB Chair noted that the general reserves were barely enough to cover commitments and asked what assurance could be provided to Trustee that they would always remain in balance.</p> <p>The IDDF responded that another £0.350 had been drawn down from the investments for cashflow purposes and noted that how that would be distributed would be looked at and reported back to the Trustee via the Charitable Funds Committee.</p> <p>The Board of Trustee resolved that:</p> <ul style="list-style-type: none"> a) The financial position of the Charity was noted. b) The performance of the investment portfolio was noted. c) The commitments against general reserve were noted. 	<p>IDDF</p>
<p>BT 22/04/008</p> <p>Mohamed, Sarah 23/08/2022 14:30:45</p>	<p>Horatio’s Garden Update</p> <p>The Horatio’s Garden Update was received.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) advised the Trustee that the report provided an update on the current position with Horatio’s Garden.</p>	

	<p>It was noted that the work on Horatio's Garden was almost complete and that actions had moved forward since the report was compiled which included:</p> <ul style="list-style-type: none"> • Construction was nearing completion and the planting of the garden had gone well. • The Horatio's Garden Charity had provided their own construction team (Knox & Wells) and they had also interfaced with the contractors (Willmott Dixon) being used by the University Hospital Llandough (UHL). • The Director of Capital Estates and Facilities (DCEF) was currently negotiating between Horatio's Garden contractors and the Health Board's contractors to have final discussions of whom should pay for what. • The DCEF would advise the EDTHS and the Executive Director of Finance (EDF) of the discussions to enable completion of financial issues in a partnership arrangement. <p>The DC advised the Trustee that that the opening of the garden would be on the 2nd of July 2022 and noted that diary confirmations were underway.</p> <p>The EDTHS advised the Trustee that the recommendation in the report would need to be amended to reflect the new opening date.</p> <p>She concluded the discussion by thanking all of the people involved and noted that the work undertaken by the capital and estates team had been extraordinary.</p> <p>The UHB Chair agreed and thanked the EDTHS for all of the work undertaken by herself as well.</p> <p>The Board of Trustee resolved that:</p> <ol style="list-style-type: none"> a) The update provided and the scheduled opening of Horatio's garden on 2nd July 2022 was noted. b) The UHB Capital Estates team were thanked for their flexibility in helping Horatio's Garden deliver the project. 	
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Mohamed Sarah
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<p>BT 22/04/009</p> <p>Mohamed Sarah 23/08/2022 14:30:45</p>	<p>Our Health Meadow</p> <p>The Our Health Meadow information was received.</p> <p>The DC advised the Trustee that “Our Health Meadow” had started as the “Our Orchard Appeal” and noted that the environmental opportunity for the Health Board was great as the piece of land was not accessible unless accessed via the UHL site.</p> <p>It was noted that the vision of Our Health Meadow was to create a unique space which would become a legacy for generations to come.</p> <p>The Trustee was advised that a unique aspect of Our Health Meadow was that the Health Board worked with Third Sector parties and noted that the Health Board had worked in partnership with “Down to Earth” (an award-winning social enterprise with a 15-year track record in supporting people to bring about positive change in their lives).</p> <p>It was noted that Down To Earth had looked at organisations who wanted to give something back to the community.</p> <p>The Head of Arts and Health Charity (HAHC) advised the Trustee that there had been a lot of interest around the Our Health Meadow from neighbouring Health Boards.</p> <p>It was noted that a continued commitment for the build would be required in order for there to be a lasting legacy on the UHL site.</p> <p>She added that this would require a monetary commitment and so the request was for the Trustee to consider ongoing financial commitment to the project.</p> <p>The UHB Chair advised the Trustee that the benefit could be seen from the project and noted that once the project was finalised it would be something to be very proud of.</p> <p>The Executive Director of Public Health (EDPH) noted that it would be a real emblem of the Health Board’s commitment to the embedding of the Wellbeing and Future Generations Act and asked if it was an area that the Charitable Funds could be considered.</p> <p>The HAHC responded that she thought Charitable Funds could be utilised for the project and noted that to further develop the vision for the site the project required support and inclusion in the Health Board’s Capital programme to build confidence from the other public and private funders (National Lottery/Welsh Government/Postcode Lottery etc.) and to show long term commitment from the Health Board.</p> <p>The END advised the Trustee that the Health Board needed to remember some of the commitments that had been made upon the relocation of Whitchurch Hospital to UHL.</p> <p>She added that some of the challenges the community had raised at that time was that there needed to be an outdoor therapeutic environment for patients along with feedback of the transferal of Rookwood services to UHL and the need to ensure that outdoor spaces were required for those patients with complex needs.</p>	
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	<p>It was noted that the Charitable Funds Committee could look at the request in more detail at the next meeting and something more structured could be received by the Trustee in September.</p> <p>The END noted that the Health Board could not underestimate the wellbeing needs for staff and advised the Trustee that outdoor spaces would benefit staff.</p> <p>The DC reiterated the HAHC's earlier point regarding bids being more successful from public and private funders if the Health Board showed commitment to the projects.</p> <p>The Independent Member – Capital and Estates (IMCE) asked if the Charitable Funds Committee could receive a strategic paper.</p> <p>She added it would also be worthwhile to have a summary of what constituted a contribution from the Health Board to ensure successful bids from the public and private funders.</p> <p>The DC responded that it depended on where the grants were being applied from and noted that a lot of public and private funders set criteria which the Health Charity would then follow.</p> <p>She added that the Health Charity was in competition from Health Boards and Trusts across the UK and noted that they had secured £0.680 from excellent bid writers within the Health Charity team.</p> <p>The HAHC advised the Trustee that there were 2 Open Days where Trustees could meet Down to Earth colleagues, receive updates on the progress to date and explore future opportunities for the Health Board to support the project/outcomes of Our Health Meadow.</p> <p>She concluded that Down To Earth had also secured money for the project on behalf of the Health Board and noted their continued support.</p> <p>The UHB Chair thanked the HAHC for her continued dedication to the project and noted that she was the "beating heart of the group".</p> <p>The Board of Trustee resolved that:</p> <ul style="list-style-type: none"> a) The progress and activities of the Health Meadow Appeal were noted. b) The Charitable Funds Committee would explore the funding requests in more detail to understand the strategic intent at their next meeting. 	<p>DC</p> <p>DC</p>
<p>BT 22/04/010</p> <p>Mohamed, Sarah 23/08/2022 14:30:45</p>	<p>Chair's Reports:</p> <p>i. Charitable Funds Committee</p> <p>The Chair's Report for the Charitable Funds Committee was received.</p> <p>The END advised the Committee of 3 areas to highlight within the report:</p> <ul style="list-style-type: none"> • The Arts Annual Report – the END encouraged the Trustee to read the report and noted that the Health Board was "trailblazing" in Wales. • Events Planner – the END noted that it was important for Executives and Independent Members to support the events. 	

