

Board of Trustees Meeting

Thu 09 February 2023, 10:00 - 12:00

Agenda

10:00 - 10:01 1. Welcome & Introductions

1 min

Charles Janczewski

10:01 - 10:02 2. Apologies for Absence

1 min

Charles Janczewski

10:02 - 10:04 3. Declarations of Interest

2 min

Charles Janczewski

10:04 - 10:06 4. Minutes of the Trustee Meeting held on 01 September 2022

2 min


Charles Janczewski

 04 BoT minutes 01.09.22MD. NF. CJ.pdf (9 pages)

10:06 - 10:08 5. Action Log following meeting held on 01 September 2022

2 min

Charles Janczewski

 05 Draft Action Log (Jan 23)MDv2.NFv2.pdf (2 pages)

10:08 - 10:10 6. Chair's Action taken since last meeting

2 min

Charles Janczewski

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

50 min

7.1. Health Charity Current Financial Position

Robert Mahoney

15 minutes

7.2. Employee Wellbeing Service Bid Update - Verbal

Rachel Gidman

5 minutes

7.3. Our Health Meadow

Saunders-Narwin
01/02/2023 16:16:00

Catherine Phillips

15 minutes


 7.3 Our Health Meadow - JB V01(1).pdf (3 pages)

7.4. Chair's Reports:

Akmal Hanuk

i) Charitable Funds Committee – 06.12.22

5 minutes

 7.4 Chair's Report (Dec mtg).pdf (3 pages)

11:00 - 11:35 8. Items for Approval/Ratification

35 min

8.1. Charitable Funds Annual Report and Accounts 2021/22

Robert Mahoney

10 minutes

8.2. Disposal of Rookwood Hospital

Fiona Jenkins / Catherine Phillips

15 minutes

8.3. Fundraising Policy

Catherine Phillips

5 minutes

 8.3 Fundraising Policy 2023.pdf (2 pages)

 8.3a Fundraising Policy - January 2023.pdf (30 pages)

8.4. Chair of the Staff Lottery Panel - Verbal

Nicola Foreman

5 minutes

11:35 - 11:55 9. Items for Noting and Information

20 min

9.1. Charity Audit - Audit Enquires letter to those charged with Governance - Management Response Charitable Funds Strategy

Robert Mahoney

5 minutes

9.2. Events Planner Update 2023/2024

Joanne Brandon

5 minutes

 9.2 Health Charity Events Calendar 2023.pdf (2 pages)

 9.2a Health Charity Events 2023 Engagement Level.pdf (1 pages)

9.3. Charitable Funds Strategy

Saunders, N
01/02/2023 16:16:00

11:55 - 11:55 **10. Any Other Business**

0 min

Charles Janczewski

11:55 - 11:55 **11. Review of the Meeting**

0 min

11:55 - 11:55 **12. Date and time of next meeting**

0 min

Thursday 20 April 2023 at 10am

**Unconfirmed Minutes of the Board of Trustee Meeting
Thursday 01 September 2022
Via MS Teams**

Chair:		
Charles Janczewski	CJ	UHB Chair
Present:		
David Edwards	DE	Independent Member - ICT
Michael Imperato	MI	Independent Member - Legal
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Mike Jones	MJ	Independent Member – Trade Union
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
Jason Roberts	JR	Executive Nurse Director (from 10.28am)
In Attendance:		
Rhodri Davies	RD	Financial Audit Team Leader – Audit Wales
Nicola Foreman	NF	Director of Corporate Governance
Simone Joslyn	SJ	Head of Arts and Health Charity
Robert Mahoney	RM	Interim Deputy Director of Finance
Observers:		
Timothy Davies	TD	Head of Corporate Business
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Joanne Brandon	JB	Director of Communications
Marcia Donovan	MD	Head of Corporate Business
Susan Elsmore	SE	Independent Member – Local Council
Rachel Gidman	RG	Executive Director of People and Culture
Akmal Hanuk	AH	Independent Member - Community
Meriel Jenney	MJ	Executive Medical Director
Mark Jones	MJ	Audit Wales
Sara Moseley	SM	Independent Member – Third Sector
Catherine Phillips	CP	Executive Director of Finance
Suzanne Rankin	SR	Chief Executive Officer

BT 22/09/001	Welcome & Introductions The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 22/09/002	Apologies for Absence Apologies for absence were noted. The UHB Chair asked if the meeting was quorate. The Director of Corporate Governance (DCG) responded that the meeting was short by one Executive Director but noted that the Executive Nurse Director had expressed they would attend later in the meeting. She added that the Interim	

Saunders, Nathan
01/02/2023 16:16:00

	<p>Deputy Director of Finance was attending in the absence of the Executive Director of Finance.</p> <p>The UHB Chair noted that any decisions made whilst the meeting was inquorate would need to be ratified in due course.</p>	DCG
BT 22/09/003	<p>Declarations of Interest</p> <p>The UHB Chair declared an interest as the Chair for the “Our Health Meadow” Group.</p>	
BT 22/09/004	<p>Minutes of the Board of Trustee Meeting held on 21 April 2022</p> <p>The minutes of the Board of Trustee Meeting held on 21 April 2022 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 21 April 2022.</p>	
BT 22/09/005	<p>Action Log following the Meeting held on 21 April 2022</p> <p>The Action Log was received and all actions were discussed.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Action Log was noted.</p>	
BT 22/09/006	<p>Chair’s Action taken since last meeting</p> <p>No Chair’s Actions had been taken since the last meeting.</p>	
BT 22/09/007	<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 Trustees that the report highlighted the financial performance of the Charity to the period 30th June 2022 but added that he would provide updated figures which had not changed much.</p> <p>He highlighted three key issues to bring to the attention of the Trustees which included:</p> <ul style="list-style-type: none"> • The value of the Charitable Funds had decreased by £0.547m for the period ending 30th June 2022. • The stock market continued its downward trend in June which had resulted in cumulative losses of £0.390m for the period ending 30th June 2022. • General Reserves were currently overcommitted against outstanding commitments to the value of £1.114m 	

Saunders, Nathan
01/02/2023 16:16:00

The Trustees were advised that the Fund balances had decreased by £0.547m to £8.441m.

It was noted that of the closing fixed asset balance, £2.479m related to Rookwood Hospital, with the balance of £5.829m relating to the investment portfolio.

The IDDF advised the Trustees that of the net current assets closing balance of £0.133m, £0.239m was supported with cash (which included the cash withdrawal of £0.350m from the investment portfolio), with the balance being net current liabilities of £0.106m.

It was noted that the investment portfolio had started the financial year with a market value of £6.569m and that the value had decreased to £5.829m for the period ending June 2022. That figure had included the £0.350m cash withdrawal in May 2022.

It was noted that this had 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 Fund has decreased by £0.547m in the current year to £8.441m. That decrease represented net expenditure of £0.157m and market value losses of £0.390m.

The IDDF provided the Trustees with a Forecast Financial Position of the Charity's General Reserves and noted that whilst the Charity had a net worth of £8.441m, it was structured around undelegated and delegated funds where financial responsibility had been delegated to named fund holders and Heads of Service.

