

# Board of Trustees Meeting

Thu 20 April 2023, 10:45 - 12:30

Microsoft Teams

## Agenda

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10:45 - 10:47 **1. Welcome & Introductions**  
2 min

10:47 - 10:48 **2. Apologies for Absence**  
1 min

10:48 - 10:49 **3. Declarations of Interest**  
1 min

10:49 - 10:52 **4. Minutes of the Trustee Meeting held on 9 February 2023**  
3 min

 04 BoT Minutes 09.02.23.pdf (10 pages)

10:52 - 10:55 **5. Action Log following meeting held on 9 February 2023**  
3 min

 05 Action Log 20.04.23.pdf (2 pages)

10:55 - 10:55 **6. Chair's Action taken since last meeting**  
0 min

10:55 - 11:15 **7. Items for Review and Assurance**  
20 min

### 7.1. Health Charity Current Financial Position

15 minutes

 7.1 Financial Position Report Trustees.pdf (7 pages)

### 7.2. Chair's Report:

5 minutes

i) Charitable Funds Committee – 21 March 2022

 7.2 CFC Chairs Report.pdf (3 pages)

11:15 - 11:35 **8. Items for Approval/Ratification**  
20 min

### 8.1. Corporate Partnership Proposal

10 minutes

 8.1 Health Charity Corporate Partnerships Paper.pdf (2 pages)

Sanjiv Narayan  
17/04/2023 16:35:07

- 📄 8.1a Appendix 1 - Corporate Partnerships.pdf (3 pages)
- 📄 8.1b Appendix 2 - Commercial Participators Agreement.pdf (7 pages)

## 8.2. CFC Over £25k endowments expenditure – Cardiology application of spend of legacy funds

10 minutes

- 📄 8.2 Over £25k endowments expenditure - Cardiology application of spend of legacy funds.pdf (2 pages)
- 📄 8.2a Appendix1 Over £25k Endowment Funds - Cardiac Services.pdf (3 pages)

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

20 min

### 9.1. Health Charity Annual Report – Audit Wales Certified version

5 minutes

- 📄 9.1 Health Charity Annual Report - Audit Wales Certified Version Cover.pdf (2 pages)
- 📄 9.1a Health Charity Annual Report - Audt Wales Certified Version.pdf (47 pages)

### 9.2. Health Charity Strategy Update

5 minutes

- 📄 9.2 Health Charity Strategy Update.pdf (3 pages)
- 📄 9.2a Appendix 1 - Draft Health Charity Strategy.pdf (5 pages)
- 📄 9.2b Appendix 2 Strategy Engagement Timeline (revised).pdf (1 pages)

### 9.3. Arts Programme Annual Report

5 minutes

- 📄 9.3 Arts Programme Annual Report.pdf (2 pages)

### 9.4. Events Planner Update 2023/2024

5 minutes

- 📄 9.4 Events Planner Update 2023-24.pdf (1 pages)

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

0 min

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

0 min

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

0 min

Thursday 5 October 2023 at 10am via MS Teams

Saunders, Nathan  
13/04/2023 16:35:03

**Unconfirmed Minutes of the Board of Trustee Meeting  
Thursday 09 February 2023  
Via MS Teams**

<b>Chair:</b>		
Charles Janczewski	CJ	UHB Chair
<b>Present:</b>		
Paul Bostock	PB	Chief Operating Officer
David Edwards	DE	Independent Member - ICT
Susan Elsmore	SE	Independent Member – Local Council
Akmal Hanuk	AH	Independent Member - Community
Keith Harding	KH	Independent Member – University (joined at 9.53am)
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Meriel Jenney	MJ	Executive Medical Director
Mike Jones	MJ	Independent Member – Trade Union
Catherine Phillips	CP	Executive Director of Finance
Ceri Phillips	CP	UHB Vice Chair
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
<b>In Attendance:</b>		
Joanne Brandon	JB	Director of Communications
Rhodri Davies	RD	Financial Audit Lead – Audit Wales
Robert Mahoney	RM	Interim Deputy Director of Finance
Mark Jones	MJ	Financial Audit Lead – Audit Wales
James Quance	JQ	Interim Director of Corporate Governance
<b>Observers:</b>		
Marcia Donovan	MD	Head of Corporate Business
<b>Secretariat:</b>		
Nathan Saunders	NS	Senior Corporate Governance Officer
<b>Apologies:</b>		
Timothy Davies	TD	Head of Corporate Business
Rachel Gidman	RG	Executive Director of People and Culture
Michael Imperato	MI	Independent Member - Legal
Fiona Kinghorn	FK	Executive Director of Public Health
Sara Moseley	SM	Independent Member – Third Sector
Suzanne Rankin	SR	Chief Executive Officer
Jason Roberts	JR	Executive Nurse Director
David Thomas	DT	Director of Digital & Health Intelligence

<b>BT 23/02/001</b>	<b>Welcome &amp; Introductions</b>  The UHB Chair welcomed everyone to the meeting in English and Welsh.  He added that the Independent Member – Trade Union (IMTU) was also present in his new role as Chair of Our Health Meadow.	<b>Action</b>
<b>BT 23/02/002</b>	<b>Apologies for Absence</b>  Apologies for absence were noted.	
<b>BT 23/02/002</b>	<b>Declarations of Interest</b>  The Independent Member of the Trade Unions (IMTU) declared an interest as the Chair for the “Our Health Meadow” Group.	

<p><b>BT 23/02/004</b></p>	<p><b>Minutes of the Board of Trustee Meeting held on 01 September 2022</b></p> <p>The minutes of the Board of Trustee Meeting held on 01 September 2022 were received.</p> <p><b>The Board of Trustee (the Trustees) resolved that:</b></p> <p>a) The minutes were approved as an accurate and true record of the meeting held on 01 September 2022</p>	
<p><b>BT 23/02/005</b></p>	<p><b>Action Log following the Meeting held on 21 April 2022</b></p> <p>The Action Log was received and all actions were discussed.</p> <p>The Executive Director of Finance (EDF) advised the Board of Trustees (the Trustees) that completed action BT 22/09/008 - Employee Wellbeing Service Bid was going through the Investment Group and there was an ongoing reformatting of the Employee Wellbeing Service (EWS).</p> <p>The UHB Chair asked if the action should remain on the log and move back into "In Progress".</p> <p>The EDF responded that it could remain as a completed action, but she suggested it could be brought as an update once further work was undertaken with regards to the general fund.</p> <p><b>The Board of Trustee resolved that:</b></p> <p>a) The Action Log was noted.</p>	
<p><b>BT 23/02/006</b></p>	<p><b>Charitable Funds Annual Report and Accounts 2021/22:</b></p> <p><b>Charity Audit - Audit Enquires letter to those charged with Governance - Management Response Charitable Funds Strategy.</b></p> <p>The Charitable Funds Annual Report and Accounts 2021/22 were received.</p> <p>The EDF thanked the Finance team and the Health Charity for the work undertaken to get the accounts to the Board of Trustees and also thanked the Auditors for their help.</p> <p>She added that the Health Charity was in a position of presenting unqualified accounts and that some changes had been made since the Charitable Funds Committee (CFC) had received the draft accounts.</p> <p>It was noted that the Charitable Funds accounts had not been submitted on time as the deadline of January 31<sup>st</sup> 2023 had passed, but the EDF advised the Trustees that they would submitted as soon as possible.</p> <p>The Deputy Director of Finance (DDF) advised the Trustees that the draft Cardiff and Vale Health Charity annual accounts were reviewed by the Audit and Assurance Committee on 8th November 2022 and were supported and endorsed subject to external audit review.</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 audit had only recently</p>	<p>Saunders, Nathan 13/04/2023 16:35:03</p>

been completed and therefore those documents had not been available in time for those meetings.

It was noted that the Trustees were being asked to receive, and consider for approval, the Health Charity Annual Report 2021/22 incorporating the final accounts, the response provided to the audit enquiries to those charged with governance and management, the Letter of Representation and the ISA 260 Audit Report.

The DDF advised the Trustees that assurance could be provided:-

- on the accuracy of the Annual Report, including the Annual Accounts and associated documents by the work that has been completed by Audit Wales in determining that the Health Charity's Annual Report and Accounts gave a true and fair view
- the Letter of Representation to be sent to Audit Wales and the response given to the audit enquiries to those charged with governance and management which had been endorsed by the Chair, Interim Chief Executive, Chair of the Charitable Funds Committee, Chair of the Audit and Assurance Committee, Director of Corporate Governance and the Executive Director of Finance.

He added that during the course of the audit there were some misstatements and errors identified and that the corrections made to the accounts were detailed in the ISA 260 report.

The key points to note in the accounts included:

- During the external audit review period, discussions were held with Audit Wales concerning the Charity's classification of income between restricted and non-restricted categories.  
It was noted that in the final accounts the Charity had reclassified £739k of income from unrestricted to restricted categories and £13k from restricted to unrestricted categories.
- The value of the Health Charity had decreased by £0.159m in 2021/22 to £8.988m as a result of net expenditure above income and the growth in investments.

The UHB Chair advised the Trustees that the information provided by the DDF explained why Audit Committee colleagues had not had a chance to review the accounts.

The Independent Member – Local Council (IMLC) advised the Trustees that she had been a Trustee for a considerable period of time and asked if there were further learnings for the Health Charity regarding any legal implications.

The DDF responded that there was a complexity to Charitable Funds and noted that the intricacy of looking at every piece of income received was complex and that the Finance team had tried their best to ensure that there was an audit trail for that.

He added that assurance could be provided to the Trustees that the money received was going into the correct funds and were being spent correctly from those funds.

The EDF added that one of the main learning points was with regards to the fundraising and grants process being in one team and the finance aspect being

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in another team. She added that closer team work would be required involving both the Finance team and the Health Charity team.

The Independent Member – Capital & Estates (IMCE) asked what processes were in place for future grant income that was received.

The DDF responded that the Finance team had to look at every donation, that relevant files were set up for that, and that appropriate resource was allocated having regard to value of donation against the Finance team resources.

He added that the teams were now primed to look at every donation and the nature of the income and whether it was restricted or unrestricted.

The IMCE asked if moving funds from unrestricted to restricted had jeopardised any approved projects.

The DDF responded that it had not and noted that money was still being spent in the correct manner and that observing the classification upfront had helped to strengthen the controls over money being spent in the correct way.

The IMCE asked if it meant that the Health Charity could potentially overspend on some projects where funds had been moved.

The DDF responded that it would not because funds were never cross subsidised between funds.

The Independent Member – Finance (IMF) asked if the Health Charity was confident that it had not spent donor's money where they had put restrictions in.

The DDF responded that there were two nuances and provided the example that if somebody donated to Breast Test Wales directly, the fund was fairly unrestricted in that it could be spent on anything as long as it was associated with Breast Test Wales which in effect made the fund fairly restrictive.

He added that there was complexity around the unrestricted versus restricted and that there were different levels of restricted nature that had to be looked at.

The UHB Chair invited Audit Wales to present their findings on the accounts.

The Financial Audit Lead – Audit Wales (FALAW) advised the Trustees that the update from the EDF and DDF had been excellent and had included good detail and so his update could be brief.