	<ul style="list-style-type: none"> Governance – the END advised the Trustee that there was a strategy in place for the Charitable Funds Committee and noted that the Committee reviewed the Terms of Reference work plan for the 2022-23 financial year. <p>The Board of Trustee resolved that:</p> <p>a) The Charitable Funds Committee Chair's Report was noted.</p>	
BT 22/04/011	<p>Events Planner</p> <p>The Events Planner was received.</p> <p>The DC advised the Trustees that as more areas started to open up following the peaks of the Covid-19 pandemic, the Health Board were now committed to public events.</p> <p>She added that there were a number of core events throughout the year which included:</p> <ul style="list-style-type: none"> Afternoon Teas Staff Lottery Events The Cardiff Half Marathon NHS Online Auctions Halloween Masquerade Ball. <p>It was noted that the Health Charity would be grateful for support from Independent Members and Executives because:</p> <ul style="list-style-type: none"> It added profile to the events. Staff feedback acknowledged that it felt like their contribution was acknowledged when Executives and Independent Members attended events. It enabled the Health Charity to promote the idea of supporting patients and staff through the money that is raised at the events. <p>The DC advised the Trustee that the Staff Lottery was also growing in numbers and noted that last year £21k was given away in a "Mega Draw" and highlighted the "Mega Draw" for 2022 would be £22k.</p> <p>The CC concluded that it was nice to see the opening up of events and to see them mapped out on the planner.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Health Charity Events Planner 2022 was noted.</p>	
Mohamed Sarah 23/08/2022 14:30:45	<p>Executive Lead Replacement – Verbal Update</p> <p>The Chief Executive Officer advised the Trustee that the END would be leaving the Health Board in May 2022 and thanked her for her dedication and hard work.</p> <p>She added that she had asked the Executive Director of Finance (EDF) to assume the role of Executive Lead for the Charitable Funds Committee and asked for the Trustee's approval.</p> <p>The Board of Trustee resolved that:</p>	

	a) The Trustees approved the appointment of the EDF to Executive Lead of the Charitable Funds Committee.	
BT 22/04/012	Any Other Business No other business was noted.	
BT 22/04/013	Review of the Meeting Key points how we look to spend more of the charitable funds. How nice and refreshing it is to see Our Health Meadow with positive potential outcomes for staff, patients and communities around us.	
BT 22/04/014	Date & Time of Next Meeting Thursday 1 September 2022 Time 10am MS Teams	

Mohamed Sarah
23/08/2022 14:30:45

Action Log
Following Board of Trustee Meeting held on
21st April 2022
(Updated for 1st September Meeting).

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
BT 22/01/009	Disposal of Rookwood Hospital	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	COMPLETED On the agenda for September's Board of Trustee meeting (agenda item 7.4)
Actions in Progress					
BT 22/04/009	Our Health Meadow	The Charitable Funds Committee would look at the request in more detail at their next meeting and something more structured and strategic could be received by the Trustee in September.	Jo Brandon	19.01.2022	Update by 19 January 2022. At its meeting on 21 June 2022 the CFC Committee agreed that further work was required in order to understand how the bid could be funded and then the CFC Committee would reconsider the funding bid. Once the CFC Committee has reconsidered the bid the matter will be referred to the Board of Trustees.
Actions referred to Committees of the Board/Board Development					
BT 22/04/007	Health Charity Current Financial Position	£0.350 had been drawn down from the investments for cashflow purposes and noted how that would be distributed would be looked at and reported back to the Trustee via the Charitable Funds Committee.	Robert Mahoney	20.09.2022	COMPLETED The £350k was the cash call down from the investment funds to support cashflow against commitments made by the Charitable Funds Committee from the General Fund and to support expenditure committed from the Restricted Funds (information from Rob Mahoney).
BT 21/07/008	Training Update	To provide a training update on policies/legislation to Independent Members.	Nicola Foreman	20.09.2022	Scheduled to be delivered at the Charitable Fund Committee's Away Day on 20 September 2022.