He added that within those funds, there were 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)

It was noted that against those general reserves the Charity had approved a number of bids which had resulted in significant financial commitments which were assessed at being circa £1.031m and were summarised within the papers.

It was noted that the general reserves were over committed by circa £1.114m and that a key driver for that was the year to date performance of the investment portfolio, which as mentioned, had achieved losses of £0.390m for the period ending June 2022.

The Independent Member – Finance (IMF) asked when would it be necessary to instruct the Investment Managers to sell further investments.

Saunders, Nathan
01/02/2023 16:16:00

	<p>The IDDF responded it was anticipated that £350,000 would be required in the Autumn from investments and then the Finance team would make the “cash call” and would seek authorisation from the CFC.</p> <p>The UHB Chair advised the IDDF that the CFC and Trustees could benefit from having an overview of which commitments were due in the current financial year, how much was due in year two and how much was due in year three. That would allow the CFC and Trustees to look at how income could be generated against those commitments.</p> <p>The Director of Corporate Governance (DCG) advised the Trustees that she was concerned, from a governance perspective, as to how the Health Charity had got into the position of overcommitting funds. She added that had the IDDF not been in post, the CFC could have continued to overspend.</p> <p>She added that learning would be required to move forward and asked for assurance that it would not happen again.</p> <p>The IDDF responded that his team was undertaking work to get a clearer picture of the Health Charity’s commitments, and that assurance could be provided that the Charity would not get into that position again. The detailed cashflow information would help with that assurance.</p> <p>The UHB Chair noted that Trustees were ultimately responsible for how the Charity’s funds were managed and that assurance was required that the CFC was doing what it should be doing. He asked the IDDF to ensure the report was received by Trustees at each meeting.</p> <p>The IDDF advised Trustees that the Finance Charity team would continue to monitor dormant funds and would transfer to the General Reserves where appropriate and in line with the financial control procedure.</p> <p>It was noted that the next review was due to be concluded in September 2022 for the period ending March 2022.</p> <p>The IML noted that the recommendations stated that the Trustees note everything and asked if a more physical action would be required.</p> <p>The UHB Chair responded that a further action should be added to include that the Trustees would receive the financial report from the IDDF at every Trustee meeting.</p> <p>The Board of Trustee resolved that:</p> <ol 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 over commitment of the general reserve was noted d) The Health Charity Current Financial Position report would be received at every future Board of Trustee meeting. 	<p>IDDF</p> <p>IDDF</p>
<p>BT 22/09/008</p>	<p>Employee Wellbeing Service Bid</p>	

Saunders, Nathan
01/02/2023 16:16:00

The Employee Wellbeing Service (EWS) bid was received.

The UHB Chair advised the Trustees that the Executive Director of Finance and the Director of Communications were not available to present the item and so the Head of Arts and the Health Charity (HAHC) would summarise the report.

The HAHC advised the Trustees that the bid was being received as it required approval from the Trustees in line with the appropriate governance.

It was noted that the bid for charitable funds for the EWS was noted by the CFC and had required submission to the Board of Trustees for consideration and endorsement.

The UHB Chair noted that the report stated:

“The EWS submitted a further application to the CFC on 7th December 2021, request extension of the funding for a further 2”.

He asked what “a further 2” meant.

The IDDF responded that it had meant to say “2 months” but noted that the funds would be to support the EWS until year end and to then consider the sustainable support for the service in the financial plan of the Health Board.

The UHB Chair asked for the amendment to be made and then the paper to be recirculated to Trustees with further clarity.

The Independent Member – Legal (IML) asked what the long term vision of the EWS was as he did not think that the Health Charity should be supplementing something that should be financed via Health Board core funds.

The IDDF responded that the point was well made and it was difficult to judge within the margins of when charitable funds were suitable for staff wellbeing because there was the argument that the health and wellbeing of staff was something the Health Board should be doing for its staff.

The UHB Chair advised the Trustees that as Chair of the Health Board he would not want the funding from the Charitable Funds to be going on for longer than it should. He added that although part of the Charitable Funds remit was staff wellbeing, getting the sustainability sorted out longer term would be required.

The Executive Director of Therapies and Health Sciences (EDTHS) advised the Trustees that the budget for 2023/2024 would need to be looked at to see what the Health Board could provide from its core budget to the EWS.

The UHB Chair concluded that at the heart of the bid was the Health Board’s staff and they required support. He noted that the bid would require endorsement from the Trustees following the clarity which would be provided by the IDDF outside of the meeting and due to the meeting being inquorate.

IDDF/DC
G

Saunders, Nathan
01/02/2023 16:16:00

	<p>The Board of Trustee resolved that:</p> <p>a) The EWS bid for charitable funds was postponed for endorsement to the next Board of Trustees meeting, pending further clarity from the IDDF in relation to a point raised in the covering report.</p>	<p>IDDF/DC G</p>
<p>BT 22/09/009</p>	<p>Disposal of Rookwood Hospital</p> <p>The Disposal of Rookwood Hospital information was received.</p> <p>The EDTHS advised the Trustees that she had a discussion with the Executive Director of Finance to ascertain the position of where the Health Board was with the disposal of Rookwood Hospital.</p> <p>It was noted that the Director of Capital, Facilities & Estates (DCFE) had been asked to have further discussions with the land agents about the potential to sell the whole Rookwood site as opposed to the half that had been previously looked at.</p> <p>It was noted that the DCFE was currently having those conversations and that any outcomes would be provided to the CFC in December and the Trustees in January with an options appraisal being required.</p> <p>The UHB Chair advised the Trustees that the expectations from the sale, and the monies gained had to be managed correctly because the monies needed to be used for a specific purpose.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Disposal of Rookwood Hospital information was noted.</p>	<p>EDTHS/ DCFE</p>
<p>BT 22/09/010</p>	<p>Horatio's Garden Update</p> <p>The Horatio's Garden Update was received.</p> <p>The EDTHS advised the Trustee that Horatio's Garden was now open.</p> <p>It was noted that Horatio's Garden Wales was the first of its kind in Wales, and the stunning accessible garden space was for patients, staff and visitors to enjoy throughout the year.</p> <p>It was noted that to officially open the Garden, rugby legend, Sir Gareth Edwards, had visited and toured the green sanctuary, and had said;</p> <p><i>"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 could happen to anyone, as known from experiences in the world of rugby, and the beautiful garden could provide some relief for people going through a very difficult time."</i></p> <p>The EDTHS advised the Trustees that there had been a few issues with regards to around honorary contracts and that work was being undertaken to address those issues. It was noted that wheelchair access was still an issue for some of the areas and that the same was being looked at as a matter of priority by the DCFC.</p>	