He added that Audit Wales were required to report to the Trustees before they could approve the accounts. He informed the Trustees that the Auditor General intended to provide an unqualified opinion the following morning.

It was noted that all audits remained open until the point of certification for any events that could arise.

The FALAW advised the Trustees that, as mentioned by the DDF, there were some uncorrected misstatements in the report outlined in appendix 3 for the Trustee's attention.

He added that Audit Wales had agreed with the EDF's statement that the Finance team and the Health Charity team needed to work together more closely and advised the Trustee that it was outlined as a recommendation within the report.

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	<p>It was noted that in terms of the Letter of Representation, Audit Wales would always point out that there were uncorrected misstatements, which the Chief Executive and the Chair of the Health Board would sign to confirm that they were content with those uncorrected misstatements.</p> <p>The UHB Chair thanked the FALAW for the hard work undertaken by Audit Wales and noted that the report was balanced and fair.</p> <p>The FALAW responded that thanks needed to be given to the DDF, EDF and the Interim Director of Corporate Governance (IDCG) for their help with the report.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Cardiff and Vale Health Charity Annual Report for 2021/22, 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</li> <li>b) The Charity’s Annual Report 2021/22, based on the assurances given and the recommendation of Audit Wales, was approved.</li> <li>c) The statement made in the Letter of Representation to the Auditors was confirmed and approval of this document was recommended.</li> </ul>	
<p><b>BT 23/02/007</b></p>	<p><b>Chair’s Action taken since last meeting</b></p> <p>No Chair’s Actions had been taken since the last meeting.</p>	
<p><b>BT 23/02/008</b></p>	<p><b>Health Charity Current Financial Position</b></p> <p>The Health Charity Current Financial Position was received.</p> <p>The Deputy Director of Finance (DDF) advised the Trustees that the report highlighted the financial performance of the Charity to the period ending October 2022, but added that he would provide updated figures which had not changed significantly.</p> <p>He added that an updated report would be provided to the CFC in March 2023.</p> <p>He highlighted three key issues to bring to the attention of the Trustees which included:</p> <ul style="list-style-type: none"> <li>• The value of the Charitable Funds had decreased by £0.875m for the period ending 31st October 2022.</li> <li>• The stock market had remained volatile with cumulative losses currently standing at £0.443m for the period ending 31st October 2022.</li> <li>• General Reserves were currently overcommitted against outstanding approvals to the value of £1.205m.</li> </ul>	

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The IMCE advised the Trustees that she did not sit on the CFC and so was unsure as to what analysis was undertaken in terms of understanding the commitments being made and the requests being received.

She added that the requested cashflow within the report was helpful but noted that it would be more helpful to have an expenditure profile which could be looked at quarterly to see which projects would increase in costs over time so that the Trustees could then conservatively estimate rather than optimistically estimate.

The UHB Chair responded that the CFC was undertaking the right level of scrutiny and queried how much detail would be generated in the Board of Trustee meetings because he did not want to duplicate the work of the CFC.

He added that it was important to note the concern from the Trustees around the large deficit highlighted and asked when the Trustees would be able to address that deficit and recover the situation.

The EDF responded that it was a reasonable question to ask in the light of the fact that the Health Charity had a deficit fund (because it should not have). The only part of that which was understandable was the unrealised losses on investments because investments would go up and down and therefore, that had not been generated by the CFC.

She added that in relation to commitments versus cashflow, it was likely to be a real cash deficit on the general fund where there were a range of commitments, such as Rookwood and Horatio's Garden, that had driven that.

The EDF asked the UHB Chair if he wanted to task the CFC to undertake an analysis and report back with an indication of when the Health Charity would be back in balance.

The UHB Chair agreed that would be welcomed and should be reported back to the Trustees at its October 2023 meeting.

The UHB Vice Chair noted the investment portfolio had seen a loss of £400k and asked if that was acceptable and if there was an explanation for that.

The UHB Chair responded that the CFC had a brief to satisfy that investments being made would deliver the best return for the Health Board.

The DDF responded that investments were managed by Rathbones and that the Finance team met with them frequently where market forecasts were shared.

He added that the Health Charity and the Finance team had a dedicated meeting with regards to the Health Charity's risk appetite and that benchmarking would be discussed in relation to performance.

It was noted that Rathbones had provided assurance that it was all in line with the current market.

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	<p>The UHB Chair advised the Trustees that the point made regarding investments being in line with market performance was important.</p> <p>The EDF agreed and noted that getting the best value out of all of the funds, with an appropriate risk appetite would be important and that was why a dedicated meeting had been arranged with Rathbones.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The financial position of the Charity was noted</li> <li>b) The performance of the investment portfolio was noted</li> <li>c) The over commitment of the general reserve was noted.</li> </ul>	
<p><b>BT 23/02/009</b></p>	<p><b>Employee Wellbeing Service Bid - Verbal</b></p> <p>The Verbal Employee Wellbeing Service (EWS) bid was received.</p> <p>The EDF advised the Trustees that the update had been provided earlier on in the meeting when the Action Log had been discussed.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Employee Wellbeing Service Bid Update was noted</li> </ul>	
<p><b>BT 23/02/010</b></p>	<p><b>Our Health Meadow</b></p> <p>The Our Health Meadow update was received.</p> <p>The EDF advised the Trustees that the CFC had reviewed the information in December and that it had been agreed that the Health Charity was not in a position to support the request for Phase 2 funding, due to the cost of the build and the position of the general fund.</p> <p>She added that it did not stop the ambition to continue with the project and that the conversation had by the CFC was around “when” and not “if”.</p> <p>It was noted that a significant portion of the money would need to be raised before Phase Two of the development could be further considered.</p> <p>The EDF advised the Trustees that the CFC had considered and had declined to support, in principle, the financial underwriting of £1,788,259 for the mobilisation and construction phase of the Nature Haven at Our Health Meadow.</p> <p>She added that 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.</p> <p>It was noted that the CFC 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 a potential option for funding OHM.</p> <p>It was noted that the Health Charity would look at smaller and more complementary projects to be developed on the piece of land.</p>	

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	<p>The Director of Communications (DC) added that a very detailed discussion had taken place at the CFC and that the one matter that had been identified was that the Health Charity did not want to lose sight of the fantastic work that was being done, particularly in partnership with the Third Sector groups.</p> <p>The Executive Director of Therapies and Health Science (EDTHS) added that the CFC had exercised due diligence and had not committed to what was unaffordable.</p> <p>She added that how far Our Health Meadow had come should be celebrated.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The decision and recommendations of the Charitable Funds Committee were supported and endorsed, the work of Down to Earth as an exemplar project was commended, and the continuation of conversations with Down to Earth on smaller scale opportunities and projects was supported; and</li> <li>b) The work of the Our Health Meadow Committee in delivery of phase One of the OHM project was endorsed and commended.</li> </ul>	
<p><b>BT 23/02/011</b></p>	<p><b>Chair's Reports:</b></p> <ul style="list-style-type: none"> <li><b>i. Charitable Funds Committee</b></li> </ul> <p>The Chair's Report for the Charitable Funds Committee was received.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The contents of the Chair's Report were noted.</li> </ul>	
<p><b>BT 23/02/012</b></p>	<p><b>Fundraising Policy</b></p> <p>The Fundraising Policy was received.</p> <p>The Director of Communications (DC) advised the Trustees that the policy had received minor changes and had been updated in line with changes for departments and individuals and also updated in line with the values and behaviours of the organisation.</p> <p>She added that the policy had been out for consultation and all feedback had been noted.</p> <p>The IMCE asked how the policy would be enacted.</p> <p>The DC responded that the website and Sharepoint would be updated to include a copy of the policy, and that donors would be made aware of the changes in the policy and advised that the policy had been updated and approved.</p> <p>The UHB Chair noted that the policy was version 4 and asked if there was a version log.</p> <p>The DC advised the UHB Chair that it would be recorded in the final copy of the approved policy.</p> <p><b>The Board of Trustee resolved that:</b></p>	

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	<p>a) The updated Fundraising Policy (UHB 238) was approved.</p>	
<b>BT 23/02/013</b>	<p><b>Chair of the Staff Lottery Panel – Verbal</b></p> <p>The verbal update on the Chair of the Staff Lottery Panel was received.</p> <p>The IDCG advised the Trustees that approval was being sought to appoint Mike Jones (the IMTU) as the Chair of the Staff Lottery Panel.</p> <p>The Trustees noted their approval.</p> <p>The IMTU added that prior to becoming the IMTU, he had chaired the Staff Lottery Panel for 15 years and looked forward to chairing it again.</p> <p>He asked if a letter of thanks could be sent to the previous Chair leaving post.</p> <p>The DC noted that it would be sent.</p> <p><b>The Board of Trustee resolved that:</b></p> <p>a) The update on the Chair of the Staff Lottery Panel was approved.</p>	JB
<b>BT 23/02/014</b>	<p><b>Events Planner Update</b></p> <p>The Health Charity Events Planner Update was received.</p> <p>The Director of Communications (DC) advised the Trustees that the planner was received at every meeting to provide updates and further information for the Trustees.</p> <p>The UHB Chair thanked the DC and her team for the hard work with regards to arranging those events and noted that all of the Independent Members had signed up to attend an afternoon tea event being held in February.</p> <p><b>The Board of Trustee resolved that:</b></p> <p>a) The Health Charity Events Planner 2023 was noted.</p> <p>b) Members would indicate which event they would be interested in attending or participating in to demonstrate support to the Health Charity.</p>	
<b>BT 23/02/015</b>	<p><b>Charitable Funds Strategy</b></p> <p>The Charitable Funds Strategy (the Strategy) was received.</p> <p>The DC advised the Trustees that she would take the paper as read.</p> <p>It was noted that at the CFC meeting in June 2022, the Committee had asked to look at the Strategy and refresh it on the basis that the world had changed slightly post COVID with the cost of living crisis and also in line with what the Health Board was doing in relation to refreshing its overall Shaping Our Future Wellbeing Strategy.</p> <p>It was noted that the Health Charity's Strategy for the period 2019 – 2024 was approved in principle by the Charitable Funds Committee in September 2019 and subsequently endorsed for publication by the Board of Trustees on 23 July 2020 where it was revised to cover the period 2020 – 2025.</p>	

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	<p>The DC advised the Trustees that a Strategy Review Session was held on 20th September 2022, attended by members of the CFC. The Session was independently facilitated by a member of the Health Board's Organisational Development Team.</p> <p>She added that Session had resulted in the establishment of a Task and Review group, chaired by herself, where a series of recommendations to improve and develop the Health Charity's Strategy were agreed.</p> <p>It was noted that the actions and recommendations were presented to the CFC on the 6th December 2022 and the CFC approved a date of March 2023 for the Strategy to be completed.</p> <p>The DC concluded that a further draft had been circulated to the Task and Finish Group for discussion and a final draft was expected in January/February before submission to the CFC in March 2023.</p> <p>The EDF added that one of the conversations picked up by the Task and Finish group was that the Health Charity needed to make sure that there was alignment with the Health Board's main strategy refresh.</p> <p>The UHB Chair asked if a fundraising event could be held around the launch date of the new Strategy.</p> <p>The DC responded that she would work on that and bring it back to the CFC.</p> <p><b>The Board of Trustee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The process around the Health Charity Strategy refresh was noted.</li> <li>b) The comments made at the last CFC meeting and Task and Finish Group were noted</li> <li>c) Members would provide comments to the DC and the Task and Finish group by 24th February 2023.</li> </ul>	
<b>BT 23/02/016</b>	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
<b>BT 23/02/017</b>	<p><b>Review of the Meeting</b></p>	
	<p><b>Date &amp; Time of Next Meeting</b></p> <p>Thursday 20 April 2023 Time 10am MS Teams</p>	

