

Board of Trustee Meeting

Thu 21 April 2022, 10:00 - 11:30

Agenda

1. Welcome & Introductions

Charles Janczewski

2. Apologies for Absence

Charles Janczewski

3. Declarations of Interest

Charles Janczewski


4. Minutes of the Trustee Meeting held on 20 January 2022

Charles Janczewski

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

5. Action Log following meeting held on 20 January 2022

Charles Janczewski

 5 Action Log BoT.pdf (1 pages)

6. Chair’s Action taken since last meeting


Charles Janczewski

7. Items for Review and Assurance

7.1. Health Charity Current Financial Position

Robert Mahoney

10 minutes

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

7.2. Horatio’s Garden Update

Fiona Jenkins

10 minutes


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

Saunders, Nathan
04/21/2022 09:16:20

7.3. Our Health Meadow

Joanne Brandon

10 minutes

 7.3 Our Health Meadow - Board of Trustee meeting - April '22 (003).pdf (4 pages)


7.4. Chair's Reports:

10 minutes

Akmal Hanuk

Charitable Funds Committee – 01.03.22

 7.4 CFC Chairs Report.pdf (5 pages)

 7.4a Summary of HC internal costs and strategy review.pdf (3 pages)

7.5. Events Planner

Joanne Brandon

5 minutes

 7.5 Cover Report Health Charity Events Planner 2022 Final.pdf (2 pages)

 7.5a Health Charity_Events List_2022.pdf (5 pages)

8. Items for Approval/Ratification

No items

9. Items for Noting and Information

9.1. Executive Lead Replacement – Verbal Update

Suzanne Rankin

10. Any Other Business

Charles Janczewski

11. Review of the Meeting

Charles Janczewski

12. Date and time of next meeting

Thursday 1 September 2022 at 10am

Saunders, Nathan
04/21/2022 09:26:20

**Unconfirmed 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 Saunders, Nathan 04/21/2022 09:26:20	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>	

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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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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>Saunders,Nathan 04/21/2022 09:26:20</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
BT 22/01/010	<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>	
BT 22/01/011	<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>	

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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 22/01/2022</p> <p>Saunders, Nathan 04/21/2022 17:26:20</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>	
BT 22/01/013	<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. 	
BT 22/01/014	<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>	
BT 22/01/015	<p>Any Other Business</p> <p>No other business was noted.</p>	
BT 22/01/016	Review of the Meeting	

	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	

Saunders Nathan
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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.

Saunders Nathan
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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

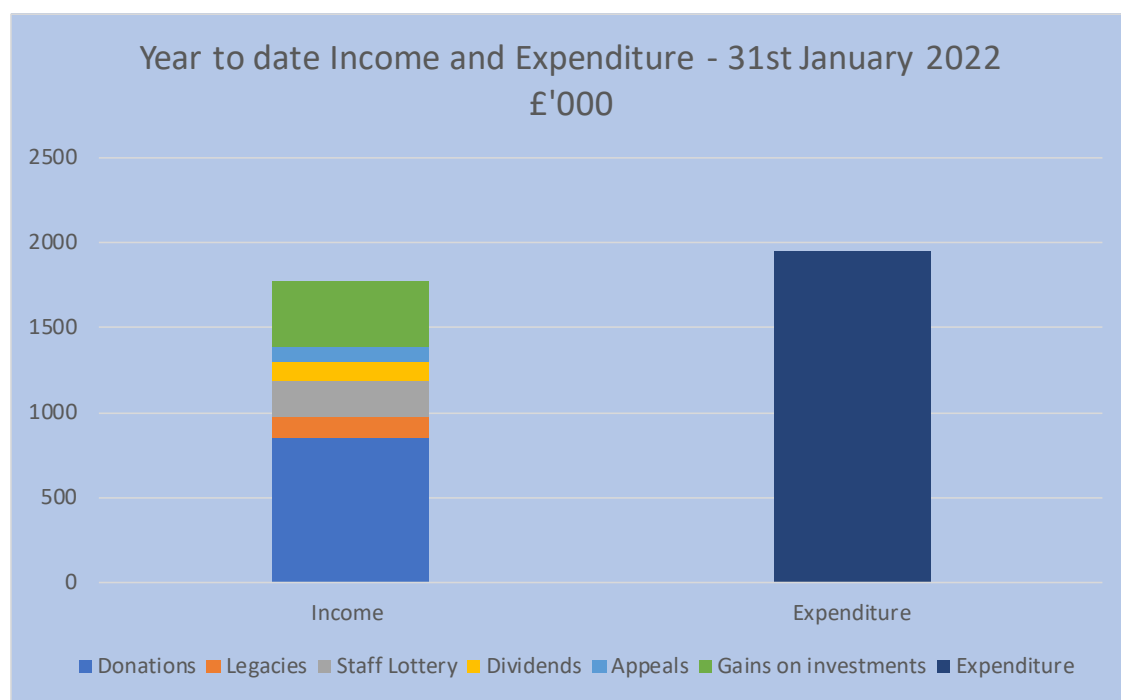
The year to date financial position of the charity is summarized in the following table.