Mohamed Ibrahim
23/08/2022 14:30:45

Report Title:	Charitable Funds Financial Position Report for the Period Ended 30 th June 2022.				Agenda Item no.	7.1
Meeting:	Board of Trustee Meeting		Public	X	Meeting Date:	01.09.22
			Private			
Status (please tick one only):	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 Board of Trustee 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 for the period April 2022 to the period 30th June 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 value of the Charitable Funds decreased by £0.547m for the period ending 30th June 2022.
- The stock market continued its downward trend in June resulting in cumulative losses of £0.390m for the period ending 30th June 2022;
- General Reserves are currently overcommitted against outstanding commitments to the value of £1.114m

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

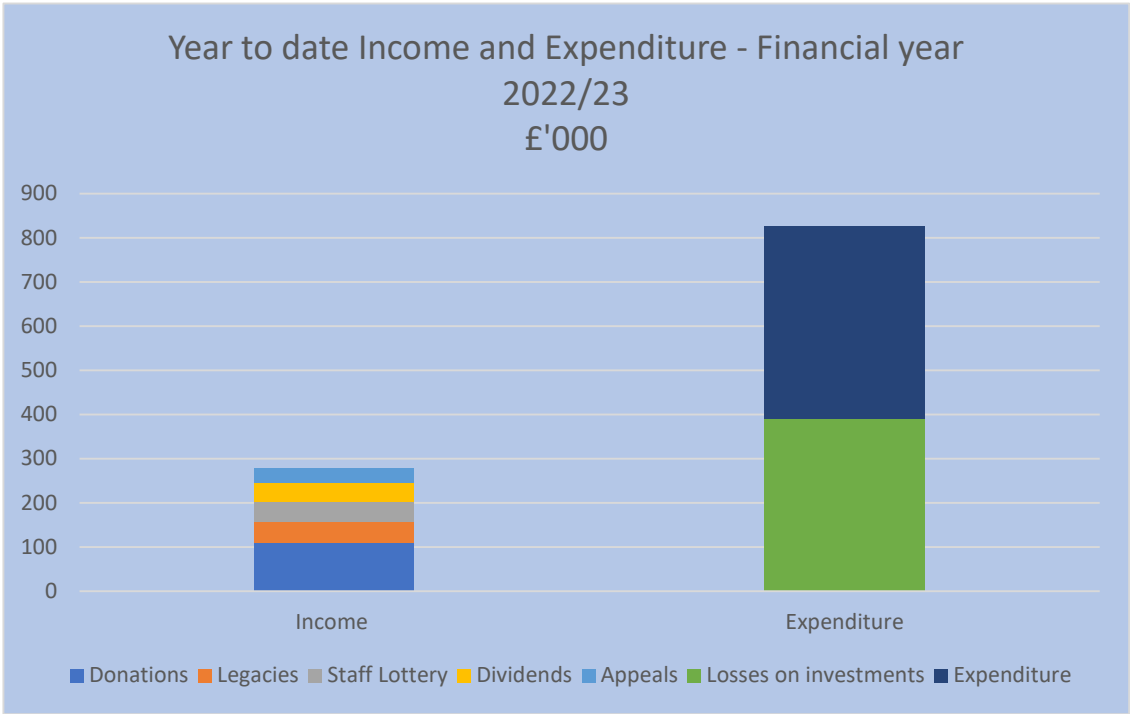
Financial Performance for 30th June 2022

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 30th June 2022

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2022	4,680	1,784	2,524	8,988
Total Income Resources	182	96		278
Total Resources Expended	-329	-106		-435
Net Incoming/(Outgoing) Resources	-147	-10		-157
Gains / (Losses) on Investment Assets	-388		-2	-390
Net Movement in Funds	-535	-10	-2	-547
Fund Balances carried forward June 2022	4,145	1,774	2,522	8,441

Table 1 shows the Charity generated £0.278m of income and spent £0.435m for the first three months of the financial year. This has resulted in net expenditure of £0.157m. In addition, the charity also had market value loss on its investments of £0.390m for the period compared to the April 2022 valuation. This also takes into consideration the cash withdrawal of £0.350m. The combined effect of these results is a net decrease in fund balances for the period ending June 2022 of £0.547m. This is shown in the following chart.