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**Action Log**  
**Following Board of Trustee Meeting held on**  
**9 February 2023**  
**(Updated for 20 April 2023 Meeting).**

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
<b>Actions Completed</b>					
BT 22/01/009 And BT 22/09/014	<b>Disposal of Rookwood Hospital</b>	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	<b>COMPLETED</b> Updated on 9 February 2023
BT 22/04/009	<b>Our Health Meadow</b>	The Charitable Funds Committee would look at the request in more detail at their next meeting and something more structured and strategic could be received by the Trustee in September.	Jo Brandon	09.02.2023	<b>COMPLETED</b> Updated on 9 February 2023
<b>Actions in Progress</b>					
BT 23/02/013	<b>Chair of the Staff Lottery Panel</b>	A letter of thanks to be sent to Peter, the previous Chair of the Staff Lottery Panel to thank him for his work.	Joanne Brandon	20.04.2023	<b>COMPLETED</b> Letter sent to Peter in March 2023
BT 23/02/008	<b>Health Charity Current Financial Position</b>	Future Cashflow Analysis Report to include detailed information on commitments	Catherine Phillips	05.10.2023	<b>Update to be given at 5<sup>th</sup> October 2023 meeting.</b>
<b>Actions referred to/from Committees of the Board/Board Development</b>					
BT 21/07/008	<b>Training Update</b>	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).	James Quance	27.04.2023	Provisionally scheduled to take place at the Board Development Session on 27 April 2023.

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT

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Report Title:	<b>Charitable Funds Financial Position Report for the Period Ended 31<sup>st</sup> January 2023.</b>			Agenda Item no.	TBC
Meeting:	<b>Board of Trustee Meeting</b>	Public	X	Meeting Date:	20.04.23
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	<b>Executive Director of Finance</b>				
Report Author (Title):	<b>Deputy Director of Finance</b>				

## 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 for the period April 2022 to the period 31<sup>st</sup> January 2023.
- Assess the forecast financial position of the Charity against commitments already made.

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

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

- The value of the Charitable Funds decreased by **£0.595m** for the period ending 31<sup>st</sup> January 2023.
- The stock market remains volatile with cumulative losses currently standing at **£0.196m** for the period ending 31<sup>st</sup> January 2023;
- General Reserves are currently overcommitted against outstanding approvals to the value of **£0.777m**

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

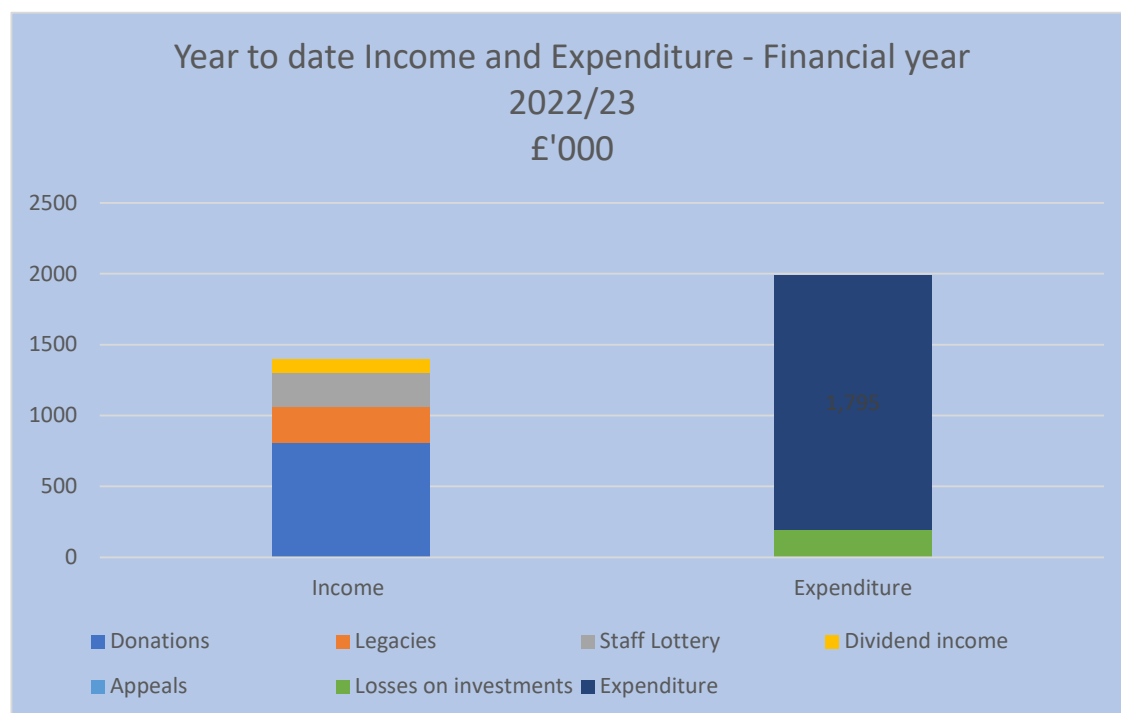
#### Financial Performance for 31<sup>st</sup> January 2023

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

**Table 1: Financial position of the Charity for the period to 31<sup>st</sup> January 2023.**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2022</b>	<b>4,324</b>	<b>2,140</b>	<b>2,524</b>	<b>8,988</b>
Total Income Resources	993	403	0	1,396
Total Resources Expended	-1,417	-378	0	-1,795
<b>Net Incoming/( Outgoing) Resources</b>	<b>-424</b>	<b>25</b>	<b>0</b>	<b>-399</b>
<b>Gains / ( Losses) on Investment Assets</b>	<b>-193</b>	<b>0</b>	<b>-3</b>	<b>-196</b>
<b>Fund Balances carried forward January 2023</b>	<b>3,707</b>	<b>2,165</b>	<b>2,521</b>	<b>8,393</b>
<b>Net Movement in Funds</b>	<b>-617</b>	<b>25</b>	<b>-3</b>	<b>-595</b>

Table 1 shows the Charity generated £1.396m of income and spent £1.795m for the first ten months of the financial year. This has resulted in net expenditure of £0.399m. In addition, the charity also had market value loss on its investments of £0.196m for the period to the January 2023 valuation. The combined effect of these results is a net decrease in fund balances for the period ending January 2023 of £8.393m. 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 period to 31<sup>st</sup> January 2023**

2020/21 included some significant acts of generosity from individuals and a large contribution from NHS Charities together during the pandemic period.

Income	Unrestricted £000	Restricted £000	Total 22/23 £000	21/22 To January £000	20/21 To January £000
Legacies	255	149	255	131	135
Donations	660	235	809	722	1,333
Staff Lottery		19	235	208	193
Appeals				81	58
Dividend Income	78		97	121	82
<b>Total Income</b>	<b>993</b>	<b>403</b>	<b>1,396</b>	<b>1,263</b>	<b>1,801</b>

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

**Table 3: Summary Balance Sheet as at 31<sup>st</sup> January 2023**

	Opening Balance £000 01.04.22	Closing Balance £000 31.01.23	Movement £000
<b>Fixed Assets</b>			
Investment Portfolio	6,569	5,673	896
Rookwood Hospital	2,479	2,479	0
Net Current Assets / Liabilities	-60	241	-301
<b>Total Net Assets</b>	<b>8,988</b>	<b>8,393</b>	<b>595</b>
Unrestricted Funds	4,680	3,707	973
Restricted Funds	1,784	2,165	-381
Endowment Funds	2,524	2,521	3
<b>Total Funds</b>	<b>8,988</b>	<b>8,393</b>	<b>595</b>

fund balances have decreased by £0.595m in the period to £8.393m. The fixed asset balance of £2.479m relates to Rookwood Hospital with £5.673m relating to the investment portfolio. Of the net current assets closing balance of £0.241m, some £0.463m is supported with cash (with the balance being net current liabilities of £0.222m).

The following graph shows the investment portfolio's performance from April 2022 to January 2023.

**Table 4: Summary of Investment Portfolio Performance**



The investment portfolio started the financial year with a market value of £6.569m. The value has decreased to £5.673m for the period ending January 2023, which includes two cash withdrawals totaling £0.700m in the current financial year and resulted in a market value loss of £0.196m for the period ending January 2023 compared to the opening balance of £6.569m.

In summary the value of the Charitable Funds has decreased by £0.595m in the current year to £8.393m. This decrease represents net expenditure of £0.399m and market value losses of £0.196m.

## Table 5 – Cashflow Forecast

The cashflow forecast below provides a cashflow for the period January to March 2023. The committee will note that Charitable cashflows, especially receipts are difficult to predict with any certainty and therefore could be subject to change. The department updates the cashflow for actuals each month.

The estimated cashflow forecast closing balance for the 31<sup>st</sup> March 2023 has improved from the previous projection, mainly attributable to omission of the Cardiff and Vale Employee and Wellbeing expenditure which is now being charged to the Health Board's revenue position.

A complete annual cash flow forecast for the 2023/24 financial will be presented to the Charitable Funds Committee at the June meeting.

### Cardiff and Vale Health Charity Cash Flow Forecast

	Jan-23	Feb-23	Mar-23
<b>Brought forward balance</b>	<b>522,376.44</b>	<b>462,476.73</b>	<b>389,659.31</b>
	<b>Est</b>	<b>Est</b>	<b>Est</b>
<b><u>Receipts</u></b>			
Other Donations	44,262.49	31,000.00	31,000.00
JustGiving		10,000.00	10,000.00
Fundraising	2,796.71	10,000.00	10,000.00
NHS Charities			
Staff Lottery	48,572.35	23,000.00	23,000.00
Rathbone Dividend Income			
Rathbone Cash Tfr			
Food Sense Wales			
Legacies (est)	32,925.02		
	<b>128,556.57</b>	<b>74,000.00</b>	<b>74,000.00</b>
<b><u>Payments</u></b>			
Other Creditors	-59,848.34	-10,000.00	-10,000.00
Cardiff and Vale		-20,000.00	-20,000.00
Food Sense Wales		-35,000.00	-35,000.00
Trade Creditors	-40,134.27	-40,000.00	-40,000.00
C & V Employees Wellbeing			
C&V Quarterly Salary Recharges ( Admin)	-23,573.10		-23,573.10
C&V Quarterly Salary Recharges ( Audit)	-4,817.42	-4,817.42	-14,817.42
C&V Quarterly Salary Recharges ( Fundraising Recharges)	-60,083.15	-37,000.00	-37,000.00
	<b>-188,456.28</b>	<b>-146,817.42</b>	<b>-180,390.52</b>
<b>Closing balance</b>	<b>462,476.73</b>	<b>389,659.31</b>	<b>283,268.79</b>

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## Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £8.393m, it is structured around undelegated and delegated funds where financial responsibility has been delegated to named fund holders and Heads of Service.