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.

Saunders, Nathan
04/21/2022 09:26:20

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
Status (please tick one only):	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> <p>Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)</p> <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:

Report Title:	OUR HEALTH MEADOW UPDATE REPORT				Agenda Item no.	7.3
Meeting:	Board of Trustees	Public	✓	Meeting Date:	21.04.22	
		Private				
Status <i>(please tick one only):</i>	Assurance	x	Approval		Information	
Lead Executive:	Ruth Walker, Executive Nurse Director					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

Main Report

Background and current situation:

Our Health Meadow Appeal, formerly known as Our Orchard Appeal was launched in 2015 at University Hospital Llandough (UHL) as part of World Health Day.

Utilising the Wellbeing of Future Generation agenda, Cardiff and Vale University Health Board agreed to develop a unique outdoor space to enhance the health and wellbeing of patients, staff and the local community.

The vision of Our Health Meadow is to create a unique space which will become a legacy for generations to come. This long-term project will be established in phases and will include a semi-natural planted area which has been set aside for the protection of plants and wildlife, wildflower meadows and a bee sanctuary. 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) through meaningful outdoor activity, the site has been designed and has already started to be developed by staff, patients and the wider community through a health-care centred model. From landscaping to large scale construction using natural materials, "Our Health Meadow" will be an exemplar of what is possible when you blend benefits to people and nature.

'Our Health Meadow' will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation and staff wellbeing. It will allow patients to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery and staff to engage in activities to improve their health and wellbeing.

The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and this project will enhance this vision. Down to Earth, has 12 years of clinical research to evidence the impact of this approach and it is embedded in how Our Health Meadow is being delivered.

Fundraising activity and income for this appeal has got off to a great start and currently funds up to 10 groups per week on Down to Earth programmes. These accredited programmes are for patients, staff and local community groups and are designed to improve confidence and improve rehabilitation through clinically valid methods.

In addition to the £895,000 ENRaW funding which Down to Earth has secured to work with mainly with UHL, we have been successful in securing £145,982 from the National Lottery Heritage Fund.

To further develop the vision for the site the project requires support/ inclusion in the University Health Boards 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.

The Our Health Meadow Project is currently going through the assessment process for the Building with Nature Award, a green infrastructure certification which provides recognition for projects which embed exemplary water management, contribution to wildlife and habitats, and response to the Climate Emergency among other environmental criteria. Our Health Meadow will be the first scheme in Wales to receive the Award.