An analysis of the income received by the charity for the first month 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 period to June 2022

Income	Unrestricted £000	Restricted £000	Total £000	21/22 To June £000	20/21 To June £000
Legacies	45		45		11
Donations	99	12	111	163	870
Staff Lottery		47	47	46	41
Appeals		32	32	27	16
Dividend Income	38	5	43	38	32
Total Income	182	96	278	274	970

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

Created by Sarah
23/08/2022 14:30:45

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

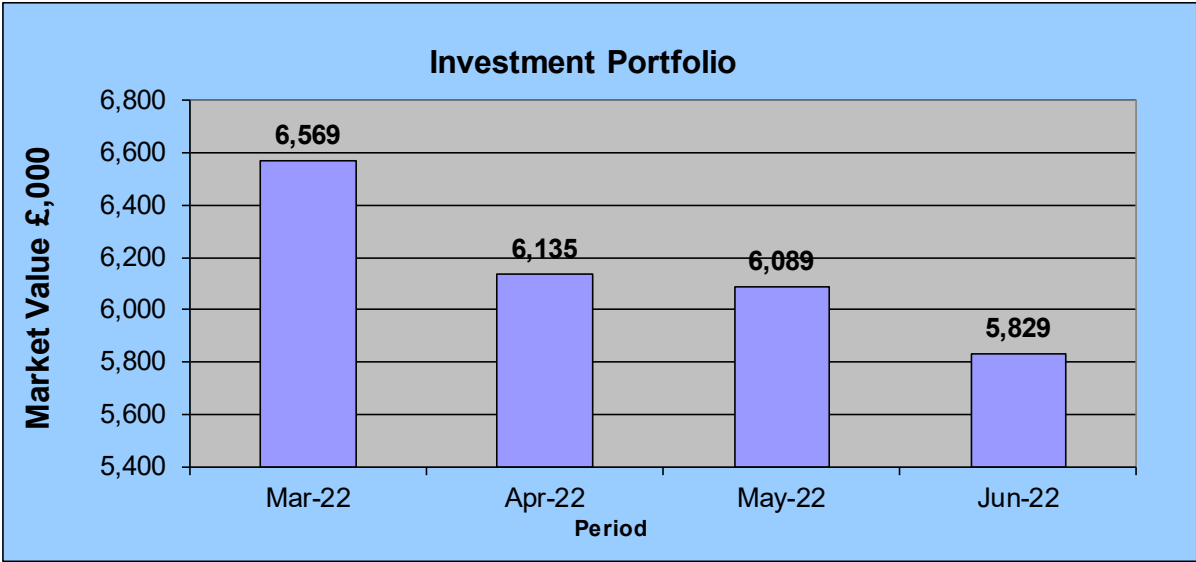
Table 3: Summary Balance Sheet as at 30th June 2022

	Opening Balance £000 01.04.21	Closing Balance £000 30.06.22
Fixed Assets		
Investment Portfolio	6,569	5,829
Rookwood Hospital	2,479	2,479
Net Current Assets / Liabilities	-60	133
Total Net Assets	8,988	8,441
Unrestricted Funds	4,680	4,145
Restricted Funds	1,784	1,774
Endowment Funds	2,524	2,522
Total Funds	8,988	8,441

The fund balances have decreased by £0.547m in the period to £8.441m. Of the closing fixed asset balance, £2.479m relates to Rookwood Hospital with the balance of £5.829m relating to the investment portfolio. Of the net current assets closing balance of £0.133m, some £0.239m is supported with cash (which includes the cash withdrawal of £0.350m from the investment portfolio), with the balance being net current liabilities of £0.106m.

The following graph shows the investment portfolio's performance from March 2022 to June 2022.

Table 4: Summary of Investment Portfolio Performance



The investment portfolio started the financial year with a market value of £6.569m. The value has decreased to £5.829m for the period ending June 2022, which includes a £0.350m cash withdrawal in May 2022. This has resulted in a market value loss of £0.390m for the period ending June 2022 compared to the opening balance of £6.569m.

In summary the value of the Charitable Funds has decreased by £0.547m in the current year to £8.441m. This decrease represents net expenditure of £0.157m and market value losses of £0.390m.

Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £8.441m, 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 negative value of (£0.083m) made up of the following:

- Consolidated general reserve fund balance of £0.307m
- Year to date investment losses 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 **£1.031m** and are summarised below

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £ £'000	Outstanding £ £'000	Comment
UHB Transport Solutions	392	62	
Staff Recognition Awards	20	20	£5k per year - 4 years outstanding
Cost of Fundraising Team 2022/23	495	321	Full year £407 (net of recharge) less £86k expenditure to date
Less Make it Better Fund recharge	-14		
Less Staff Lottery recharge	-32		
Less Appeal Funds recharge	-25		
Less NHS Charities Fund Recharge	-17		
Forget-me not Choir	13	13	
Welsh Transplant Team	40	40	Up to 8k per year for 5 years
Neurological Gardens	192	145	Neuro garden costs
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Courtesy Car UHL	33	21	Commencement of scheme following Covid -19 pandemic
Improving the environment of the Wellbeing Service	60	60	
Innovation collision space to support our people and culture	24	24	
Third Sector Grants	36	36	
Employee Wellbeing Service	195	195	
Total	1,506	1,031	

This means that general reserves are over committed by circa £1.114m. A key driver for this is the year to date performance of the investment portfolio, which has achieved losses of £0.390m for the period ending June 2022.