Within these funds are general reserves with a negative value of (£0.308m) made up of the following:

- Consolidated general reserve fund balance of £0.112m
- Year to date investment losses of (£0.196m);

In addition to the general reserve deficit the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa £0.469m and are summarised below.

This means that general reserves are over committed by circa £0.777m. The committee will note that this represents a reduction of £0.428m from the previous October report. The key issues being the improved year to date performance of the investment portfolio and the removal of commitments, which are now being charged through revenue funding.

**Table 6: Outstanding commitments against General Reserves**

Commitments	Approved £	Outstanding £	Comment
	£'000	£'000	
UHB Transport Solutions	392	62	
Staff Recognition Awards	20	16	£5k per year - 3 years outstanding
Cost of Fundraising Team 2022/23	495	43	Full year £407 ( net of recharge) less £364k expenditure to date
Less Make it Better Fund recharge	-14		
Less Staff Lottery recharge	-32		
Less Appeal Funds recharge	-25		
Less NHS Charities Fund Recharge	-17		
Forget-me not Choir	13	5	
Welsh Transplant Team	40	40	Up to 8k per year for 5 years
Neurological Gardens	192	192	Neuro garden costs
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Courtesy Car UHL	33	17	Commencement of scheme following Covid -19 pandemic
<b>Total</b>	<b>1,191</b>	<b>469</b>	

The committee will note that the Charity has now received an invoice for the £0.192m relating to the Charity's contribution of Horatio's Garden. This was approved by the CFC on the 21<sup>st</sup> March and recommended for approval by the Board of Trustee.

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**Further financial opportunities include:**

**Utilisation of Dormant Funds:**

The finance charity team will continue to monitor dormant funds and will transfer to general reserve where appropriate in line with the financial control procedure. The next review is due to concluded in March 2023 for the period ending March 2022.

**Fundraising Costs:** The Trustee’s agreed that the fundraising team would aim to cover their costs which are charged to general reserves. This can be achieved by:

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

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

**Recommendation**

The Board / Committee are requested to:

- **NOTE** the financial position of the charity;
- **NOTE** the performance of the investment portfolio;
- **NOTE** the over commitment of the general reserve;
- **APPROVE** payment of £192k in respect of Charity’s contribution to Horatio’s Garden.

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	
<b>Approval/Scrutiny Route:</b>	
<b>Committee/Group/Exec</b>	<b>Date:</b>

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Report Title:	Charitable Funds Committee - Chair's Report		Agenda Item no.	7.2	
Meeting:	Board of Trustees	Public	x	Meeting Date:	20.04.2023
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	Interim Director of Corporate Governance				
Report Author (Title):	Senior Corporate Governance Officer				

## 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 21 March 2023.

### 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) **Health Charity's Current Financial Position** – The key points to note was that the value of the Charitable Funds had decreased by £0.595m for the period ending 31st January 2023, the stock market remained volatile with cumulative losses currently standing at £0.196m for the period ending 31st January 2023 and that General Reserves were currently overcommitted against outstanding approvals to the value of £0.777m

The Committee was advised of the cashflow forecast for the period January to March 2023 but it was noted that Charitable cashflows, especially receipts were difficult to predict with any certainty and therefore could be subject to change.

The estimated cashflow forecast closing balance for the 31st March 2023 had improved from the previous projection, mainly attributable to omission of the Cardiff and Vale Employee and Wellbeing expenditure which was now being charged to the Health Board's revenue position.

A complete annual cash flow forecast for the 2023/24 financial will be presented to the Charitable Funds Committee at the June meeting.

- b) **Review of Dormant Funds** - The Committee was reminded that it had approved a policy/procedure around dormant funds to look at funds which had not moved in a year and for the finance team to then write to the fund holders and ask if there any plans in place to spend the money and if not, the fund would be declared as dormant and transferred into the General Fund.

The Committee was advised that fundholders overseeing the dormant funds were notified of the intention to transfer to the general fund in line with instructions from the Trustees and that where fundholders made representation that there were imminent expenditure plans, the fundholders were granted an additional ten months.

It was agreed that a letter from the Charitable Funds Committee would be sent to fundholders to ask for a solid plan to spend their funds as well as the impact of what they wanted to do and to alert them to the fact that if funds remained unspent, they would be moved into the general fund.

- c) **Health Charity Strategy** – Following the Strategy Review Session in September 2022, a Task and Finish Group had been established and this Group included Finance colleagues. The draft Strategy was presented 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.

It was noted that the revised draft would be received by the Committee in July 2023.

- d) **Legacy Updates** - The Committee was advised that Legacy income continued to be consistent, but by the nature of its source, was variable and difficult to predict the potential values each year.

It was noted that a 90.99% increase in legacy income had been observed from the previous year as of month 10 in 2022/23 and that the Health Charity and Arts in Health Programme had launched a combined Gifts in Will fundraising campaign in 2022, with the aim of increasing awareness and sharing information of how to leave a gift in will to the Health Board.

- 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) **Food Sense Wales** – The Committee was advised that Food Sense Wales had substantial success over several years both to influence Wales wide policy around creation of the conditions to create meaningful food systems which supported people and the environment alike, and to support all regions of Wales to develop their own sustainable food partnerships.

The Committee was presented with a large range of work undertaken by Food Sense Wales across the Health System and the priorities of Food Sense Wales were outlined.

- g) **Arts for Health and Wellbeing - Annual Report 2022/23** – The Committee received the Arts for Health and Wellbeing - Annual Report 2022/23 for information. It was noted that the report presented a few selected highlights of the Arts for Health and Wellbeing Programme and showed the ways in which it had improved and supported health and wellbeing, the way in which arts connected with, engaged with and cared for all people in the Health Board.
- h) **Our Health Meadow Appeal Annual Report** - The Committee received the Our Health Meadow Appeal Annual Report for information.

- i) **Items for approval** – The Committee received the following items for approval;
- Committee Annual Report - **approved**
  - Committee Terms of Reference 2023/2024 – **approved**
  - Committee Work Plan 2023/2024 – **approved**
  - Over £25k bids for approval - Cardiac Services, University Hospital of Wales (UHW) for approval of a planned expenditure from Biggs Legacy Fund no: 9494 – **approved**
  - Over £25k bids for approval - Nephrology and Transplant Services for approval of spend from its Legacy Fund 9646 – **approved**

- j) **Policies – Corporate Partnerships Guidance** – The Committee received the Corporate Partnerships Guidance and it was recommended for approval to the Board of Trustees.

## 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
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**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:


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Report Title:	<b>CORPORATE PARTNERSHIPS</b>			Agenda Item no.	<b>8.1</b>	
Meeting:	<b>Board of Trustees</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:	<b>20<sup>th</sup> April 2023</b>	
		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:	<b>Catherine Phillips, Executive Director of Finance</b>					
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>					

### Main Report

#### Background and current situation:

Corporate partnerships have been identified by Cardiff & Vale Health Charity as a source of funding which can help boost income whilst also raising its profile.

Corporate Partnership guidance (Appendix 1) will assist in developing professional and strategic corporate partnerships and will outline how we identify specific partners which match the Health Charity's strategy and objectives. The guidance will help create compelling opportunities to local businesses which would be mutually beneficial, with increased income, profile, support, and public relations for the Health Charity.

The Health Charity has worked with solicitors from the Legal Commercial Team to produce a Commercial Participator Agreement (Appendix 2).

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

The Health Charity continues to review all fundraising opportunities and has identified the benefits available from developing its engagement with external corporate businesses. I am pleased to report on the collaborative working with the Legal Commercial Team to develop governance led guidance and agreements.

The Committee is asked to review and approve the draft Corporate Partnership guidance and support the Commercial Participator Agreement.

#### Recommendation:

The Board are requested to:

- a) Consider and approve the attached Corporate Partnerships Guidance and recommend for approval to the Board of Trustees.

#### 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. <del>Take responsibility for improving our health and wellbeing</del>	<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		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
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**Five Ways of Working (Sustainable Development Principles) considered**

*Please tick as relevant*

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: Yes

*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.*

Reputational: Yes

*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.*

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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GIG  
CYMRU  
NHS  
WALES

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



Cardiff & Vale  
**HealthCharity**  
**Elusenlechyd**  
Caerdydd a'r Fro

# Cardiff & Vale Health Charity Corporate Partnerships



Selligence Cardiff at a corporate volunteering day at Our Health Meadow, University Hospital Llandough.



## Background

Corporate partnerships have been identified by Cardiff & Vale Health Charity, the official charity of Cardiff and Vale University Health Board as a source of funding which can help boost income and raise profile each year.

This document will help us to create more meaningful and strategic corporate partnerships and will outline how we can target specific partners that are right for us. It will help us to create compelling opportunities to local companies that will be mutually beneficial with increased income, profile, support, and PR for the Health Charity.

## What are corporate partnerships

A corporate partnership is a mutually beneficial relationship between a for-profit company and a not-for-profit organisation. The two parties work collaboratively to pursue and achieve a common goal. This goal is based on the values of each organisation which should be in synergy.

## What does the Health Charity need from a Corporate Partnership

- Positive engagement, PR and social media opportunities. Our logo on their website.
- Raffle/auction prizes
- Mentors
- Advice
- Project support
- Engagement with our fundraising events and campaigns – submitting teams to events
- Sell our merchandise
- Host collection
- Employee/customer fundraising, organising own events
- Introduce us to more potential prospects
- Financial sponsorship/donations or matched funding or event sponsorship
- Volunteers – donation of employee time
- Free room hire
- Grounds maintenance
- Donation of large items e.g. furniture for staff areas
- Donate % of profits
- Placing collection tins
- Charity stand
- Company payroll giving scheme
- Company expertise or donation of services

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## What we can offer a corporate partner

- Staff motivation with employee volunteering opportunities
- Potential to reach new audiences (17,000 staff) and grow their business and boost customer trust
- Meet their Corporate Social Responsibility goals and business needs and helping to stand out from their competitors.
- Choice of department or appeal to benefit and opportunity to see first-hand where their support is going.
- Boost staff morale and satisfaction at work through involvement with charitable events
- Positive engagement, PR and social media opportunities. Company logo on our website. Weight of NHS Branding
- Build their brand profile and demonstrates they are a good organisation investing in charitable projects.
- Big enough charity to help the business make a difference yet flexible enough to spend time with the business and employees to ensure the partnership leaves a lasting legacy
- Marketing opportunities within our events and campaigns
- Specialist fundraising advice, plus fundraising materials such as t-shirts, collection tins, posters etc.

## Corporate Partnership and Commercial Participator Agreements

Cardiff & Vale Health Charity may from time to time arrange for a commercial business to either run a promotional venture as a 'Commercial Participator' or provide financial sponsorship for an event run by the charity in return for publicity or other sponsorship benefits for the business.

Arrangements between a commercial business and a charity are regulated by charity law when the business is a 'Commercial Participator'. The Commercial Participator and the charity must enter into a written agreement not only setting out the deal between both parties but also covering further legislation.