Fundraisers and donations over the past 12 months include:

Fundraising Events	Amount
NHS Big Tea campaign took place in July 2021. Schools, workplaces and individuals were encouraged to hold tea parties to raise money for their local NHS Charity.	£5,500
The Shine Bright Appeal – In December 2021, local businesses were invited to sponsor an LED star which was secured to the external walls of University Hospital Wales. The campaign made a total of £12,953.00 in profit of which £6,100.00 will be forwarded to the Health Meadow Appeal and the remaining amount forwarded to the Make it Better Fund and Arts Fund.	£6,100
Grant Funded Donations	
Arnold Clarke Community Fund	£1,000
Tesco Bags of Help Scheme	£1,000
Enabling Natural Resources and Wellbeing (ENRaW) through Down to Earth This has enabled Down to Earth to undertake design and planning application and architectural work as well as programmes for patients, staff and wider community in design implementation	£750,000
National Lottery Heritage Fund - The money will be used specifically for the preservation of the woodland area surrounding the Health Meadow site and enabling work such as creating pathways, hedgerows, planting more trees within the woodland area and training volunteers to use specific equipment to help preserve the trees. Down to Earth are delivering this project for us.	£145,982
Active Inclusion Fund through Down to Earth – to deliver volunteer projects for young people at Our Health Meadow to implement the site design.	£142,000

The Health Meadow Appeal total income for 2020/2021 was: £9,330.63

The current balance of the Health Meadow Appeal fund is: £53,669 some of these monies are committed)

As a direct consequence of the above fundraising activities, patient care was further enhanced through volunteer sessions with patients and staff from the Neuro Occupational Therapy Unit, Stroke Rehabilitation, Hafan y Coed and community groups such as Oasis, Cardiff; increasing their skills and confidence, and aiding their rehabilitation by creating footpaths, planters for flowers, building picnic benches, planting trees and much more.

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

The Board of Trustee is asked to acknowledge the contents of the Our Health Meadow Update Report and address / discuss future commitment to the project, this includes inclusion in the University Health Boards 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.

Visit to the site to be arranged for Trustees to meet Down to Earth colleagues, receive update on the progress to date and explore future opportunities for UHB to support the project/ outcomes.

Next open days are: Wednesday July 20th and Thursday October 20th or an alternative date can be arranged for group visit at the Board of Trustee's convenience.

Recommendation:

The Board of Trustee is requested to:

a) NOTE the progress and activities of the Health Meadow Appeal.

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: Yes

Project won't be completed if not supported by UHB.

Safety: No

Financial: Yes

Project won't be completed if not supported by UHB.

Workforce: No

Legal: No

Reputational: Yes

Due to commitment of UHB and Health Charity under the Wellbeing of Future Generations commitment

Socio Economic: No

Equality and Health: Yes

Impact on patients and staff wellbeing provision

Decarbonisation: Yes

This project will assist the UHB in its carbon neutral compliance	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders,Nathan
04/21/2022 09:26:20

Report Title:	Chair's Report of the Charitable Funds Committee from the meeting held on 1 March 2022			Agenda Item no.	7.4
Meeting:	Board of Trustee	Public	X	Meeting Date:	21.04.2022
		Private			
Status (please tick one only):	Assurance	X	Approval	Information	X
Lead Executive:	Committee Chair and Independent Member - Community				
Report Author (Title):	Senior Corporate Governance Officer				

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 1 March 2022.

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

CHAIRS ACTION:

The Committee was advised that 2 Chair's Actions had been approved offline which included:

- £79,800 approved for expenditure of NHSCT Covid Recovery grant - Outdoor Staff Havens
- £37,500 approved for expenditure for ECMO machine from Nephrology and Transplant Endowment funds

HEALTH CHARITY FINANCIAL POSITION & INVESTMENT UPDATE:

The Committee were advised of 3 key issues which included:

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

The Committee was advised that the Health Charity had started the financial year with £9.147 million and that during the period reported, the income resources had been close to £1.4 million and the resources expended had been £1.950 million which had resulted in next expenditure of £0.569 million.

It was noted that during the period there had been gains on the investment assets of £0.390 million and that in overall terms there had been a net movement in the funds of £0.179 million.

It was noted that there had been a reduction in the donations received in comparison to the previous financial year and that the closing balance of the Charity had reduced by £0.179 million which had taken the balance to £8.968 million.