Mohamed Sarah
23/08/2022 14:30:45

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. The next review is due to concluded in September 2022 for the period ending March 2022.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs 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 over commitment of the 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:

Mohamed, Sarah
23/08/2022 14:30:45

Report Title:	EMPLOYEE WELLBEING SERVICE BID			Agenda Item no.	7.2
Meeting:	BOARD OF TRUSTEES	Public	X	Meeting Date:	1st September 2022
Status (please tick one only):	Assurance	Private		Approval	X
				Information	X
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:

In June 2019, the Board of Trustees of Cardiff & Vale Health Charity approved a bid which increased (doubled) the number of counsellors within the Employee Wellbeing Service (EWS), and supported the introduction of a new Assistant Psychological Therapy Practitioner (APTP) role.

The provision of charitable funds was approved on a fixed term basis, ending on 28th February 2022, with employees being appointed into fixed term contracts ending between December 2021 - February 2022.

The EWS submitted a further application to the Charitable Funds Committee on 7th December 2021, request extension of the funding for a further 2. The CFC decision was to support an additional three months, whilst the service explored alternative revenue options to fund this resource.

The EWS made a submission for IMTP funding 2022/23, which was unsuccessful, however discussions to identify sustainable, long-term resource funding have taken place, and the Health Board has agreed to support the posts from April 2023, and 'pre-investment' funds have been set aside for this.

It was noted that a submission for IMTP funding had been unsuccessful although there had been discussions to identify sustainable long-term funding. As a result of this, funding for all additional posts will be secured from April 2023.

The attached bid is to secure funding for the 9-month period (between 1 July 2022 to 31 March 2023) to protect the service and enable it to continue providing care and support for Health Board employees.

The EWS therefore approached Charitable Funds to request further funding (Appendix 1- bid for charitable funds) as follows":

Project period: 1st July 2022 – 31st March 2023 (9 months)

Project Value: £194,864

CFC discussion/outcome

The Executive Director of People and Culture (EDPC) advised the CFC that the bid had returned to the Committee, because the long-term intention is to make the funding core.

She added that she hoped the Committee would support the bid so that the Health Board could keep the individuals in post and make the service sustainable going forward. She noted that there were lots of other wellbeing offerings that had been gained through slippage funding that would complement the service.

The Executive Director of Finance (EDF) responded that there was a need for to consider the long-term model for the EWS. She added that it had slipped between the net again and so that piece of work would be required to ensure the bid was not brought back to the CFC again in a years' time.

The EDPC responded that the EWS team would be ready to take it to the Business Case Approval Group (BCAG) earlier than originally anticipated.

The Director of Corporate Governance advised the Committee that the third bid of £194,864 would need to go to the Board of Trustees.

The Charitable Funds Committee resolved that:

The bid for charitable funds for the EWS was noted and required submission to the Board of Trustees for consideration and endorsement.

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

The attached bid was submitted by the Health Charity on behalf of the Employee Wellbeing Service, for consideration of further funding by the Charitable Funds Committee.

In line with the delegation of approval limits, this bid requires endorsement by the Board of Trustees.

Recommendation:

The Board of Trustee is requested to:

- Endorse the attached bid for charitable funds.

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		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	√
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
23/08/2022 14:30:45



Item 7.2 – Employee Wellbeing Service Appendix 1 - BoT 01.09.22

CHARITABLE FUNDS BID APPLICATION FORM

1. Please state the name of the project/bid: Employee Wellbeing Service (EWS)
2. Please state the overall amount you are requesting: £194,864
3. Please state the duration of the project/bid: 01 st July 2022 to 31 st March 2023 (9months)
<p>4. Please provide an overall summary of what your bid is about and what it will achieve?</p> <p>In June 2019, the Board of Trustees of the Cardiff & Vale Health Board Charity approved a bid which increased (doubled) the number of counsellors within the Employee Wellbeing Service (EWS), and supported the introduction of a new Assistant Psychological Therapy Practitioner (APTP) role.</p> <p>The charitable funding was due to come to an end by February 2022 with fixed term contracts ending between December 2021 – February 2022.</p> <p>The Health Charity has recently agreed to extend the funding arrangement until July 2022 while discussions were taking place around funding options including a bid submission for IMTP funding 2022/23. Due to organisational priorities elsewhere, this bid was unfortunately unsuccessful. However, discussions to identify sustainable, long-term resource funding have taken place, and the UHB has agreed to support the posts from April 2023, and ‘pre-investment’ funds have been set aside.</p> <p>Although this is good news for future services provision the existing service is currently under threat as it manages the resource situation between July 2022 and March 2023 and we are approaching Charitable Funds to extend support over this period.</p> <p>This is a time when Cardiff and Vale UHB and its staff are facing unprecedented pressures and the risks to staff wellbeing and the UHB will continue to be significant.</p> <p>Evidence indicates that demand for wellbeing and psychological support will continue to increase over the next 5-10 years as a result of the pandemic. Without funding between July 2022 and March 2023 the service will lose experienced counsellor and APTP practitioners and posts, resulting in increased waiting times. Waiting times are likely to revert back to those seen in 2019 of 22 weeks plus, and it is estimated to be even longer due to the increase in the number, and complexity of referrals being received.</p> <p>In addition, the expanded range of services such as ‘Guided Self-help’, ‘Wellbeing champion training’, ‘extended workshops’ and ‘managers support’ will also have to be withdrawn which will reduce the resources available to support wellbeing.</p> <p>With the funding set to end in June this will present a level of uncertainty for the staff members providing the service with a real risk of losing the experienced practitioners to external opportunities. This will result in the need for the service to go through a further lengthy recruitment campaigns and training which will also incur additional costs.</p>