A business will, under charity law, be a 'Commercial Participator' where it arranges with a charity to promote and advertise its own products or services and donate a share of its profits to the charity.

An example of a suitable Corporate Partnership agreement is located in [Appendix 1](#).

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AGREEMENT BETWEEN CARDIFF & VALE HEALTH CHARITY, AND  
A COMMERCIAL PARTICIPATOR (fill in name here)

DATED - (fill in date here on the day of signature)

**BETWEEN**

- 1) **Cardiff & Vale Health Charity**, Registered Charity No. 1056544 whose head office is at); Woodland House, Maes Y Coed Road, Cardiff, CF14 4HH (The Charity), and
- 2) (fill in Commercial Participator name here) whose registered office is at (fill in address here) (CP)

**BACKGROUND**

- a) CP is a commercial participator in relation to the Charity as defined in Section 58 of the Act.
- b) This agreement is entered into to comply with the Act and the Regulations.

**NOW IT IS AGREED** as follows:

**1. Definitions**

In this agreement the following words and phrases shall have the following meanings, unless the context otherwise requires:

‘the Act’ the Charities Act 1992, as amended

‘Data’ all lists of names and/or other details of supporters of the charity in whatever form supplied to or held by CP

‘Logo’ the logo of the Charity, details of which appear in Schedule 1

‘Product’ (fill in here) the products/services details of which appear in Schedule 2

NOTE: ie. cans of beans, package holidays, Christmas cards

[Fundraising Activities, fundraising activity of CP details of which appear in Schedule 4] NOTE - to remove if no Fundraising Activity]

‘Regulations’ the Charitable Institutions (Fund-Raising) Regulations 1994, as amended

‘Royalty’ (fill in here) % of the recommended retail price/p per Product sold

NOTE: It is better, if possible, to agree a fixed price per item to be paid over or a fixed percentage of the price of the product or service. The Charity Commission has indicated that they do not think it is appropriate to state “All net profits from the promotion go to XYZ Charity”

‘Term’ the period of (fill in dates here)

‘Territory’ United Kingdom of Great Britain and Northern Ireland

2. The purpose of the agreement is to raise funds for the Charity by (here state the method by which this will be achieved e.g. the sale of baked beans bearing XYZ Charity’s Logo)

**3. Appointment of Sub-licensee**

In consideration of the undertakings given by CP in this agreement, The Charity hereby appoints CP as its non-exclusive sub-licensee to use the name and Logo on the Product and to exploit the Data in the Territory for the Term on the terms of this agreement.

**4. Obligations of CP**

CP undertakes with the Charity that it shall:

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4.1 not bring the name or the Logo into disrepute in any way whatsoever and that none of its activities or those of any subsidiary or holding company are or will be inimical to the activities of the Charity

4.2 promote the sales of the Product throughout the Territory to the best of its abilities

4.3 create and manage the design artwork, print and manufacture of the Products and all advertising material relating thereto, but on condition that it shall obtain the prior written approval of The Charity (which approval shall not be unreasonably withheld or delayed) to all materials which bear the name and/or Logo

4.4 be responsible for the production, promotion, marketing and distribution of the Product and to that end may enter into such reasonable agreement as it shall think fit so as to fulfil its obligations under this agreement

4.5 ensure that the Product shall be of good quality and comply in all respects with all relevant statutory standards and shall contain the statement:

[pence per Product] is paid to The Charity

covenants all its taxable profits to The Charity registered charity number 1056544

4.6 keep separate, legible and detailed books of account and records relating to the production, promotion and sales of the Product and shall allow The Charity, its employees, agents and professional advisers to inspect, audit and take copies of any such books of account, VAT records, bank statements or other records of CP

4.7 promptly pay to The Charity any sums revealed as having been underpaid as a result of an inspection pursuant to 4.6 plus interest at 4% over Barclay Bank Plc's base rate of the time being calculated from the date payment should have been made (quarterly) to the date of actual payment

4.8 pay the reasonable professional costs of inspection under 4.6 in full if it has made an underpayment of at least 10% of the sums due

4.9 provide details to The Charity of the sales of the Product (fill in here monthly, quarterly or by 'x' date) and of the Royalty due

**NOTE: In a short-term promotion it may only be possible to have the details of the sales paid over and the payment made at the end of the promotion. But on a promotion that is to last for more than one year, the Charity should demand, at the very least, quarterly payments and details of sales.**

4.10 keeps confidential all Data disclosed to it by The Charity and to use it only for the purpose of this agreement and on termination of this agreement (for whatever reason) to hand over promptly all copies of the Data to TC

4.11 abide at all times with Part II of the Charities Act 1992, the General Data Protection Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018 (DPA 18) and, in particular, will state on all notices, advertisements and other documents soliciting funds for the Charity the fact that the Charity is a registered charity and the Charity's registered charity number

4.12 in accordance with regulation 3(4)(a) of the Regulations, the statement of principal objectives is contained in Schedule 3.

## 5. The Royalty

5.1 CP shall pay to The Charity the Royalty plus VAT from (*insert date contract starts* (Effective date)). Payments to be made on a quarterly basis from the Effective Date.

Definition of Quarterly Basis: period of 3 months starting on the Effective Date and continuing every 3 months thereafter until the end of the Term.

5.2 prior to the payment of an instalment of Royalty, CP shall advise The Charity of the amount due and The Charity shall promptly render a VAT invoice to CP in respect of the instalment

5.3 The Charity undertakes with CP that it will donate all its taxable profits for the financial period(s) to which this agreement relates to the Charity

## **6. Termination**

6.1 The Charity shall be entitled to terminate this agreement on the giving of 30 days written notice to CP.

6.2 The Charity shall be entitled to terminate this agreement forthwith if:

(i) CP fails to pay any sum due to The Charity after the due date and The Charity has given CP 30 days written notice requiring it to pay and CP has failed to pay in the 30-day period

(ii) CP does anything which in the reasonable opinion of The Charity brings or is reasonably likely to bring the name or Logo or reputation of The Charity into disrepute

(iii) A resolution is passed for the voluntary or compulsory liquidation of CP or a receiver is appointed over all or part of its business or if CP as an individual has a bankruptcy petition presented against him or her

6.3 if The Charity terminates this agreement under 6.2 CP will no longer be authorised to use the name and Logo and the Data, and will cease immediately the distribution and sale of all existing Products bearing the name and Logo and cease to use the Data

6.4 subject to The Charity's right to terminate under 6.2 this agreement shall last for the Term. On expiry of the Term CP shall have the right to sell all existing Products bearing the name and Logo and use the Data until such Product has been sold and for no other purpose as if expiry had not taken place and it shall account to The Charity for all Royalty payments in respect of such sales in accordance with this agreement and the rights of The Charity under this agreement shall continue during that period

6.5 notwithstanding termination of this agreement clauses 4, 5 and 7 shall survive termination.

## **7. Indemnity**

8.1 CP agrees to indemnify The Charity in respect of any costs, claims, loss or liability whatsoever suffered by The Charity (including reasonable legal costs and disbursements paid by either) as a result of any breach by CP of any of the terms of this agreement

## **8. Confidentiality**

The Charity agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or persons or to otherwise make use of or permit to be made use of any information relating to CP's business affairs or finances where knowledge or details of the information was received during the period of this agreement unless required to do so by law.

The obligations of confidence referred to in this clause shall not apply to any confidential information which:

8.1 is in the possession of and is at the free disposal of The Charity or is published or is otherwise in the public domain prior to the receipt of such information by the Charity or The Charity; or

8.2 is or becomes publicly available on a non-confidential basis through no fault of The Charity; or

8.3 is received in good faith by The Charity from a third party who on reasonable enquiry by The Charity claims to have no obligations of confidence to the CP in respect of it and impose no obligations of confidence upon The Charity

Saunders  
13/04/2013 14:35:03

8.4 the obligations imposed by this clause on The Charity shall apply mutatis mutandis to CP

**9. General**

9.1 this agreement is personal as between the parties and CP can only assign the benefit of this agreement with The Charity’s prior written consent, but CP may appoint sub-licensees provided that it has obtained The Charity’s prior written consent to the granting of a sub-licence (not to be unreasonably withheld or delayed) and CP shall remain liable for all its obligations hereunder as if it had not appointed a sub-licensee

9.2 no amendment or addition to this agreement shall be made unless made in writing and executed by the parties

9.3 the parties are not partners nor joint ventures nor is CP entitled to act as nor represent itself as agent for The Charity, nor to pledge The Charity’s credit

9.4 neither party shall be liable for any breach of any term of this agreement that is the result of any clause beyond the reasonable control of the party in breach

9.5 this agreement shall be governed by the laws of England and Wales

9.6 any notice to be served on any of the parties shall be sent by pre-paid recorded delivery or registered post to the address above (or such other address may be advised from time to time) and shall be deemed to have been received within 72 hours of posting or 24 hours if sent by email to [Fundraising.cav@wales.nhs.uk](mailto:Fundraising.cav@wales.nhs.uk)

**AS WITNESS** the hands of the parties

SIGNED by  
for and on behalf of the  
Charity name here

\_\_\_\_\_  
Authorised signatory, print name: \_\_\_\_\_

SIGNED by  
for and on behalf of the  
(Fill in name here – COMMERCIAL PARTICIPATOR)

\_\_\_\_\_  
Authorised signatory, print name: \_\_\_\_\_

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**Schedule 1**  
Details of the Logo



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## Schedule 2

Details of the Products (add details of products here or a website link to products. Also include the total amount which is received in payment for the Product)

Saunders, Nathan  
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### Schedule 3 - Statement of Principal Objectives

1. The people looking after this partnership are:

[Charity representative, name and job title].....(The Charity)

[CP representative name and job title].....(CP)

2. Principal Objectives

The purpose and aims of this arrangement are to [insert or list overall objectives or aims, name of project etc]

3. The Charities' roles and responsibilities:

The Charity will: [List agreed actions to help achieve objectives, e.g]

- post promotions of the partnership on various social media platforms (including blog) on at least 3 occasions throughout the month.

- Provide hard copy leaflets for distribution to customers.

- Display the company's Logo on our supporter accreditation page Etc

4. CP's roles & responsibilities

CP will:

List of agreed actions/donations/contributions, e.g.

- Post their support of \*\*Charity name\*\* on social media and website

- Donate 10% of sales of website sales during November to \*\*Charity name\*\*

- Pay any donations from staff fundraising/sales of Product/website etc. via bank transfer every 3 months.

Saunders, Nathan  
13/04/2023 16:35:03

Report Title:	<b>Over £25k Endowment Expenditure</b> (request for endorsement of spend)		Agenda Item no.	8.2
	<b>- Cardiac Services, University Hospital of Wales</b>			
Meeting:	<b>Board of Trustees</b>	Public <input checked="" type="checkbox"/>	Meeting Date:	<b>20<sup>th</sup> April 2023</b>
		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:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b> (submitted on behalf of Cardiac Services)			

## Main Report

### Background and current situation:

#### Background and current situation:

The Board of Trustees of Cardiff & Vale Health Charity have delegated responsibility to the Charitable Funds Committee for consideration and approval of bids and endowment expenditure over the value of £25,000, up to a maximum of £125,000.