Saunders, Nathan
01/02/2023 16:16:00

	<p>It was noted that total build costs were estimated to be £1.727m of which the Health Charity's commitment was £0.692m, and, that maintenance costs for the maximum of 10 years had been assessed to be £0.530m of which the Health Charity's commitment was £0.094m.</p> <p>The UHB Chair thanked the EDTHS for being the Senior Responsible Officer (SRO) on the project and for all of the hard work undertaken over the past few years.</p> <p>The Board of Trustee resolved that:</p> <p>a) It was noted that the garden was now open and being used by patients and staff and that a short video has been made to record the opening.</p>	
<p>BT 22/09/011</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 Board of Trustee resolved that:</p> <p>a) The contents of the Chair's Report were noted.</p>	
<p>BT 22/09/012</p>	<p>Audit Plan for the Charitable Funds Account</p> <p>The Audit Plan for the Charitable Funds Account was received.</p> <p>The Financial Audit Team Leader – Audit Wales (FATLAW) advised the Trustees that he would take the audit report as read. The report set out what Audit Wales had planned to do during the year on the funds held in trust, when they would do it and who would do it as well as the expected costs.</p> <p>It was noted that the report set out Audit Wales' responsibilities and to ensure that the accounts were true and fair, were free from material misstatement and that they complied with reporting requirements.</p> <p>He added the that the report would also need to be aligned with the Health Board's financial statements.</p> <p>The FATLAW advised Trustees that "materiality" meant that Audit Wales would be unable to provide complete assurance but would ensure accounts were materially correct.</p> <p>He added that in 2021/22 materiality was set at £48k.</p> <p>It was noted that prior to the completion of the audit, the financial levels at which misstatements to be material were judged would be reported to the Trustees.</p> <p>It was noted that Audit Wales judged any misstatements below a trivial level (set at 5% of materiality) as not requiring consideration by those charged with governance, and therefore would not be reported.</p> <p>The FATLAW advised the Trustees of 3 risks within the audit which included:</p> <ul style="list-style-type: none"> • The risk of management override of controls was present in all entities. 	

Saunders, Nathan
01/02/2023 16:16:00

	<ul style="list-style-type: none"> • Formal recommendations had been made in 2021/22 in respect of, weaknesses in the draft financial statements submitted for the audit and premature payments to suppliers, in advance of need. • Related party disclosures could be incomplete. <p>It was noted that the fee from Audit Wales had not increased in line with inflation and had actually decreased by 20%.</p> <p>The UHB Chair asked if the Audit & Assurance Committee had received the report.</p> <p>The IMF and Chair of the Audit & Assurance Committee responded that he had not seen the report but noted that it was generally received after the Board of Trustees meeting and would be scrutinised at the next meeting.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Audit Plan for the Charitable Funds Account was noted.</p>	DCG
BT 22/09/013	<p>Events Planner Update</p> <p>The Health Charity Events Planner Update was received.</p> <p>The HAHC advised the Trustees that it was brought to each meeting to show what events were upcoming and asked that members got involved where they could.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Health Charity Events Planner 2022 was noted.</p>	
BT 22/09/014	<p>Any Other Business</p> <p>The UHB Chair advised the Trustees that the Rookwood Disposal update would be received in January 2023 but noted that a special meeting could be called if required and that discussion around that would be held with the Executive Director of Finance.</p>	
BT 22/09/015	<p>Review of the Meeting</p>	
BT 22/09/016	<p>Date & Time of Next Meeting</p> <p>Thursday 19 January 2023 Time 10am MS Teams</p>	

Saunders, Nathan
01/02/2023 16:16:00

Action Log
Following Board of Trustee Meeting held on
1 September 2022
(Updated for 9 February 2023 Meeting).

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
BT 22/09/008	Employee Wellbeing Service Bid	The EWS bid for charitable funds was postponed for endorsement to the next Board of Trustees meeting, pending further clarity from the IDDF in relation to how the Service would be funded from 1 April 2023.	Nicola Foreman/Rob Mahoney	29.11.2022	Completed The Executive Director of Finance has confirmed that there would be no call on the Charitable funds for the Employee Wellbeing Service for the next financial year (ie from 1 April 2023).
BT 22/09/007	Charity's Current Financial Position	All future CFC and Board of Trustees meeting to receive a routine report which details the Charity's current financial position, including cashflow projections/forecasts, to provide the Trustees with assurance.	Catherine Phillips/Rob Mahoney	09.02.2023	Completed. This information now comes routinely to CFC and the Board of Trustees meetings.
Actions in Progress					
BT 22/01/009 And BT 22/09/014	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, although it was noted that a special meeting could be called, if required, to discuss the same with the Executive Director of Finance being in attendance.	Fiona Jenkins	09.02.2023	Update on 9 February 2023 See agenda item 8.2
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	Jo Brandon	09.02.2023	Update on 9 February 2023 See agenda item 7.3

Saunders Nathan
01/02/2023 16:06:00

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
		structured and strategic could be received by the Trustee in September.			
Actions referred to/from Committees of the Board/Board Development					
CFC22/12/011	Disposal of Rookwood Hospital	A specialist advisor has undertaken a piece of work around the Whitchurch and Rookwood sites. Final report to be shared with the Board of Trustees	Catherine Phillips	09.02.2023	Update in February 2023 at Board of Trustees meeting. See agenda item 8.2
CFC22/09/005	Health Meadow	Extraordinary meeting required by the CFC for discussion around the Health Meadow and its costs and to then provide recommendations to the Board of Trustees.	Catherine Phillips	06.12.2022	Completed This matter was discussed by the CFC at its meeting on 6 December 2022. See agenda item 7.3
BT 21/07/008	Training Update	To provide a training update to the Independent Members on policies/legislation referred to the CFC's Terms of Reference (ie the Charities Act and the Trustee Act).	Nicola Foreman	27.04.2023	Provisionally scheduled to take place at the Board Development Session on 27 April 2023.
BT 22/09/012	Audit Plan for the Charitable Funds Account	A copy of the Audit Plan for the Charitable Funds Account to be received by the next Audit and Assurance Committee	Nicola Foreman	08.11.2022	Completed The Audit and Assurance Committee received the Charity's draft accounts at its meeting on 8 November 2022. The draft responses given to the audit enquiries to those charged with governance and management were provided to the Audit and Assurance Committee Members on 18 November 2022.

Saunders, Nathan
01/02/2023 16:16:00

Report Title:	Our Health Meadow		Agenda Item no.	7.3	
Meeting:	Board of Trustees	Public	X	Meeting Date:	9 February 2023
		Private			
Status <i>(please tick one only):</i>	Assurance	X	Approval	Information	
Lead Executive:	Catherine Philips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Engagement, Arts and Health Charity				

Main Report

Background and current situation:

This paper summaries the discussion and recommendations of the Charitable Funds Committee (CFC) held on 6th December 2022 not to proceed with Phase two of the development of Our Health Meadow (OHM).

The discussion centered on the facts presented of a global economic downturn affecting charitable donations and grants. The ability of the team to fundraise and plan within this economic context and the overall financial position of the Health Charity, currently running at a deficit, specifically in relation to the General Reserves Fund.

The CFC also took into consideration, the professional evaluation and scrutiny of costs advisors was still to be obtained and the prospect of a final costs of the build of phase 2 could not be clarified at the meeting. With global uncertainty, costs were also likely to increase and this placed a considerable financial risk around the project for both the Health Charity and the Health Board.