The Committee was also presented with the investment portfolio's performance from September 2020 to January 2022 where it was noted that against the general reserves the Charity had

approved a number of bids which had resulted in significant financial commitments which were assessed at being circa £0.401 million.

The Committee was advised that the key financial risk to the Charity was the performance of the investment portfolio which was underpinning the year to date financial position and general reserves balance.

CHARITABLE FUNDS INTERNAL COSTS:

The Committee was advised that a request for an internal costs report had been raised by some of the Independent Members.

It was noted that there were 4 elements covered in the report which included:

- Return on investment of staffing resource, primarily the fundraising team
- Overview of roles and responsibilities
- Feedback on the current direction of travel of Cardiff & Vale Health Charity
- Ensuring links to the Health Charity Strategy 2019-2025

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

It was noted that the work of the Health Charity team was not purely based on fundraising but had been agreed with the Charitable Funds Committee and the Board of Trustees to encompass the following:

- To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS could fund.
- To improve the Health and Wellbeing of staff and services users and the communities of Cardiff and Vale University Health Board. Much of these two objectives, do not generate income but add value to the organisation through many projects and schemes as outlined in the many reports, Annual Report, case studies and presentations.

The Committee was advised that the objectives did not always necessarily add income but noted they added value in a number of different ways and it was identified that the key income comparison between 2019/20 and 2020/21 showed an increase from £1.36m to £2.199m.

It was noted that one of the key areas that the Health Charity had invested in was the Staff Lottery, which had resulted in continuous growth in income and an improved raise of £19,184.73.

The Committee Chair advised the Committee that the strategy of the Health Charity would need to be reviewed again and that could be done via an away day for Independent Members and relevant Health Charity team members.

PENNIES FROM HEAVEN:

The Committee was advised that the Chief Executive Officer of 'Pennies from Heaven' had contacted the Health Charity by email in December 2021 expressing concern in relation to the Health Charity's 'In For A Penny' fundraising scheme which was the same scheme that been set up in 2012 between 'Pennies from Heaven' and the Health Charity.

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

It was noted that upon completion of further investigation, a discussion had then taken place on 08.02.22 between the Health Charity and the CEO for 'Pennies in Heaven' where a proposed goodwill payment of £500 was discussed which would be given to 'Pennies in Heaven'.

'Pennies from Heaven' accepted the payment.

OVER £25K BIDS FOR APPROVAL:

The Committee was advised that that the Solace Service, Mental Health Services for Older People had submitted a bid for funding of £12,500 for the following:

- Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers (who were caring for someone with dementia now deceased) - 12 Month Pilot Project.

It was noted that although the bid was for less than £25k, the Charitable Funds Committee was the only Forum available to consider and approve bids of that value.

The bid was approved.

ARTS ANNUAL REPORT:

The Committee received the Arts Annual Report where it was identified that Cardiff and Vale University Health Board was a trailblazer in Wales for the Arts and it was noted that the Arts Council for Wales continuously highlighted the Health Board as a leader of connecting physical and mental wellbeing with the arts.

EVENTS PLANNER:

The Events Planner was received which outlined all of the fundraising events that the Health Charity had confirmed for the 2022/23 financial year.

CHARITABLE FUNDS COMMITTEE ANNUAL REPORT:

The Charitable Funds Committee Annual Report was received and approved for review at the next meeting of the Board.

CHARITABLE FUNDS COMMITTEE TERMS OF REFERENCE:

The Charitable Funds Committee Terms of Reference were received and approved for review at the next meeting of the Board.

CHARITABLE FUNDS COMMITTEE WORK PLAN:

The Charitable Funds Committee Work Plan was received and approved for review at the next meeting of the Board.

FUNDRAISING REPORT:

The Fundraising Report was received and progress of the Health Charity was noted.

STAFF BENEFITS GROUP REPORT:

The Staff Benefits Report was received and noted.

STAFF LOTTERY BIDS PANEL REPORT:

The Committee was advised that at the July 2020 meeting of the Staff Lottery Bids Panel, the Vice Chair noted that as of 1st March 2021, the Chair of the Staff Lottery Bids Panel would step down to begin his new role as the Independent Member for Trade Unions with the Health Board.