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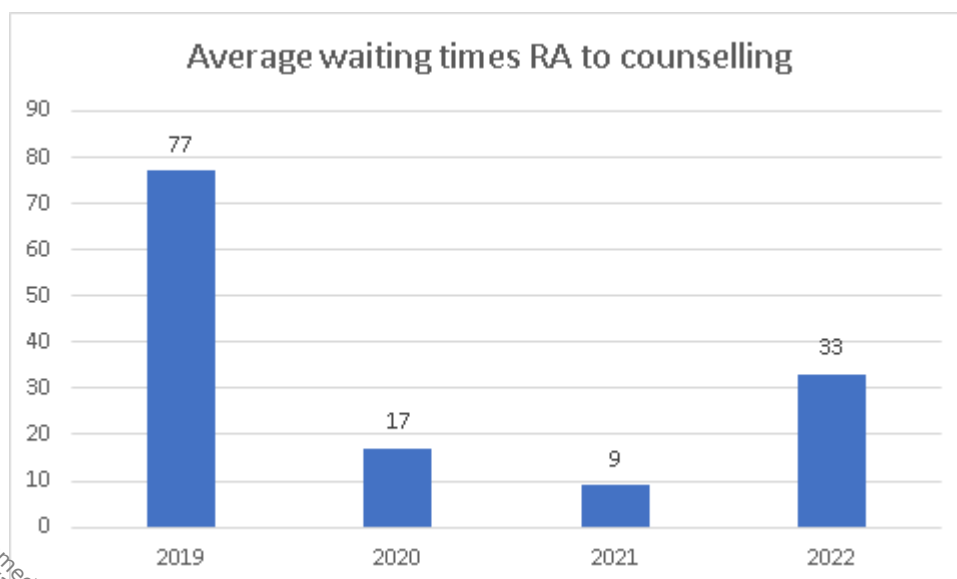
CHARITABLE FUNDS BID APPLICATION FORM

There is clear evidence to support the effectiveness of the additional funding and the impact it has had over the past 3 years. The funding into the additional roles and posts has made a significant positive difference on waiting times within EWS. This can be seen in relation to the number of days employees were waiting from 'referral received' to their 'Resource Appointment' (RA) i.e. in 2019 the total number seen within 5 working days were 8 (16%) in comparison with 2021, following investment in resources, the number of employees seen within 5 working days increased to 28 (59%).

An even greater positive impact, has been seen in waiting times for counselling. Since October 2020 staff requiring counselling are on average given an appointment within thirty-three days of their initial Resource Assessment (RA) which remains an improvement in comparison with the seventy-seven days in 2019 and remains below the Welsh Government target of 26 weeks or 182 days.

There was a significant reduction in waiting times for counselling during 2020-21 when the extra funding enabled the service to increase its counselling hours and introduce the new APTP role. It is important to note that uncertainty over funding has resulted in two of the counsellors leaving the service at the end of 2021 which has slightly increased waiting times.

	2019	2020	2021	2022
Average waiting times- *RA to counselling appointment (in days)	77	17	9	33



*RA=Resource Assessment

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As can be seen above, there was a significant reduction in waiting times following the Health Charity's investment in EWS, had the two counsellors been retained we would anticipate that the downward trend would have continued. The recent increase in waiting times is linked to an increase in staff turnover which is associated with employment uncertainty within the team and staff have left for permanent jobs in other services.

Despite an increase in the complexity of mental health reasons for referral, since 2019 there has been a decrease in the percentage of staff who remain off work following their intervention with EWS, from 17% in 2019 to 12% in 2021.

	Total referrals received	% off work at time of referral	% of off work following Counselling
2019	581	25%	17%
2020	601	26%	11%
2021	641	27%	12%

Impact of Assistant Psychological Therapy Practitioner Role

The implementation of the new Assistant Psychological Therapy Practitioner (AFTP) role has had a wide-reaching impact on EWS service delivery including service development and increased counselling capacity.

The AFTPs have been trained to undertake the initial resource assessments which has reduced the demand on the counsellors and increased the number of counselling appointments available by up to 48 appointments per month. However, in response to the nature of the greater level of referrals being identified as 'High Risk' the counsellors have increased the number of resource assessments appointments being offered.

The AFTPs have also expanded and improved service delivery by introducing guided self-help which is a low intensity therapeutic intervention. Since January 2020, the AFTPs have supported 157 staff members to access guided self-help resources including worry and rumination, depression, and anxiety.