It was noted the significant contribution of the partnership with Down to Earth, and that creating social value was at the heart of the OHM project and that it had been created to make a positive difference to patients, staff, volunteers, the local community and planet as well as contributing to the long-term well-being and resilience of society, bolstering communities outside of the Health Board's direct services.

It was also acknowledged that the timescales of securing funding for Phaser Two of OHM in partnership with Down to Earth would not be viable for Down to Earth's deadline of January 2023 and the CFC reluctantly agreed that it could not commit to these timescales.

The discussion considered options and opportunities of future ways of working with Down to Earth, acknowledging the significant and pioneering contribution it was making to health and wellbeing and also the patient experience in the intervention and prevention arena. It is noted that the working partnership and dialogue will remain with Down to Earth.

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

Following careful consideration and challenging discussions, the CFC concluded that whilst the work of the Health Meadow was of significant value to the Health Board and the communities of Cardiff and Vale, the overall risk and the current timing/economic climate and financial position was a significant risk to the Health Charity. It also considered that a significant portion of the money would need to be raised before any further consideration of Phase Two of the development and therefore declined to approve the request to underwrite the funding requested.

In conclusion, the CFC considered and declined supporting in principle the financial underwriting of £1,788,259 for the mobilization and construction phase of the Nature Haven at Our Health Meadow with a recommendation of this to the Board of Trustees.

The Committee did not approve supporting further fundraising/sponsorship and bid applications by the Health Charity to fund the guardianship and maintenance of the Health Meadow at University Hospital Llandough (£40k per year for 5 years post build, total £200,000.)

The Committee supported further work to realise the vision of the Arts trail/ programme on the site and would consider the future sale of Rookwood Hospital as an option for funding OHM in line with restrictions placed upon the covenant but not until a sale was agreed and finalised.

Recommendation:

The Board of Trustees are requested to:

- a) **Support and endorse** the decision and recommendations of the Charitable Funds Committee and to commend the work of Down to Earth as an exemplar project and to support the continuation of conversations with Down to Earth on smaller scale opportunities and projects; and
- b) **Endorse and commend** the work of the Our Health Meadow Committee in delivery of phase One of the OHM project.

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	
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	
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		Integration	X	Collaboration	X	Involvement	X
------------	---	-----------	--	-------------	---	---------------	---	-------------	---

Impact Assessment:

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

Risk: Yes

The Committee discussed a way forward for OHM and the project with D2E, being cognisant of the affordability position of the Health Charity in 2022/2023.

Safety: No

Financial: Yes

Significant financial risks for the Health Charity and also the Health Board with no guarantees of mitigation to ensure fundraising of the total costs.

Workforce: No

Legal: No

Reputational: Yes

Potential reputational damage around the loss of the programmes of work and the benefits to the participants.

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Saunders, Nathan
01/02/2023 16:16:00

Report Title:	Charitable Funds Committee - Chair's Report		Agenda Item no.	7.4
Meeting:	Board of Trustees	Public	x	Meeting Date:
		Private		
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information
Lead Executive:	Director of Corporate Governance			
Report Author (Title):	Head of Corporate Governance			

Main Report

Background and current situation:

The purpose of this Report is to provide the Board of Trustees with a summary of the key issues discussed at the Charitable Funds Committee held on 6 December 2022.

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

A number of important items of business were discussed at the Committee meeting. The following are key issues to highlight to the Board of Trustees:

- a) **Rathbone Investment Update** – the Committee received a timely update from the Health Charity's investment managers (Rathbones). It was noted that due to a number of factors (high inflation, higher interest rates and the risk of recession), this was a challenging period for investment. That said, it was noted that the Charity's investments were exposed to the global economy rather than the UK economy (the UK was likely to see a deeper recession than the US's economy). As at the end of November, the Charity's investment portfolio was worth just under £5.6million. Rathbones were investing funds in "greener" companies and those with Environmental, Social and Governance (ESG) issues high on their agendas. It was agreed that some further work would be undertaken in conjunction with Rathbones to review the Charity's risk appetite (currently Risk Level 3 (medium risk)) in order to maximise better returns whilst safeguarding the charitable donations, to carry out some benchmarking in relation to the same, and to consider investing further with ESG companies (as opposed to non ESG companies).
- b) **Health Charity's Current Financial Position** – the key point to note was that the Charity's General Fund was overcommitted by circa £1.205million and no more bids could be accepted at present. It was agreed that the Executive Director of Finance, the Deputy Director of Finance and the Director of Communications would consider and draw up a plan to set out how the General Fund could be restored to good health. It was noted that a process was now in place to deal with "dormant funds" so that unspent monies were not sitting in charitable portfolios for long periods of time.
- c) **Charity's Draft Strategy** – following the Strategy Review Session in September, a Task and Finish Group had been established and this Group included Finance colleagues. The draft Strategy was still being worked up and it was noted that further work was required to review the Charity's risk appetite and to ensure that the Charity's Strategy aligned with the Health Board's overarching Shaping our Future Services Strategy.
- d) **Health Meadow** – the Committee had a detailed and challenging discussion with regards to the request to fund and/or underwrite Phase 2 of the Health Meadow project. The additional funding request was for just under £2million. The Committee noted that the matter was complex for several reasons which included :-

- The estimated Phase 2 costs had not been verified;
- the General Fund, which was already over committed, did not currently have sufficient funds to support the request;
- In light of the Health Board's current financial deficit, it was not in a position to underwrite the Phase 2 costs;
- Some of the Charity's wider funds were restricted (eg Rookwood) and at this moment in time could not be committed to support this request.
- The Health Meadow project was a very valuable project which provided many benefits to Patients, staff and the wider community.

The Committee Members were acutely aware of the many benefits that the Health Meadow Project had realised, and they were keen to provide continued support . The Committee agreed that further work was required to consider and draw up a plan to set out how the Committee could support the request. For the reasons set out above, the Committee was not in a position, at the moment, to recommend to the Board of Trustees that the Phase 2 costs were supported via the Health Charity's funds. Further work was required before this matter could be brought back to the Board of Trustees with a substantive recommendation.

- e) **Rookwood Hospital** – the Committee was advised that a number of options were being considered, including whether the Rookwood estate should be sold in whole or in part, and the possible relocation of the existing services being provided at the Rookwood Hospital.
- f) **Fundraising Policy** – the Committee reviewed the revised Fundraising Policy and recommended it to the Board of Trustees for approval.

Recommendation:

The Board of Trustees are requested to:

- a) **Note** the contents of this Report.

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	x
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	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention	x	Long term	x	Integration	x	Collaboration	x	Involvement	x
Impact Assessment:									
<i>Please state yes or no for each category. If yes please provide further details.</i>									
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:				

Saunders, Nathan
01/02/2023 16:16:00

Report Title:	FUNDRAISING POLICY			Agenda Item no.	8.3
Meeting:	Board of Trustees	Public	<input checked="" type="checkbox"/>	Meeting Date:	9 February 2023
		Private	<input type="checkbox"/>		
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications and Engagement, Arts and Health Charity				

Main Report

Background and current situation:

The Cardiff and Vale University Health Board Fundraising Policy and Equality & Health Impact Assessment (EHIA) has been reviewed by Cardiff & Vale Health Charity and amended for renewal in 2022. The draft of the newly amended policy has been referred to the Corporate Governance Department who have published the document for consultation. This consultation period lasted for 28 days, ending on 15th November 2022. All views and comments have been considered and the document updated accordingly.