The Health Charity has received the following request from Cardiac Services, University Hospital of Wales (UHW) for approval of a planned expenditure from Biggs Legacy Fund no: 9494 as follows:

Dept.	Proposal	Amount	Requested by:	Bid approved by:
Cardiac Services	Set up of a web based platform "Explain My Procedure" – that provides medical animations to support communication, understanding and consent, and enables shared decision making  <b>See Appendix 1 - Application for funds</b>	*£87,400 (exc vat)	Nick Gidman, Directorate Manager	Sarah Lloyd, Interim Director of Operations, Specialist Services

#### Reason for proposed spend:

The current Cardiac Services endowment fund balance is £745,000\*. The Directorate is actively pursuing ways in which its endowment funds can be used to benefit patients and staff through improving facilities and optimising services.

\* **as advised in attached report at time of writing.**

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

The current Cardiac Services endowment fund balance is £745,000\*. Clinical Boards are being actively encouraged to utilise these existing charitable funds to support service improvements which cannot be funded through revenue streams.

**\*as advised in attached report at time of writing.**

**Recommendation.**

The Board are requested to:

**Approve** the planned expenditure of £87,400 (exc vat) from Cardiac Services Legacy Funds.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	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		Long term	X	Integration	X	Collaboration	X	Involvement	
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**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec      Date:

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### APPLICATION FOR FUNDS >25K

Once completed please send this form to:

**Charitable Funds Department, Finance Dept, Woodlands House, Cardiff**

Applicant's Name: RICHARD WHEELER

Designation: Clinical Director Cardiology

Hospital/Base: UHW Cardiff

Department: Cardiology

Telephone No: 07790039122

Email: [Richard.Wheeler@wales.nhs.uk](mailto:Richard.Wheeler@wales.nhs.uk) Details of proposal for application:  
(Use the reverse side of form for additional information)

Explain My Procedure is a web-based platform that provides medical animations to support communication, understanding and consent and enables shared decision making.<sup>1</sup> During the initial stage of the consent process patients are given a weblink and QR code for their proposed procedure which takes them to an animation which describes the procedure that has been recommended and the benefits and the risks involved. In order to improve accessibility, these animations are provided in English, Welsh, Polish, Hindi, Bengali, Arabic. For non-urgent procedures, patients will then have the opportunity to watch this in their own home with their friends and family. For emergency procedures the QR code and weblink can be given to the patient by the clinical staff involved in their care and the content can be viewed using freely available wi-fi connection on the hospital wards. Alternatively, the animation can be viewed on a video-book while in clinic or alternatively when waiting on the ward for their procedure. This proposed initiative will transform the consent process for patients accessing cardiology services in the Cardiff & Vale UHB, allowing them to make informed decisions about their ongoing care

1. <https://www.explainmyprocedure.com>

Please detail link with approved themes:

Patient decision aids support shared decision making. Incorporating decision aids into the informed consent process can improve uptake of shared decision making in time pressured situations. The development of decision aids is a professional task and use of existing resources is encouraged. Shared decision-making is in alignment with the GMC ethical practice guidance.<sup>2</sup>

GMC guidance on consent highlights the importance of information being given to patients in a way they can understand and with the time and support they need to understand it and subsequently make an informed decision about their treatment. The GMC stipulates that 'information should be provided to patients in a format they prefer including written, audio, translated, pictures or other media or methods.'<sup>3</sup> The use of animations during the consent process. A Study of the proposed resource found a significant improvement in patient understanding of the procedure and risks and benefits compared with those who consented for the procedure without the aid of the animation resource.<sup>4</sup>

2. <https://www.health.org.uk/sites/default/files/ImplementingSharedDecisionMakingInTheUK.pdf>

3. [https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---decision-making-and-consent-english\\_pdf-84191055.pdf?la=en&hash=BE327A1C584627D12BC51F66E790443F0E0651DA](https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---decision-making-and-consent-english_pdf-84191055.pdf?la=en&hash=BE327A1C584627D12BC51F66E790443F0E0651DA)

4. Animation-supported consent for urgent angiography and angioplasty: a service improvement initiative D Wald et al. *Heart* 2020;106:1747-1751

Does this application benefit:

Patients:  Public:  Staff:  All:  Please tick relevant box.

Benefits to public/staff/patients:

Providing a standard information resource for patients reduces variability in explanations given to patients during the consent process. Using images in addition to text has been proven to improve understanding of procedures and the risks and benefits involved.<sup>5-7</sup> Alleged failures to provide informed consent can be costly for individual Health Boards and the NHS as a whole. Incorporating multimedia resources into the consent process increases the uptake of shared decision making therefore reducing avoidance of shared decision aids due to time pressure of clinical work.

5 P Houts et al. The role of pictures in improving health communication: a review of research on attention, comprehension, recall, and adherence. *Patient Educ Couns* 2006;61:173-90.

6 Paasche-Orlow MK, Taylor ha, Brancati FI. readability standards for informed- consent forms as compared with actual readability. *N Engl J Med* 2003;348:721-6.

7 Iattuca B, Barber-chamoux n, alos B, et al. impact of video on the understanding and satisfaction of patients receiving informed consent before elective inpatient coronary angiography: a randomized trial. *Am Heart J* 2018;200:67-74.

Please state if there are any anticipated additional future service and expenditure consequences for the charity and/or UHB resources:

Annual license cost: TBC

Please confirm details of other funding and approval routes considered and results of those applications:

The Directorate budget is currently £440K overspent and is not in a position to support this proposal.

The existing endowment funding available for cardiac services currently sits at £745,000. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff through improving facilities and optimising services.

Funds Required

Name and number of Fund to be used:

Set Up (one-off cost): Customised Weblink and Web pages QR code links to Home page and procedure Pages **£1500.00**

Explain my Procedure Animations (unlimited access 2 years, updates and maintenance) covering a large number of cardiology and cardiothoracic procedures performed in Cardiff and Vale with translations available in English, Welsh, Bengali - **£75,900**

Video-books (7" HD screen, A5 finished size Hard Back, headphone socket, Internet-free operation, preloaded with 5 client selected animations) 20 units (one off cost) **£12,000**

Fund name: Biggs legacy Fund number: 9494

**Total: £87,400 + VAT @ 20% £15,480 = £102,880**

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Application for Funds from Charitable Funds Committee

Signed by Bid Proposer: N. Gilman

Designation: Directorate Manager

Name (capital letters): NICK GIDMAN

Date: 28 Dec 2022

Signed by Divisional Manager: Sarah Lloyd

Designation: Interim Director of Operations, Specialist Services

Name (capital letters): SARAH LLOYD

Date: 31/12/2022

Saunders, Nathan  
13/04/2023 16:35:03

Report Title:	<b>HEALTH CHARITY ANNUAL REPORT</b>		Agenda Item no.	9.1
Meeting:	Board of Trustees	Public	×	Meeting Date:
		Private		
Status <i>(please tick one only):</i>	Assurance	Approval	Information	√
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>			

### Main Report

#### Background and current situation:

#### 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.

Cardiff and Vale University Health Board holds Charitable Funds as sole corporate trustee and the board members of the Health Board are jointly responsible for the management of those charitable funds. The management of Charitable Funds is a delegated responsibility from the Trustees, via the Charitable Funds Committee, to the Finance Dept. of Cardiff and Vale University Health Board.

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 is required to provide an annual report to the Auditor General for Wales for approval of the financial statement.

The report (Appendix 1) covers the activities of the Health Charity for the period 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022 and has been reviewed by Audit Wales who submitted their audit report on 10<sup>th</sup> February 2023.

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

I support the submission of the audited version of the 2021 – 2022 Annual Report of Cardiff & Vale Health Charity.

#### Recommendation:

The Board are requested to:

**Receive for information the final version of the Cardiff & Vale Health Charity Annual Report 2021 - 2022 and approve for publication.**

#### 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	√
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**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/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  
13/04/2023 16:35:03

# Cardiff & Vale Health Charity Annual Report 2021 - 2022



Saunders, Nathan  
13/04/2023 16:42:03

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You can find out more about us, the work we do, who we work with and how you can get involved by visiting our website: [www.healthcharity.wales](http://www.healthcharity.wales)

Cover photo: published with kind permission of staff and family members of the Adult Cardiff Critical Care Unit at University Hospital of Wales.

# Introduction

We are delighted to bring you the Cardiff & Vale Health Charity Annual Report for 2021 -2022.

Following the challenges presented to us all during the past few years, we are pleased to report that through the immense generosity of donors and fundraisers and from a wide range of sources, Cardiff & Vale Health Charity has continued to play a key role in supporting patients, visitors and staff of Cardiff and Vale University Health Board during 2021 - 2022.

The Health Charity's focus during this period has been to support recovery and rehabilitation in healthcare services across Cardiff and the Vale of Glamorgan. This has been delivered in a variety of inspirational ways and we hope you enjoy reading about these in our report.

The work of the Health Charity continues to be aligned to the Health Board's key objectives of improving patient services and supporting staff wellbeing, and our report provides some excellent examples of where this has been achieved. This includes a variety of support projects for patients, the funding of Staff Havens and improvements to staff environments.

The Health Charity has worked collaboratively with national charitable organisations and businesses to diversify its fundraising opportunities and continue to generate income during this period. As Covid-19 restrictions gradually lifted, the Health Charity continued to adapt and be flexible to the changing situation, and where possible re-commenced outdoor events, albeit on a smaller scale.

We are also extremely pleased to report on the growing success and development of the Arts for Health and Wellbeing Programme and the innovative ways in which it enhances the patient experience and supports staff health and wellbeing. Further information can be found in the [Arts for Health and Wellbeing Annual Report](#).

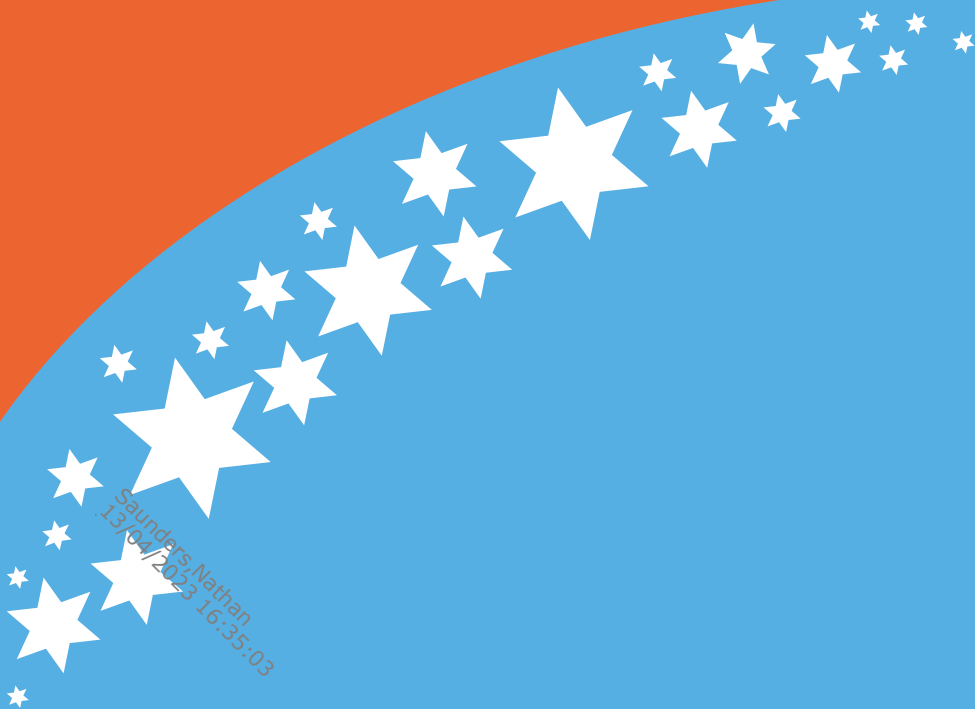
We continue to be amazed at the generosity of the general public, our long-standing supporters and Health Board staff, who, through their donations and fundraising enable the Health Charity to continue its mission to "raise, manage and distribute charitable funds in order to go above and beyond NHS services for the benefit of patients, staff and communities."