It was noted that panel members were invited to electronically submit an Expression of Interest to the Secretariat for the role of Chair and that one expression of interest was submitted.

It was agreed that the Vice Chair of the Panel would take up the role of the Chair.

The Committee was advised that that the Chair of the Staff Lottery Bids Panel was not a member of any Committees of the Board and so it would break the link between the Staff Lottery Bids Panel and the Charitable Funds Committee.

The previous Chair of the Staff Lottery Bids Panel, The Independent Member – Trade Union asked if he could be re-appointed as the Chair now that he was an Independent Member.

It was agreed that the Director of Corporate Governance would provide an update at the next meeting of the Charitable Funds Committee.

HEALTH CHARITY UPDATES:

- Health Meadow – The progress and activities of the Health Meadow were noted.
- Legacies – The report on legacy income received and the ongoing Legacy Fundraising awareness and fundraising campaign was noted.
- Food Sense Wales - The report on activity for the past 12 months of Food Sense was noted and it was highlighted that Food Cardiff had been awarded Silver Sustainable Food Places status, becoming the first place in Wales and one of only six places in the UK to achieve the prestigious accolade.

ANY OTHER BUSINESS:

The Committee was advised it would be the last meeting attended by the Executive Nurse Director. (END)

Members of the Committee thanked the END for her support and dedication to the Health Charity.

Recommendation:

The Board of Trustee is requested to:

- a) NOTE** the updates shared within 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
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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

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:
Charitable Funds Committee	01.03.22

Saunders, Nathan
04/21/2022 09:26:20

Board of Trustee Meeting – 21 April 2022
For inclusion in Item 7.5 Chair's Reports –
i. Charitable Funds Committee – 01.03.22

Charitable Funds Internal Costs:

Following discussion in the Charitable Funds Committee meeting held on 07.12.21, the Director of Communication, Arts, Health Charity and Engagement was asked to prepare a paper for discussion at the next quarterly meeting on 01.03.22, which included the following:

- 1. Return on investment of staffing resource, primarily the fundraising team**
- 2. Overview of roles and responsibilities**
- 3. Feedback on the current direction of travel of Cardiff & Vale Health Charity**
- 4. Links to Health Charity Strategy 2019-2025 (see Appendix 1)**
<https://healthcharity.wales/app/uploads/2020/08/Strategy.pdf>

The DC presented the paper to the committee, and the following is a summary summary of key points and actions agreed:

Key Points

- The Health Charity's fundraising events planner for 2020/21 was impacted by the Global Pandemic/ Covid-19 and the team was redeployed into areas to meet the needs of patients and staff across the Health Board. At the same time, it needed to create new opportunities for income generation and alternative methods of fundraising, promotions and engagement with sponsors and donors.
- The DC provided an **overview of roles and responsibilities** and advised that the work of the Health Charity team is not purely based on fundraising but has been agreed with the CFC and Board of Trustees to encompass the following:
 - To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS can fund.
 - To improve the Health and Wellbeing of staff and services users and the communities of Cardiff and Vale UHB.
- The DC advised the committee that those objectives did not always generate income but that they added value in a number of different ways.
- It was noted that key income comparison between 2019/20 and 2020/21 showed an increase from £1.36 million to £2.199 million.

Charitable Funds Income comparison:

Annual Income	2019/20 £	2020/21
Donations	734,000	1.638m
Staff Lottery	245,000	263,000
Legacies	127,000	147,000
Investments**	199,000	147,000
Other trading activities**	63,000	4,000

Total	1.36m	2.199m*
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- *increased income of £0.83m
- **non-fundraising income

Charitable Funds Operational Expenditure*

Operational requirements	Costs £
Total staffing investment (*inc finance costs)	347,000*
Non-Staff Costs (e.g. licensing, insurance, website, IT)	13,000
Total	360,000