The Fundraising Policy was reviewed and considered by the Charitable Funds Committee on 6 December 2022. That Committee recommended the Policy to the Board of Trustees for approval.

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

Following the recommendation from the Charitable Funds Committee on 6 December, the Board of Trustee is asked to approve the updated Fundraising Policy (UHB 238) (copy attached).

Recommendation:

The Board of Trustees are requested to:

- a) approve** the updated Fundraising Policy (UHB 238), as copy of which is attached to this Report.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention	Long term	√	Integration	Collaboration	√	Involvement	√
Impact Assessment:							
<i>Please state yes or no for each category. If yes please provide further details.</i>							
Risk: No							
Safety: No							
Financial: No							
Workforce: No							
Legal: Yes							
<i>To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we acknowledge ethical, sensitive fundraising as a legitimate means to enable the purchase of goods and equipment or services which are not available within capital or revenue budgets, but will help ensure the UHB remains a premier health care provider. The public see donating cash or equipment, or actively raising funds, as a positive way of supporting a health service which is short of funding.</i>							
Reputational: Yes							
<i>The Health Charity's corporate trustee is Cardiff and Vale University Health Board. Further accountability is provided by the Charity Commission and the Welsh Government's Minister for Health and Social Services of Wales. Responsibility for the management and distribution of funds and the receipt of new charitable monies is with the corporate trustee. This falls on the members of the Board, though the corporate trustee remains the UHB. Responsibility for the management of charitable funds is delegated to the Charitable Funds Committee.</i>							
Socio Economic: No							
Equality and Health: No							
Decarbonisation: No							
Approval/Scrutiny Route:							
Committee/Group/Exec				Date:			
Charitable Funds Committee				06.12.2022			

Saunders, Nathan
01/02/2023 16:16:00

Reference Number:
Version Number: 4

Date of Next Review: *To be included when document approved*
Previous Trust/LHB Reference Number:
UHB238

Cardiff and Vale University Health Board Fundraising Policy

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we acknowledge ethical, sensitive fundraising as a legitimate means to enable the purchase of goods and equipment or services which are not available within capital or revenue budgets, but will help ensure the UHB remains a premier health care provider. The public see donating cash or equipment, or actively raising funds, as a positive way of supporting a health service which is short of funding.

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

The Health Charity’s corporate trustee is Cardiff and Vale University Health Board. Further accountability is provided by the Charity Commission and the Welsh Government’s Minister for Health and Social Services of Wales. Responsibility for the management and distribution of funds and the receipt of new charitable monies is with the corporate trustee. This falls on the members of the Board, though the corporate trustee remains the UHB. Responsibility for the management of charitable funds is delegated to the Charitable Funds Committee. The day to day work related to the Health Charity is performed by the Senior Fundraisers and Fundraising Support Officers. The function of the Health Charity is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of Cardiff & Vale Health Charity.

Fundraising staff in the Health Charity Office are members of the Institute of Fundraising and attend continuous professional development; other staff members in the UHB are not appropriately qualified to give fundraising advice to staff or supporters.

Policy Commitment

The UHB is committed to ensuring that related fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB, our staff and patients, and the brand of Cardiff & Vale Health Charity. The following procedures have been developed in light of this:

- 1. The Charity Office **must** be made aware in advance of all activities where patients, visitors, staff or members of the public on the UHB estate will be able to donate money, cash or goods, for any charitable cause. The Charity Office **must** approve such fundraising activities prior to them being undertaken.*

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	2 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

2. a. Approval for collecting funds connected to local and national health related awareness campaigns such as Macmillan Coffee Mornings, and national charity event days such as Red Nose Day and Children in Need is dependent on the fundraising activity being registered in advance with the Health Charity.

b. All charities must contact the Charity Office **before** putting up any advertising (including leaflets, flyers, display boards etc.) or longer-term structures (including signage, sculptures, and display boards) across the UHB sites in general and in office and ward locations.

c. Only Cardiff & Vale Health Charity collecting boxes are permitted on the UHB estate unless permission has been granted by the Health Charity.

d. The Charity Office **must** be made aware in advance of all fundraising activities naming the UHB or Health Charity as the beneficiary. The Health Charity **must** be able to review and approve marketing materials and financial arrangements in advance.

The corporate trustee retains the right to refuse donations that have been raised in a way that may be detrimental to the objectives of the Health Charity and the wellbeing of communities served by the UHB. The Health Charity will not benefit from fundraising activities perceived as sexist, transphobic, racist, or otherwise offensive

3. The following situations **must** be referred to the Health Charity:

a. An external individual or organisation wishes to support the hospital, or specific wards or departments, with a cash donation, volunteer time, or gift in kind. Gift in kind could be a donation of concert or match tickets; signed memorabilia; donated artwork; children's toys; furniture; training.

b. Staff want to hold a fundraising raffle, for which they will sell tickets more than 24 hours in advance of the draw. The Charity Office will act as the promoter and supply numbered tickets in accordance with the Lotteries and Amusements Act 1976.

c. Staff want to approach an individual or organisation for sponsorship, financial support, gifts in kind etc.

d. An individual or organisation wants to sell items on behalf of the Health Charity.

e. Notification of a legacy that names Cardiff and Vale University Health Board, Cardiff & Vale Health Charity or any area of any UHB service as a beneficiary.

f. An individual or organisation wants to donate a potential asset (medical equipment, furnishings). This **must** be brought to the attention of the Charity Office at the earliest possible time for inclusion on the asset donation register. Departments receiving donated assets will be asked to confirm the assets conform to relevant standards and revenue consequences are managed.

4. Fundraising restrictions are in place to protect patients, staff, and members of the public:

a. Fundraising activities at the bedside must be in line with the values and behaviours of the Health Board and in consultation with clinical staff. It must be respectful, and sensitive in its approach.

b. Fundraising staff or volunteers must be mindful and respectful in line with the values and behaviours of the Health Board when discussing fundraising activities with patients or visitors to suggest or request involvement or contributions. If patients or visitors approach a member of staff regarding the fundraising activity staff may accept offers of participation and support.

c. Staff participation in fundraising activities is voluntary and **must not** be imposed on

21/12/2015 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	3 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

any individuals.

d. An individual member of staff fundraising for a charitable cause on site is acceptable as long as the fundraising does not interfere in scheduled work hours. This should also be discussed with the relevant Clinical Board. Care should be taken to ensure that participating in or organising fundraising activities does not impair compliance with statutory regulations and recommended practice.

*e. Legally, fundraising **must not** be undertaken by individuals under the age of 18.*

f. Children up to the age of 18 can be involved with fundraising with a guardian's permission. However, children cannot collect static collection boxes, sell tickets for licensed lotteries, or count collected money.