Charles Janczewski  
**Chair of the Health Charity Trustees**

Akmal Hanuk  
**Chair of the Charitable Funds Committee**

# Fundraising Highlights 2021/22



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### NHS Big Tea

The NHS Big Tea 2021 provided an opportunity to celebrate Cardiff and Vale University Health Board staff and say thank you to the NHS.

The national NHS Big Tea party was held on Monday 5th July 2021, the official anniversary of the NHS, although events took place throughout the whole month.

These are just a snapshot of the NHS Big Tea events which took place:

- Kasim Ali and the team at Waterloo Tea held parties at their Penarth, Lakeside and Pen y Lan shops.
- Nathaniel Cars held a tea party for their friends, colleagues and customers in their Bridgend showroom.
- Wayne and Wyburn hosted a special tea party at St Andrews Coffee Court.
- Morrisons Cardiff Bay held an afternoon tea for their customers.
- St Fagan's CW Primary School, Year 4 held an afternoon tea party.
- Stroke Rehab Centre, University Hospital Llandough held an afternoon tea for their patients.
- Whitchurch Cycling Club, held an afternoon tea
- Inpatient Occupational Therapy Department at University Hospital Llandough.
- Jenny Rathbone MS held a tea party at The Maelfa in Llanedeyrn.



Children at the Teddy Bear Nursery in University Hospital Llandough held an NHS Big Tea party with their teddies!

During the past year, the Teddy Bear Nursery provided emergency childcare for Cardiff and Vale University Health Board staff during COVID-19 lockdown periods, so they could continue to care for patients.



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# Fundraisers and Donors

The Health Charity is grateful to colleagues at Cardiff and Vale University Health Board, service users and all their families and friends who have provided amazing support throughout 2021/22, and taken on some incredible challenges to raise funds.

Owen Powell, a Security Officer, based at the University Hospital of Wales, took part in an epic fundraising challenge in March 2022.



On 18th March, Owen climbed to Everest Base Camp in tribute to the memory of his close friend Sam, and raised an incredible £2,005 to support Adult Mental Health Services and the Children's Hospital.

An ex-inpatient at Rookwood Hospital's Neurosciences Specialist Rehabilitation Unit, Adam was keen to support services that helped him, raise awareness and funds. His campaign raised over £16,000 during 2021/22, supporting projects including, eye-driven tablet communication technology, music therapy and talking hearts for families, to record reassuring messages for their loved ones to listen to, whilst in hospital.



Adam Harcombe, assisted by friends and family took part in a fundraising campaign to support B4 Neurology Department at UHW and the Prop Appeal, which supports projects for brain injury rehabilitation services.

**We received generous donations of £1.145m from our supporters and fundraisers**

**The NHS Big Jump:** Cardiff & Vale Health Charity partnered with Skyline to launch a campaign encouraging people to raise funds and support us by taking on the ultimate adrenaline rush and we were amazed at the response.

Catherine Longree did a skydive to fundraise for the Paediatric Diabetes Team, which provides care and treatment for her son David.



Jack and Lois completed their charity skydive in September, raising over £1,000 to support projects across Cardiff and Vale University Health Board.



Liz Powell bravely took part in a tandem skydive to raise funds for the Renal Unit, to say thank you for the care and treatment received by herself and her husband Russ.



**The Health Charity's total income in 2021/22 was £1.760m, from donations, legacies, investment income and other trading activities**

In November 2021, multi-award winning, Welsh rock band, The Manic Street Preachers played a series of concerts at the Motorpoint Arena, Cardiff raising a total of £85,000 for local NHS Charities in Wales, with a single donation of £35,000 to Cardiff & Vale Health Charity to support the Health Board during the recovery phase of the Covid-19 pandemic.

The band said "We wanted to do something to show our appreciation, love and respect for the NHS and its amazing brave workers. One free show and one fundraising show seemed the best way for us to express our deep gratitude for all their heroic work."



These are just a few examples of the fundraising events and generous donation which took place during 2021/22 to support patients and staff of Cardiff and Vale University Health Board.

Diolch i Bawb / Thank You All!

# Partnerships

The Health Charity continues to develop existing partnerships, engage with the public and local and national organisations to increase its profile and visibility, and raise awareness of the work we do to support Cardiff and Vale University Health Board. Our partnerships continue to flourish and we are grateful to all corporate supporters and businesses for their financial and practical contributions to charitable events and activities throughout 2021/22.

We are also proud to work collaboratively with the Arts for Health and Wellbeing Team on new and exciting developments and projects.

## Nathaniel Cars Dealership

Cardiff & Vale Health Charity is grateful to Nathaniel Car Dealership for being an enthusiastic and generous supporter of fundraising events and activities, and supporting Health Board employees via the Staff Benefits Scheme.

In November 2021, Nathaniel's raised an amazing £9,825 from their fundraising event in which they pledged £75 for each car sold throughout the month. The funds will provide a child friendly area including wall art in the Paediatric, Accident & Emergency Department at the University Hospital of Wales, and purchase soft furnishings and wall art to create a relaxing and peaceful area for staff during



counselling sessions in the Employee Wellbeing Service.

Cardiff and Vale University Health Board Chair, Charles Janczewski, accepted the cheque on behalf of the Health Charity at a presentation held at the Wales Football Association grounds, beside the Vale Resort, where Nathan Griffiths, Group Director also handed over a new electric MG ZSEV car which will be used for all events and commutes between hospital sites.

## Adult Cardiff Critical Care Unit, UHW

'Gwreiddiau Gobaith' (Roots of Hope) The Health Charity has been pleased to support staff at the Adult Cardiff Critical Care Unit, UHW in their involvement with 'Gwreiddiau Gobaith' (Roots of Hope) Tree Planting Project.

In collaboration with 'Stumpupfortrees' in the Brecon Beacons, the team has helped plant over 1,500 trees. The photograph (published on the front page of this report) shows some of the critical care multidisciplinary team, with family members clearing bracken and brambles from around the trees to give the native trees the best chance of getting established.

The trees are planted to commemorate all the patients and their families who have been cared for by the multidisciplinary team and will also start offsetting the unit's carbon footprint.

# How We Spent Your Donations



Saunders, Nathan  
13/04/2023 16:35:03

# Supporting Patients

## Palliate Care Team received funds to make a difference to end of life care

Funding from the Covid-19 Charitable Funds programme enabled the Palliative Care Team to purchase equipment to help palliative patients be more comfortable when they are in hospital.



The Health Charity was pleased to support the palliative care team with the purchase of five recliner chairs, six fold-away beds, 12 headsets, 20 TENS machines and 20 heat pads.

## Making a difference to patients at St David's Hospital with funding for garden project

Charitable funds were provided to Elizabeth Ward, St David's Hospital to improve an unused and unloved outdoor space and create a calming and tranquil seating area for patients and their visitors.

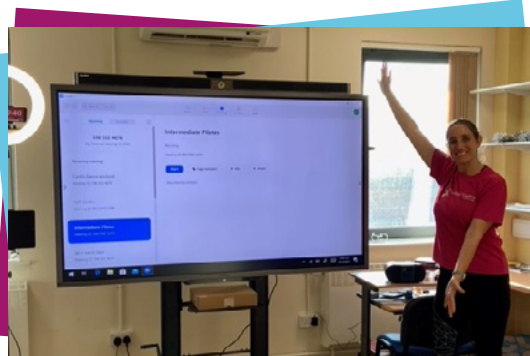
The purchase of garden furniture and plants created a more appealing environment, with both patients and staff reporting an improvement in their personal wellbeing.



**Total expenditure in 2021/22 on charitable activities was £1.981m**

## Virtual Exercise Studio at the Breast Centre

Funds from the Breast Centre Appeal funded the purchase of an iPad and 75-inch Interactive Screen with built in PC for the Breast Centre Gym at University Hospital Llandough.



The new equipment enabled the delivery of high definition virtual exercise classes, streamed live to patient's homes.

Although purchased during Covid-19, this is a positive legacy from the Health Boards' new ways of working initiatives, which allow access to services for all users.

**The Health Charity utilised £1.560m for patient education and welfare**

## How We Spent Your Donations

### Free Refill Water Stations

Following the success of the installation of free chilled water refill stations at Barry and St David's Hospitals, the Health Charity was pleased to fund further stations across the Health Board.

The installation of free water stations provides a sustainable option for all users, by helping reduce the use of single use plastic and further supporting the Wellbeing of Future Generations Act.

This project also contributes positively to the health and wellbeing of patients, visitors and staff.

to reduce parking issues and air emissions whilst also improving staff physical and mental health and wellbeing. The additions therefore work in line with the with Wellbeing of Future Generations Act's goals of creating a more 'Resilient, Healthier and Globally Responsive Wales.

**£344,000 was used to support staff education and welfare**

### Bike Health Check Sessions

Working with local charity 'Pedal Power', Cardiff & Vale Health Charity funded a series of Free Bike Health Check sessions for Cardiff and Vale University Health Board staff, with the aim of helping staff to get back on their bikes and out in the fresh air!

The sessions were held on multiple sites across the Health Board and were extremely popular with staff.

### Staff Resources

During 2021/22, the Health Charity continued to utilise 'Covid-19 funds' to improve staff areas which required renovation or updating and purchased new furniture and kitchen appliances.

These improvements continue to have a positive impact on the health and wellbeing of staff and as a result, contribute to improvements in patient care.



## Supporting staff

### Secure Staff Bicycle Compound - University Hospital Llandough

Health Charity funding was used to install a new secure staff bicycle compound at the rear of the UHL site. Providing an improved storage facility for bikes ensures that bikes remain safe and secure during work hours and encourages active and sustainable travel. This also helps

### Supermegadraw November 2021



The Staff Lottery continues to successfully support a wide variety of patient and staff related funding applications, and the Health Charity is grateful to its existing and new members for their support in 2021/22.

The SuperMegaDraw was held in November where lucky staff member, Elizabeth won £21,000.

Rob Page, Welsh former professional footballer and caretaker manager of the Wales national team, visited the Health Charity Offices at Woodland House and kindly selected the winners.