Evidence based outcome measures indicate an 90% improvement in their post intervention scores, as well as a 27% reduction in the number of staff off work after completing guided self-help.

In addition to clinical interventions, the AFTP role has also taken on board the psychological education sessions (wellbeing workshops), which again increases counselling capacity, as this was previously undertaken by the counselling team.

Since January 2020 until March 2022 the AFTPs have delivered training to 810 staff and managers on the following courses

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- Compassion and Self Care
- Stress Risk assessment Training for Line manager
- Assertiveness
- Menopause awareness
- Menopause cafes

The APTPs have also taken the lead on developing the well-being champion model within the UHB. Over 250 well-being champions have been trained to offer wellbeing support and signposting to resources to colleagues in a timely and informal way. The wellbeing champions are also encouraged to implement proactive initiatives within their departments e.g. CAVaCoffee events.

To support the wellbeing champions, the APTPs also provide monthly newsletters and run quarterly 'wellbeing champion' support groups where concerns can be raised, peer support sought and best practice shared.

Impact of Additional EWS resources during COVID 19

COVID 19 has not only impacted on the number of referrals to EWS, but also the complexity of the mental health conditions triggering the referral. Pre Covid19, approximately 30-40% of referrals were discharged after the initial assessment, this has now decreased to approx. 10-15%. The health assessment tools used by EWS are indicating increased levels of stress, anxiety and burnout as well as higher levels of risk of self-harm, suicidal ideation and potential trauma.

Despite increases in the number of referrals and an increase in complexity, the additional resources have ensured that waiting times have remained low, although with the loss of two of the counsellors at the end of 2021 the number of days has been steadily increasing from Jan 2022:

- 2021 2 to 3 working days
- Jan '22 5 working days
- Feb 6 working days
- March 7 working days

The above is being monitored closely by the team.

Having the additional resources supported by Charitable Funds during COVID 19 has also enabled EWS to offer an agile response to the needs of UHB employees during the acute phases of the pandemic. Since April 2020 EWS has provided over 75 'drop in' Q&A sessions on a variety of topics including sleep, anxiety, depression and stress for staff, line managers and doctors.

The introduction of a wellbeing practitioner role has also enabled EWS to provide support directly to teams by providing training and group support sessions for staff working in areas acutely affected by COVID. As part of the recovery plan this role will work alongside the lead EWS counsellor to develop and implement a variety of resources to support the mental wellbeing of teams.

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The wellbeing practitioner has been able to engage with 3.5% of the CAV workforce, having visited 43 wards within the organisation. The practitioner has worked across medical, surgical and other specialist clinical boards visiting multiple departments within the Children's Hospital of Wales, ten wards within the University of Llandough, the surgical team in CAVOC as part of their 'audit' days as well as each of the community hospitals, St Davids, Barry and CRI to engage with the numerous staff members.

Qualitative Feedback

While the information above provides evidence on the quantitative impact of the additional EWS resources it cannot illustrate the fundamental impact having a responsive EWS service has had on individual staff members. Below are examples of the feedback the EWS has received since January 2020.

'I didn't know what support I needed before I accessed the service, but now I realised that the support provided was invaluable in helping me rationalise how I was feeling and acknowledge that I am still in recovery. It enabled me to celebrate how far I have come but accept that I have a way to go to return to the new normal'.

'I was impressed with the responsiveness of the service, I had held off asking for help so when I needed it I felt quite desperate. I was seen quickly and offered some help promptly (I had been unable to achieve this through my GP so I was very grateful). There was real kindness and understanding through the counselling process but also challenge which helped me look at my response to the way I was feeling and how I treated myself. The counselling felt like a real hook when I was feeling so desperate, I felt like there was a prop there for me and not so alone with my problems. I did end up taking one week off work but I think without this service I wouldn't have felt so confident about returning quickly. I also hope that now I have some better understanding of myself and may be able to better manage my emotions going forwards'.

'This service for staff is fantastic, I received counselling very quickly after referring myself for support. My counsellor gave me all the support and guidance I needed in order to navigate my way through a very difficult time in my life. I can't praise this service enough'.

'Using this service has been instrumental in my return to work. I have benefitted from the opportunity to talk and felt safe to share difficult thoughts and feelings which were having a negative impact on my role as well as my personal life. I have felt listened to and understood. Sessions were structured well and always on time as scheduled. I have now returned to my role, I feel confident in the strategies I have discussed and committed to ongoing reflection and self are to help me in my demanding workload. Thank you very much'.

I did not fully believe my chosen method would be beneficial to me in ways it has been. However, it's been a breath of fresh air and has enabled me to dig deep and reflect and improve things ordinarily I would have ignored. I feel so much more emotionally resilient and the coping strategies

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have been surprisingly beneficial in so many more ways than planned or thought. I really appreciate what has done for me and if ever required, I would not hesitate to utilise this service again’.

Recommendation

The evaluation of the Health Charity investment in EWS illustrates that there have been significant improvements in waiting times as well as the range of services available and ultimately staff experience even throughout a pandemic.

The long-term psychological impact of COVID 19 is currently unknown, evidence however indicates it will potentially have a lasting impact for at least 5 years and that Healthcare workers are more at risk.