*5. All charitable income received into any ward or department by any member of staff, either from donations or fundraising activities, **must** be paid into the relevant Health Charity endowment fund, via the Cashiers' Office, within 7 days.*

*a. Cash from a ward or department-based fundraising activity, such as a raffle, **must** be counted and signed as a donation by two members of staff on the donation form and taken in a sealed collection tin or envelope to the Cashiers' Office.*

b. If under exceptional circumstances staff are not able to take a donation to the Cashiers' Office, staff should contact the Charity Office on fundraising.cav@wales.nhs.uk for assistance.

*c. Under **no** circumstances should a donation cheque be made payable to an individual UHB staff member. If you receive a cheque made payable to a member of staff, please forward it to the Charity Office for action.*

6. The Charity Office will support departments or partner organisations seeking to raise a substantial sum for a large capital project or long-term work in a particular area.

a. In the first instance, this should be discussed with the department's Clinical Board and the Charity Office.

b. Where agreed, the Charity Office will support the formation of an Appeal committee. This should involve departmental staff, patient representative/s, and a member of the Charity Office.

c. The Charity Office retains the right to start, manage and transition appeals according to the Health Charity's priorities and the Charity Office's capacity.

Supporting Procedures and Written Control Documents

- Naming Policy
- Standards of Behaviour Policy

Scope

The scope of this policy includes fundraising activity in the following situations:

- Fundraising undertaken on or off the UHB estate to benefit our patients through Cardiff & Vale Health Charity
- Fundraising undertaken on the UHB site by partner charities

All sections of this policy apply to:

- Anyone involved in any fundraising event undertaken on UHB sites to benefit any charity;

21/02/2023 16:16:00
 Nathan

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	4 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

<ul style="list-style-type: none"> • Anyone fundraising with the UHB and/or the Health Charity as a named recipient of funds. 	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact. Key actions have been identified and these can be found incorporated within this policy/supporting procedure.

Policy Approved by	Charitable Funds Committee
Group with authority to approve procedures written to explain how this policy will be implemented	For example: Senior Leadership Board
Accountable Executive or Clinical Board Director	Catherine Phillips, Executive Director of Finance

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance team: Marcia.Donovan2@Wales.nhs.uk

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
3	Date approved by Board/Committee/Sub Committee dd/mm/yyyy	TBA <i>[To be inserted by the Gov. Dept]</i>	<i>Revised Document (superseding UHB238 Version 2) State if either a new document, revised document (please list main amendments). List title and reference number of any documents that may be superseded.</i>
2			

Saunders, Nathan
01/02/2023 16:16:00

Equality & Health Impact Assessment for

Fundraising Policy (an administrative type policy)

Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment

Please note:

- The completed Equality & Health Impact Assessment (EHIA) must be
 - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
 - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required¹
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	This EHIA has been designed for the Cardiff & Vale Health Charity Fundraising Policy.
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Executives, Woodland House, 02921 836041 Head of Arts and Health Charity, 02921 836049.

Saunders Nather
01/02/2023 16:16:00

<https://cavuhb.nhs.wales/files/policies-procedures-and-guidelines/corporate-policy/f-corporate-policy/uhb-238-fundraising-policy-pdf/>

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	6 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

3.	Objectives of strategy/ policy/ plan/ procedure/ service	The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity. The Fundraising Policy provides a framework and guidance to support this function, in line with Cardiff and Vale UHB governance and financial probity policies and procedures.
4.	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> • population data • staff and service users data, as applicable • needs assessment • • engagement and involvement findings <ul style="list-style-type: none"> • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from</p>	<ul style="list-style-type: none"> • Not applicable • See Addendum 1 for staffing profile <ul style="list-style-type: none"> • As an administration policy opposed to a clinical policy, it was unnecessary to undertake a needs assessment. • The UHB's usual arrangement with regard to consultation was followed. External stakeholders were not engaged in the EHIA and/or policy development but were consulted in order to share views.

Saunders Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	7 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

	Public Health Wales Observatory ² and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need ³ .	
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	UHB staff, charity staff and volunteers working on behalf of the UHB, will be affected by the Policy.

Saunders, Nathan
01/02/2023 16:16:00

² <https://phw.nhs.wales/services-and-teams/observatory/>
³ <https://cavuhb.nhs.wales/about-us/our-mission-vision/background-to-the-strategy/the-challenges-we-face/>

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	8 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.1 Age For most purposes, the main categories are:</p> <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	<p>There does not appear to be any impact. However the policy clearly states:- Legally, fundraising must not be undertaken by individuals under the age of 18. Children up to the age of 18 can be involved with fundraising with a guardian's permission. However, children cannot collect static collection boxes, sell tickets for licensed lotteries, or count collected money.</p>	<p>n/a</p>	<p>n/a</p>

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	9 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	<p>The UHB is aware from its demographic information that it employs staff who have disabilities as defined within the Act. As such, the Policy would be made accessible to staff in alternative formats on request or via usual good management practice.</p>		
<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p>	<p>There appears not to be any impact on staff regarding gender.</p>		

Saunders Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	10 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender			
6.4 People who are married or who have a civil partner.	There appears not to be any impact on staff.		
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after	There appears not to be any impact on staff.		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	11 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
having a baby whether or not they are on maternity leave.			
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	There appears not to be any impact on staff regarding race, nationality, colour, culture or ethnic origin.	Whilst there doesn't appear to be any impact, if a member of staff was known to have difficulties with the written word, good management would dictate that alternative arrangements be made, such as individual meetings.	All departments to be aware of their staff profiles.
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	It is unlikely to be any impact on staff regarding their religion.	Staff are able to raise any issues with their line manager.	

Saunders Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	12 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.8 People who are attracted to other people of:</p> <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	<p>There appears not to be any impact on staff.</p>		
<p>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</p> <p>Well-being Goal – A Wales of vibrant culture and thriving Welsh language</p>	<p>Fundraising forms provided to fundraisers i.e. pledge forms, posters, information leaflets etc. should be bilingual. English & Welsh websites and social media platforms are used. If fundraisers are raising money but using their own promotional material, they should be encouraged to provide it bilingually.</p>		

Saunders Nathan
01/02/2023 16:36:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	13 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	<p>There appears not to be any impact on staff. However the policy clearly states: Fundraising staff or volunteers must not directly approach patients or visitors to suggest or request involvement or contributions. If patients or visitors approach a member of staff regarding the fundraising activity staff may accept offers of participation and support.</p>		
<p>6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators,</p>	<p>There appears not to be any impact on staff.</p>		

Saunders Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	14 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
people unable to access services and facilities			
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	There are no other groups including Carers or risk factors to take into account with regard to this Policy. The policy is clear that Fundraising staff or volunteers must not directly approach patients or visitors to suggest or request involvement or contributions. If patients or visitors approach a member of staff regarding the fundraising activity staff may accept offers of participation and support.		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	15 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	As primarily an administrative Policy, there will be no impact.		
<p>7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active,</p>	As primarily an administrative Policy, there will be no impact.		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	16 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc Well-being Goal – A healthier Wales</p>			
<p>7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p>	<p>As primarily an administrative Policy, there will be no impact. The policy is clear that Fundraising staff or volunteers must not directly approach patients or visitors to suggest or request involvement or contributions.</p>		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	17 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A prosperous Wales	If patients or visitors approach a member of staff regarding the fundraising activity staff may accept offers of participation and support.		
7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play	As primarily an administrative Policy, there will be no impact.		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	18 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>			
<p>7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>	<p>As primarily an administrative Policy, there will be no impact.</p>		
<p>7.6 People in terms of macro-economic, environmental and sustainability factors:</p>			

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	19 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	As primarily an administrative Policy, there will be no impact.		