* Full version in Appendix XXXX

Health Charity Team Roles and related costs 2020-21 (inc on-costs)

The DC highlighted that the return on investment was of not only the fundraising team members but the whole team, and their roles and responsibilities which are categorized across seven key areas and aligned with Health Charity Strategy vision and mission as follows:

Category	Tasks and activities
• Appeals and Fundraising	- income generating inc. several key appeals, Legacy management
• Events and Relationship building	- with potential sponsors and donors
• Promotional Activity	- raising the visibility of the Health Charity but also UHB projects e.g. Our Health Meadow, Staff Havens, Arts Programme
• Distribution of funds	- spending of the money across 270 delegated funds
• Management and Business administration	- Finance and Audit - Governance - Administration inc Harlequin CRM database system - Procurement - Committee papers / Annual Reports - Staff line management, recruitment - Operational issues, e.g. IT.
• Health Board	- health and wellbeing support and being an integral part of UHB projects and priorities

Role	wte	Band	£
Head of Arts and Health Charity	1.0	8b	78,263.36
Business/Operational Manager	1.0	7	51,487.78
Senior Fundraiser	1.0	6	41,119.38
Senior Fundraiser	0.91	6	37,641.72
Senior Fundraiser	0.80	6	37,184.65
Fundraising Support Officer	1.0	3	24,812.10
Senior Communications & Engagement Officer	1.0	6	43,886.64

Total Cost:			314,395.63

- An overview presentation of the work undertaken outside of fundraising is demonstrated here: [Comms activity march 2020 to date \(healthcharity.wales\)](https://healthcharity.wales)

The DC presented the Committee with the feedback on the current direction of travel for the Health Charity and referenced that the global pandemic had changed the way in which charities operated and highlighted that the mainstream donations had started to decline. She added that:

- The Health Charity had increased its online presence and events were tabled for the forthcoming year in order to promote and generate interest in health-related charitable events.
- Invested in promotion of the Staff Lottery, which has resulted in continuous growth in income.
- Invested in contactless donation devices to maximise opportunities to receive electronic payments in an increasingly digital and competitive charitable funds market.

Committee Response/Actions

The IMTS noted that some thought was required regarding what the Health Charity was trying to achieve in financial and growth terms and noted that the investment plan would be a part of that.

The CC advised the Committee that the report had opened up a good area for further development, and thought around what the Health Charity wanted to achieve could be further considered with some costs added into future reports.

He added that the strategy would need to be reviewed again and that could be done via an away day for Independent Members and relevant Health Charity Team members.

The END noted that the points raised by the IMTS was important and reiterated that “what the ask of the Health Charity Team” was, needed to be identified.

The END advised the Committee that the strategy would be reviewed in light of where the economy currently stood and to make it clear what the Committee was expecting the Health Charity to do.

The Committee resolved that:

- The Charitable Funds Internal Costs paper was reviewed and assurance was provided in relation to the ongoing team management and development, and increased activity leading to fundraising and income generational opportunities.

The Health Charity Team’s hard work and diligence in supporting patients and staff across the UHB during a particularly challenging period, was noted.

- A Half Day Awayday session to be set up to review the strategy – Action: JB / DC

Saunders, Nathan
07/21/2022 09:46:20

Report Title:	Health Charity Events Planner 2022			Agenda Item no.	7.5
Meeting:	Board of Trustees	Public	X	Meeting Date:	21.04.22
Status (please tick one only):	Assurance	Approval		Information	X
Lead Executive:	Ruth Walker, Executive Nurse Director				
Report Author (Title):	Joanne Brandon, Director of Communication, 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 Fundraising 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. 					
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>Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.): The involvement of Executive Team members in fundraising events enhances the profile and reputation of the Health Charity and Arts Programme and demonstrates clear leadership and support for the fundraising work being undertaken on behalf of Cardiff and Vale University Health Board.</p>					
Recommendation:					
<p>The Board of Trustee is requested to:</p> <p>a) Note the Health Charity Events Planner 2022</p>					
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		X	

		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	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		Integration	X	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:

Saunders, Nathan
04/21/2022 09:26:20





Health Charity Events List 2022

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

Event	Description	Lead Executive	Engagement Level
Prop Afternoon Tea 	Raising funds to support Brain Injury Rehabilitation Patients Thursday 17 th February 3.30pm – 5.30pm The Coal Exchange Hotel Tickets £25		Open event with welcome, introduction and thank you message. Message to be provided by Health Charity representative.
Breast Centre Appeal Afternoon Tea 	Raising funds for and awareness of our Breast Centre Appeal Friday 25 th March 2.00pm – 4.30pm Park Plaza Cardiff Tickets £25		Charity led open event with welcome, introduction with thank you message to supporters in attendance. Message to be provided by Health Charity representative.
Handover of Electric Car 	Handover of electric car to the Health Charity, donated by Nathaniel Cars (CAVUHB and Health Charity partner). Tuesday 22 nd March Health Charity Office, Woodland House	Charles Janczewski attending.	Handover of vehicle. Thank you message to be provided by Health Charity representative. Photo opportunity.
Cardiff Half Marathon 2022 <small>Registered Charity No. 1056544</small>	Spaces available to support Cardiff & Vale Health Charity. Sunday 27 th March 10.00am Cardiff		Public event. Health Charity supporters participating in run.

Health Charity Events List 2022

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

Event		Lead Executive	Engagement Level
 <p>Cardiff & Vale HealthCharity Elusenlechyd Caerdydd a'r Fro Registered Charity No. 1056544</p>	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.
	 <p>Golf Day Organised by supporter Len Nokes, in memory of Clare Nokes. Charity golf day, supporting Brain Injury Rehabilitation Patients. Tuesday 26th April Whitchurch Golf Club</p>	Joanne Brandon attending.	Supporter led event. Health Charity representative attending to say thanks to supporters.
	 <p>NHS Online Auction An online auction to raise funds for the Arts for Health and Wellbeing Programme, running until 02/05/2022. All of the artworks in the auction have been kindly donated by artist we have previously worked with, as well as some new supporters.</p>	No lead required.	
	 <p>GARTEN100 2022 Supporters participating in bike ride from Cardiff to Tenby. Saturday 7th May Cardiff - Tenby</p>	No lead required to attend.	Public event. Health Charity supporters participating in race

Health Charity Events List 2022

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





Event	Description	Lead Executive	Engagement Level
Staff Lottery £6,000 MegaDraw 	Friday 27 th May 1.30pm – 2.00pm Health Charity Office, Woodland House	Suzanne Rankin to generate winner.	Internal Charity led event. Welcome, introduction, and thank you message. Generate lottery winners, contact winners and photo opportunity.
Queen's Platinum Jubilee /NHS Big Tea 	Event to celebrate the Queen's Jubilee combined with the NHS Big Tea. Health Charity funding items and event. Friday 3 rd June 2022 Various Locations in Cardiff		Internal Charity led celebrations.
Outdoor Cinema at Our Health Meadow 	Film screening to raise funds for Our Health Meadow. Thursday 22 nd June Our Health Meadow		Charity led open event with welcome, introduction with thank you message to supporters in attendance.
NHS 5K. Do It Your Way 	Charity walk to support Cardiff & Vale Health Charity, and to celebrate the NHS birthday. Sunday 31 st July 10.00am – 12.00pm Pontcanna Fields		Charity led open event with welcome, introduction with thank you message to supporters in attendance.

Health Charity Events List 2022



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

Key: Charity led Supporter led Event has taken place

Event	Description	Lead Executive	Engagement Level
Barry Island 10k  <small>Registered Charity No. 1056544</small>	Spaces available to support Cardiff & Vale Health Charity. Sunday 7 th August 10.00am Barry	Fiona Kinghorn, running to promote Health Charity.	Public event. Health Charity supporters participating in run. Health Charity representative attending to show support to runners.
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		
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.

Health Charity Events List 2022

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

Event	Description	Lead Executive	Engagement Level
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
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		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