The risks of not securing funding have been identified as:

- A significant disruption of the service with a 71% reduction in clinical capacity
- The withdrawal of services available to both staff and line managers at a time when they are increasingly vulnerable.
- The inability to provide rapid assessment for staff reporting higher risk of emotional distress, self-harm or suicidal ideation.

This decline of services will in turn impact upon:

- Staff attendance, with a likely increase in sickness absence and decrease in percentages returning to work following an intervention, leading to;
- A financial impact on the UHB and decline in the quality of patient experience.
- A decline in staff engagement and UHB reputation as an employer of choice due to perceived contradiction of the UHB stance that staff are our greatest asset and staff wellbeing deemed a priority.

To prevent all of the above, it is recommended that the Health Charity provide temporary financial support of approx. £194,864 until the long term central funding is secured from April 2023

5. What are the breakdown of total funds requested:	
(a) Direct Costs:	
(b) Staff:	£194,864

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	Post	WTE/ Band
	Clinic Co-ordinator	0.5 wte Band 4
	Asst Psychological Therapy Practitioner	2.0 wte Band 4
	Counsellors	2.4 wte Band 6
	Wellbeing Practitioner	1 wte band 7
	Clinical Supervisor	0.1 wte Band 7
(c) Consumables:		
(d) Equipment:		
(e) Travel:		
(f) Other:		
(g) Indirect Costs:		

6. Could funding from an Endowment Fund support this bid? No the Employee Health and Wellbeing service does not have any endowment funds it can access			
7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	✓

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(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	✓
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	

9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?
This bid will support the wellbeing of approximately 16,000 Cardiff and Vale UHB employees and will enable them to continue to access a range of psychological support in a timely manner

10. Please explain what your strategy is when the project/funding comes to an end?
Evidence has already been collated which clearly illustrates the effectiveness of the additional resources and the impact it has had on staff wellbeing and attendance. This evidence has been shared at an Executive level and a request has been made and agreed for central funding to embed these services longer term – however this has been agreed from April 2023. With existing Charitable Funds support ending in June 2022 we are seeking further financial support from the Health Charity to cover July 2022 to March 2023, which will serve to reduce the risks to the wellbeing of staff and patient care due to the removal of EWS staffing resources.



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11. Please explain the expected outcomes/benefits of the project and how will these be measured?

Ongoing funding will ensure that the Employee Wellbeing Service continues to offer support in a timely manner and maintain the 80-90% improvement in waiting times. It will enable the service to continue to offer the expanded range of services including the offer of wellbeing support to specific teams and managers affected by COVID.

The effectiveness will continue to be monitored both through qualitative and quantitative measures e.g. feedback from service users, waiting times and attendance at work data

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

12. Please explain how your bid meets the Public perception test? *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*

Investing in the Employee Wellbeing Service clearly illustrates that the Health Charity is invested in the wellbeing of UHB employees and sees their wellbeing as a priority. It also supports delivery of compassionate patient care, as without a physically and psychologically safe and healthy workforce, excellent health care is not possible.

Name: Nicola Bevan

Position: Head of Employee Health and Wellbeing Services

Bid approved by: Rachel Gidman, Executive Director of People and Culture

Date: 17th May 2022

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Mohamed Sarah
23/08/2022 14:30:45



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CHARITABLE FUNDS BID APPLICATION FORM

Mohamed, Sarah
23/08/2022 14:30:45

Report Title:	Horatio's Garden			Agenda Item no.	7.4
Meeting:	Board of Trustees	Public	x	Meeting Date:	1/9/22
		Private			
Status (please tick one only):	Assurance	x	Approval		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 dontation being the full and final sum that we will contribute. Reputationally this will is a prestigius openening event as there are many noteworthy friends of Horatio's Garden.

Recommendation:

The Board of Trustee 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
23/08/2022 14:30:45

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.

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Mohamed Sarah
23/08/2022 14:30:45

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 (please tick one only):	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

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

Mohamed Sarah
23/08/2022 14:30:45

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
23/08/2022 14:30:45

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Mohamed Sarah
23/08/2022 14:30:45

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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
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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	
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].	I will: <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.
Last year I made two formal recommendations in respect of: <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. Management accepted both recommendations and agreed to address them by April 2022.	I will review whether management has introduced the intended improvements, and then reassess the audit risk in these areas and the audit testing required.

Mohamed, Sarah
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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
23/08/2022 14:30:45

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)

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

23/06/2022 14:30:45
Sarah

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
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Information
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:					
<p>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</p> <p>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.</p> <p>The Health Charity Team organises a wide range of fundraising events throughout the year to:</p> <ul style="list-style-type: none"> • 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. <p>The attached planner provides information on scheduled events for the remainder of the calendar year - 2022.</p> <p>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.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>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.</p> <p>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</p>					
Recommendation:					
<p>The Board of Trustee is requested to:</p> <p>a) Note the updated Health Charity Events Planner 2022.</p>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
<i>Please tick as relevant</i>					
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
23/08/2022 14:30:45





Health Charity Events List 2022

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

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

Health Charity Events List 2022

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

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