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	20 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service	Overall, there appears to be very limited impact on the protected characteristics and health inequalities as a result of administrative type policies.
---	--

Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	If a member of staff was known to have difficulties with the written word, good management would dictate that alternative arrangements be made, such as individual meetings. Staff are able to raise any issues with their line manager/Human Resources.	Line Manager as applicable	Depending on individual need	Action in accordance with UHB Employment Policies and Procedures such as the Dignity at Work Policy and to follow advice from Human Resources

Saunders Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	21 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	<p>As there has been potentially very limited impact identified, it is unnecessary to undertake a more detailed assessment and formal consultation is not required.</p>			

Saunders, Nathan
01/02/2023 16:16:00

Document Title: <i>Cardiff and Vale University Health Board Fundraising Policy</i>	22 of 30	Approval Date: dd mmm yyyy
Reference Number: UHB		Next Review Date: dd mmm yyyy
Version Number: 4		Date of Publication:
Approved By:		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.4 What are the next steps? Some suggestions:-</p> <ul style="list-style-type: none"> • Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> ○ continues unchanged as there are no significant negative impacts ○ adjusts to account for the negative impacts ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) ○ stops. • Have your strategy, policy, plan, procedure and/or service proposal approved • Publish your report of this impact assessment • Monitor and review 	<p>The Policy remains unchanged The EHIA has been consulted upon internally as a generic document to support a variety of administrative-type policies and procedures. It has been approved by the Charitable Funds Committee When an administrative-type policy is developed or reviewed this EHIA will form part of that consultation exercise and publication. This EHIA will be reviewed three years after approval unless changes to terms and conditions, legislation or best practice determine that an earlier review is required. The UHB standard is that all policies are reviewed within 3 years (1 year a statutory requirement).</p>			

Saunders Nathan
01/02/2023 16:16:00

Appendix 1

Equality & Health Impact Assessment

Developing strategies, policies, plans and services that reflect our Mission of 'Caring for People, Keeping People Well'

Guidance

The University Health Board's (the UHB's) Strategy 'Shaping Our Future Wellbeing' (2015-2025) outlines how we will meet the health and care needs of our population, working with key partner organisations to deliver services that reflect the UHB's values. Our population has varied and diverse needs with some of our communities and population groups requiring additional consideration and support. With this in mind, when developing or reviewing any strategies, policies, plans, procedures or services it will be required that the following issues are explicitly included and addressed from the outset:-

- Equitable access to services
- Service delivery that addresses health inequalities
- Sustainability and how the UHB is meeting the requirements of the Well-being of Future Generations (Wales) Act (2015)⁴

This explicit consideration of the above will apply to strategies (e.g. Shaping Our Future Strategy, Estates Strategy), policies (e.g. catering policies, procurement policies), plans (e.g. Clinical Board operational plans, Diabetes Delivery Plan), procedures (for example Varicella Zoster - chickenpox/shingles - Infection Control Procedure) and services /activity (e.g. developing new clinical services, setting up a weight management service).

Considering and completing the Equality & Health Impact Assessment (EHIA) in parallel with development stages will ensure that all UHB strategies, policies, plans, procedures or services comply with relevant statutory obligations and responsibilities and at the same time takes forward the UHB's Vision, 'a person's chance of leading a healthy life is the same wherever they live and whoever they are'. This process should be proportionate but still provide helpful and robust information to support decision making. Where a more detailed consideration of an issue is required, the EHIA will identify if there is a need for a full impact assessment.

Some key statutory/mandatory requirements that strategies, policies, plans, procedures and services must reflect include:

⁴ <https://gov.wales/well-being-future-generations-act-essentials-html>

- All Wales Standards for Communication and Information for People with Sensory Loss (2014)⁵
- Equality Act 2010⁶
- Well-being of Future Generations (Wales) Act 2015⁷
- Social Services and Well-being (Wales) Act 2015⁸
- Health Impact Assessment (non statutory but good practice)⁹
- The Human Rights Act 1998¹⁰
- United Nations Convention on the Rights of the Child 1989¹¹
- United Nations Convention on Rights of Persons with Disabilities 2009¹²
- United Nations Principles for Older Persons 1991¹³
- Welsh Health Circular (2015) NHS Wales Infrastructure Investment Guidance¹⁴
- Welsh Government Health & Care Standards 2015¹⁵
- Welsh Language (Wales) Measure 2011¹⁶

This EHIA allows us to meet the requirements of the above as part of an integrated impact assessment method that brings together Equality Impact Assessment (EQIA) and Health Impact Assessment (HIA). A number of statutory /mandatory requirements will need to be included and failure to comply with these requirements, or demonstrate due regard, can expose the UHB to legal challenge or other forms of reproach. This means showing due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

EQIAs assess whether a proposed policy, procedure, service change or plan will affect people differently on the basis of their 'protected characteristics' (i.e. their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion, sex or sexual orientation) and if it will affect their human rights. It also takes account of caring responsibilities and Welsh Language issues.

⁵ <http://gov.wales/topics/health/publications/health/guidance/standards/?lang=en>

⁶ <https://www.gov.uk/guidance/equality-act-2010-guidance>

⁷ <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>

⁸ <http://gov.wales/topics/health/socialcare/act/?lang=en>

⁹ <http://www.wales.nhs.uk/sites3/page.cfm?orgid=522&pid=63782>

¹⁰ <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

¹¹ <http://www.unicef.org/UNICEFs-Work/UN-Convention>

¹² <http://www.un.org/disabilities/convention/conventionfull.shtml>

¹³ <http://www.ohchr.org/EN/ProfessionalInterest/Pages/OlderPersons.aspx>

¹⁴ <http://www.wales.nhs.uk/sites3/Documents/254/WHC-2015-012%20-%20English%20Version.pdf>

¹⁵ <http://gov.wales/topics/health/publications/health/guidance/care-standards/?lang=en>

¹⁶ <http://www.legislation.gov.uk/mwa/2011/1/contents/enacted>

They provide a systematic way of ensuring that legal obligations are met and are a practical means of examining new and existing policies and practices to determine what impact they may have on equality for those affected by the outcomes.

HIAs assess the potential impact of any change or amendment to a policy, service, plan, procedure or programme on the health of the population and on the distribution of those effects within the population, particularly within vulnerable groups. HIAs help identify how people may be affected differently on the basis of where they live and potential impacts on health inequalities and health equity. HIA increases understanding of potential health impacts on those living in the most deprived communities, improves service delivery to ensure that those with the greatest health needs receive a larger proportion of attention and highlights gaps and barriers in services.

The **EHIA** brings together both impact assessments in to a single tool and helps to assess the impact of the strategy, policy, plan, procedure and/or service. Using the EHIA from the outset and during development stages will help identify those most affected by the proposed revisions or changes and inform plans for engagement and co-production. Engaging with those most affected and co-producing any changes or revisions will result in a set of recommendations to mitigate negative, and enhance positive impacts. Throughout the assessment, 'health' is not restricted to medical conditions but includes the wide range of influences on people's well-being including, but not limited to, experience of discrimination, access to transport, education, housing quality and employment.

Throughout the development of the strategy, policy, plan, procedure or service, in addition to the questions in the EHIA, you are required to remember our values of *care, trust, respect, personal responsibility, integrity and kindness* and to take the Human Rights Act 1998 into account. All NHS organisations have a duty to act compatibly with and to respect, protect and fulfil the rights set out in the Human Rights Act. Further detail on the Act is available in Appendix 2.

Completion of the EHIA should be an iterative process and commenced as soon as you begin to develop a strategy, policy, plan, procedure and/or service proposal and used again as the work progresses to keep informing you of those most affected and to inform mitigating actions. It should be led by the individual responsible for the strategy, policy, plan, procedure and/or service and be completed with relevant others or as part of a facilitated session. Some useful tips are included in Appendix 3.

For further information or if you require support to facilitate a session, please contact Susan Toner, Principal Health Promotion Specialist (susan.toner@wales.nh.uk) or the Equity and Inclusion Department (EquityAnd.Inclusion@wales.nhs.uk)

Based on

- Cardiff Council (2013) Statutory Screening Tool Guidance
- NHS Scotland (2011) Health Inequalities Impact Assessment: An approach to fair and effective policy making. Guidance, tools and templates¹⁷
- Wales Health Impact Assessment Support Unit (2012) Health Impact Assessment: A Practical Guide¹⁸

¹⁷ <http://www.healthscotland.com/uploads/documents/5563-HIIA%20-%20An%20approach%20to%20fair%20and%20effective%20policy%20making.pdf>
(accessed 4 January 2016)

¹⁸ <http://www.wales.nhs.uk/sites3/page.cfm?orgid=522&pid=63782> (accessed on 4 January 2016)

Appendix 2 – The Human Rights Act 1998¹⁹

The Act sets out our human rights in a series of 'Articles'. Each Article deals with a different right. These are all taken from the European Convention on Human Rights and are commonly known as 'the Convention Rights':

1. Article 2 Right to life. NHS examples: the protection and promotion of the safety and welfare of patients and staff
2. Article 3 Freedom from torture and inhuman or degrading treatment. NHS examples: issues of dignity and privacy, the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers, issues of patient restraint and control
3. Article 4 Freedom from slavery and forced labour
4. Article 5 Right to liberty and security. NHS examples: issues of patient choice, control, empowerment and independence, issues of patient restraint and control
5. Article 6 Right to a fair trial
6. Article 7 No punishment without law
7. Article 8 Respect for your private and family life, home and correspondence. NHS examples: issues of dignity and privacy, the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers, the right of a patient or employee to enjoy their family and/or private life
8. Article 9 Freedom of thought, belief and religion. NHS examples: the protection and promotion of the safety and welfare of patients and staff, the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers
9. Article 10 Freedom of expression. NHS examples: the right to hold and express opinions and to receive and impart information and ideas to others, procedures around whistle-blowing when informing on improper practices of employers where it is a protected disclosure
10. Article 11 Freedom of assembly and association
11. Article 12 Right to marry and start a family
12. Article 14 Protection from discrimination in respect of these rights and freedoms. NHS examples: refusal of medical treatment to an older person

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

13. solely because of their age, patients presented with health options without the use of an interpreter to meet need, discrimination against UHB staff on the basis of their caring responsibilities at home
14. Protocol 1, Article 1 Right to peaceful enjoyment of your property
15. Protocol 1, Article 2 Right to education
16. Protocol 1, Article 3 Right to participate in free elections
17. Protocol 13, Article 1 Abolition of the death penalty

Saunders, Nathan
01/02/2023 16:16:00

Appendix 3

Tips

- Be clear about the policy or decision's rationale, objectives, delivery method and stakeholders.
- Work through the Toolkit early in the design and development stages and make use of it as the work progresses to inform you of those most affected and inform mitigating actions
- Allow adequate time to complete the Equality Health Impact Assessment
- Identify what data you already have and what are the gaps.
- Engage with stakeholders and those most affected early. View them as active partners rather than passive recipients of your services.
- Remember to consider the impact of your decisions on your staff as well as the public.
- Record which organisations and protected characteristic groups you engaged with, when you engaged with them and how you did so (for example, workshop, public meeting, written submission).
- Produce a summary table describing the issues affecting each protected group and what the potential mitigations are.
- Report on positive impacts as well as negative ones.
- Remember what the Equality Act says – how can this policy or decision help foster good relations between different groups?
- Do it with other people! Talk to colleagues, bounce ideas, seeks views and opinions.

Saunders, Nathan
01/02/2023 16:16:00

DRAFT

Saunders, Nathan
01/02/2023 16:16:00

Report Title:	Health Events Planner Update 2023/2024			Agenda Item no.	9.2
Meeting:	Board of Trustees	Public	X	Meeting Date:	9 February 2023
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval		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:					
Cardiff and Vale Health Charity (“the Health Charity”) is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544					
The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.					
The Health Charity Team organises a wide range of fundraising events throughout the year to:					
<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. 					
The attached events planner for 2023, provides a draft of the key events taking place for the year, with more detailed dates to follow in the next CFC meeting in March 2023.					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
Executive Directors are asked to review the Health Charity Events Planner 2023 and identify individual events which they will be supporting/attending. This schedule is provided to the Charitable Funds Committee for information purposes.					
Recommendation:					
The Board of Trustees are requested to:					
<ul style="list-style-type: none"> a) Note for information the Health Charity Events Planner 2023. b) Indicate which event they would be interested in attending or participating in to demonstrate support to the Health Charity. 					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
<i>Please tick as relevant</i>					
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	√
------------	--	-----------	--	-------------	---	---------------	---	-------------	---

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:

Saunders, Nathan
01/02/2023 16:16:00

Proposed Health Charity Events 2023

Appeal	Month	Day	Event	Location	Engagement Level
	February	17	Prop Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.
 	March	10 TBC	Breast Centre Afternoon Tea Art Auction	Coal Exchange Hotel, Cardiff Bay Online/Gallery	Open event with welcome, introduction and thank you message.
	June	TBC	BC Strictly Top Dancer Competition	TBC	TBC
	July	TBC 8 & 9	NHS @ 75 Big Tea Sky Dive for NHS @ 75	TBC Swansea Airport	Open event with thank you message to supporters/partakers.
 	October	1 6	Cardiff Half Marathon Prop Ball	Cardiff Mercure Holland House Hotel, Cardiff	No lead required, public event. Open event with welcome, introduction and thank you message.
 	November	TBC 25	Wreath Workshop Shine Bright	TBC UHW/UHL	TBC Open event with welcome, introduction and thank you message.
	December	2	Breast Centre Pink Tie Gala Dinner	Marriott Hotel, Cardiff	Open event with welcome, introduction and thank you message.