**The Health Charity generated £0.278m from the Cardiff and Vale Staff Lottery and a further £0.029m from other trading activities**

## Supporting the Community

### Third Sector Partnerships and Projects

The Health Charity supported a variety of community projects across Cardiff and the Vale of Glamorgan via its Third Sector Grant Scheme 2021/22. Working in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3CS), these projects included:

#### Art and Drama Workshops for patients with an acquired brain injury

The Health Charity was delighted to support Headway Cardiff to deliver art and drama workshops for patients with an acquired brain injury.

The artwork was subsequently displayed at the Recreation Hall, Rookwood Hospital and in an exhibition at the Hearth Gallery, University Hospital Llandough.



## How We Spent Your Donations

### ValePlus (Cymru) & ValePlus Extra

Health Charity funding supported day service provision for adults with additional learning needs from four locations in Barry and Llantwit Major, e.g.

- outdoor fitness sessions and taster groups in Tai Chi and Yoga
- nature sessions delivered by the Porthkerry Park Ranger
- online Tai Chi courses for staff
- books and arts & crafts materials
- tennis court hire.



### Extra Action for Elders Wellbeing College

The project promotes choice for older people and supports and empowers them to live more active and meaningful lives. Funding from the Third Sector Grant Scheme provided session worker and digital support officers plus publicity and course material to run 'Mindfulness through Art' sessions. These classes allowed service users to gain a new skill, socialise with others and reduce stress and anxiety.

### Pobl Vale Drop-In

Third Sector funding supported Pobl Vale's provision of the 'Vale One Stop Shop' which delivered workshops in 'Arts for Wellbeing' to individuals with housing or homeless problems, to decrease social exclusion and isolation and support health and wellbeing.



#### Vale Housing support.

Do you need information and support on any of the below?

- Worry about bills or debts?
- Feel confused about your benefits entitlement?
- Need help with letters or completing forms?
- Worry about rent or have rent arrears?
- Have tenancy issues or are homeless?
- Need general housing advice?

For more information email Vale housing support on [Valehousingupport@poblgroup.co.uk](mailto:Valehousingupport@poblgroup.co.uk) or phone 01446 735444 9.07796239794



[www.poblgroup.co.uk](http://www.poblgroup.co.uk)



### Gifts in Wills/Legacies

Each year, our incredible Gifts in Wills (Legacy) donations help to fund state of the art facilities that support patient and staff wellbeing, and provide volunteering opportunities.



A generous Gifts in Will donation funded initial setup costs for 'Our Health Meadow', a community project located alongside University Hospital Llandough.

Cardiff & Vale Health Charity and Cardiff and Vale University Health Board, working in collaboration with partners 'Down to Earth' to further develop Our Health Meadow, which is widely recognised as a unique ground-breaking project in healthcare services.



In March 2022 the Health Charity spoke to Geoff Bodman, a previous Health Board staff member and more recently a service user who is a volunteer with Down to Earth at Our Health Meadow. Geoff is passionate about making a difference and getting involved to help staff and patients of Cardiff and Vale University Health Board. In the video he shares his inspiring story and talks about the skills he has gained, and how much he has benefitted from volunteering outdoors. [You can see his story here.](#)

**Legacy donations received during 2021/22 totalled £0.134m**

Charles Janczewski, Chair of Cardiff and Vale University Health Board said: "If Covid-19 has taught us anything it is the importance of being outside, in green spaces. Our Health Meadow project will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation, as well as providing a vital respite space for NHS staff wellbeing."

"The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and Our Health Meadow helps to enhance this vision."

# Supporting young people

In June 2021, we were extremely pleased to welcome Channing, Tom and Tim – our Kickstart Scheme recruits who joined the Health Charity and Arts for Health and Wellbeing Team on a six-month placement.

The Kickstart Scheme provides funding to create temporary opportunities for 16 to 24-year-old adults, who are seeking work. Our enthusiastic recruits supported the Charity and Arts Team with a wide range of fundraising events and supportive activities across the Health Board, gaining experience, new skills and developing confidence.



We were delighted that Channing remained with the Team, following her successful appointment as a temporary Fundraising Admin Officer; and we were also able to support Tom and Tim to positively move forwards with new employment opportunities.

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# Welsh Language Promotion

Launched on 1<sup>st</sup> March, St David's Day, the Health Charity was delighted to support the installation of a bilingual mural on Space Ward at the Noah's Ark Children's Hospital for Wales to help encourage Welsh speaking patients feel comfortable using their chosen language on the ward.



The mural, which was designed using ideas from patients and staff from Space Ward, features Welsh phrases and images of popular Welsh landmarks such as Snowdonia, Castell Coch and the Principality Stadium, to encourage young patients, their families and Health Board staff to be proud of our heritage and to access the Health Board's services through the medium of Welsh.

Health Charity funding supported Cardiff and Vale University Health Boards promotion of the 'Meddwl Cymraeg' – 'Think Welsh' campaign, which encourages employees to actively think about the Welsh language, and consider how they can contribute to making services more accessible to Welsh speakers.

New artwork, which features Welsh landmarks and common Welsh words was installed at Woodland House.

# Our Strategy - Moving Forwards



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## Our Future Strategy

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When we launched our current strategy in early 2020, the world was a very different place and no one could have anticipated what was ahead and the challenges it would present for us all.

The Health Charity has taken the opportunity to reflect on the unprecedented events, the impact on fundraising and how we can best utilise the charitable donations we receive to support the changing needs of services across Cardiff and Vale University Health Board

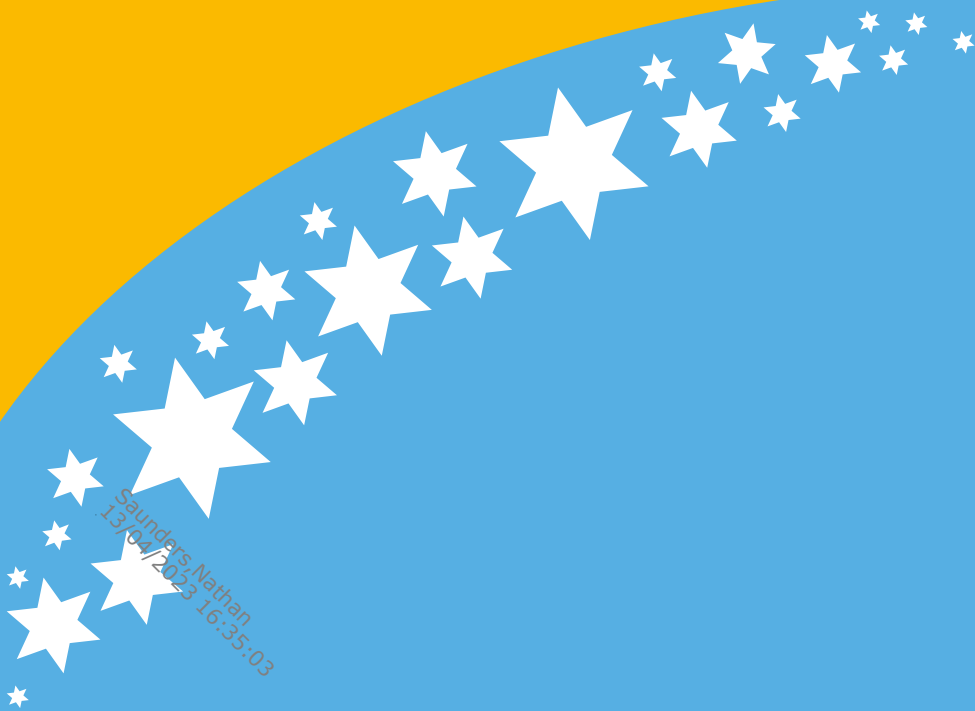
We have engaged with donors, fundraisers and healthcare colleagues, to evaluate our current position, optimise future fundraising opportunities and support the current and future charitable needs of healthcare and community services in Cardiff and the Vale of Glamorgan.

2022/23 brings opportunities for new ways of working, including exploring the use of digital platforms to enhance our fundraising portfolio and exploring new partnership opportunities. We look forward to increasing our fundraising events across the Health Board and in the wider communities of Cardiff and the Vale of Glamorgan.

Further information on the Cardiff & Vale Health Charity Strategy 2020 - 2025 [can be found here](#).



# Thank You



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## Thank you

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Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board (CVUHB) which supports all the wards, departments, hospitals, community services and research areas throughout Cardiff and the Vale of Glamorgan.

Charitable funding enables the Health Board to provide above and beyond what is available from mainstream NHS funding, and the Health Charity works solely to facilitate this on your behalf.

The Health Charity supports donors and fundraisers by working closely with staff to ensure that every penny you donate is spent where it's needed most. It funds projects that improve services for patients, and helps staff both practically and emotionally so they can continue the incredible work that they do.

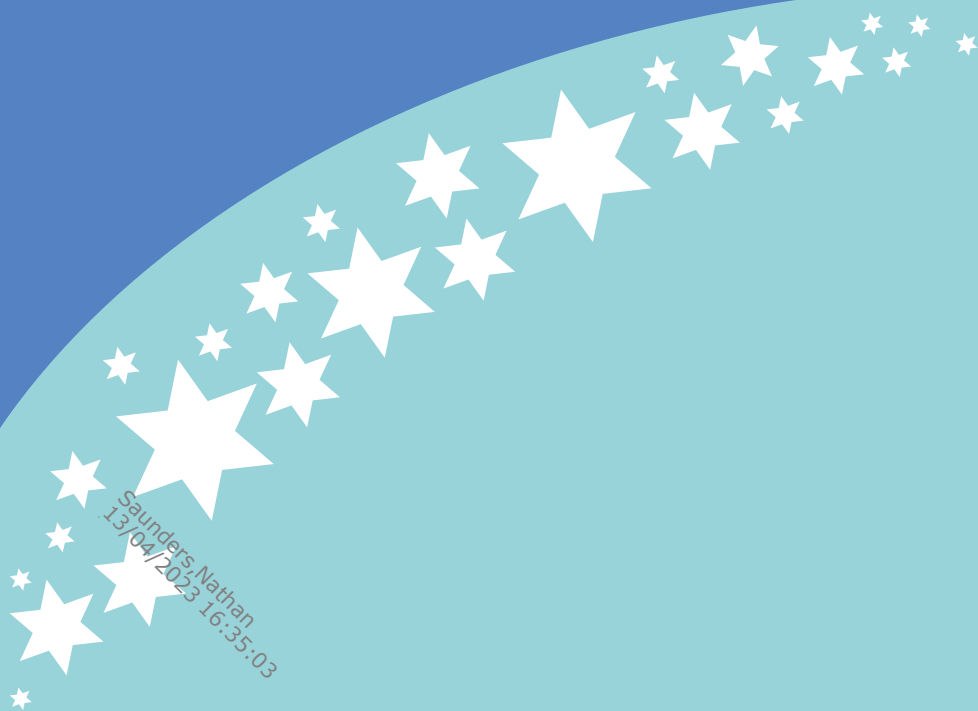
**Thank You for your support and generosity during 2021/22**

**'Every donation making healthcare better'**

You can find out more about Cardiff & Vale Health Charity and ways to support Cardiff and Vale University Health Board through donations, fundraising or volunteering by visiting our website: [Cardiff & Vale Health Charity | Official charity of Cardiff and Vale University Health Board.](#)

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# Annual Accounts 2021 - 2022



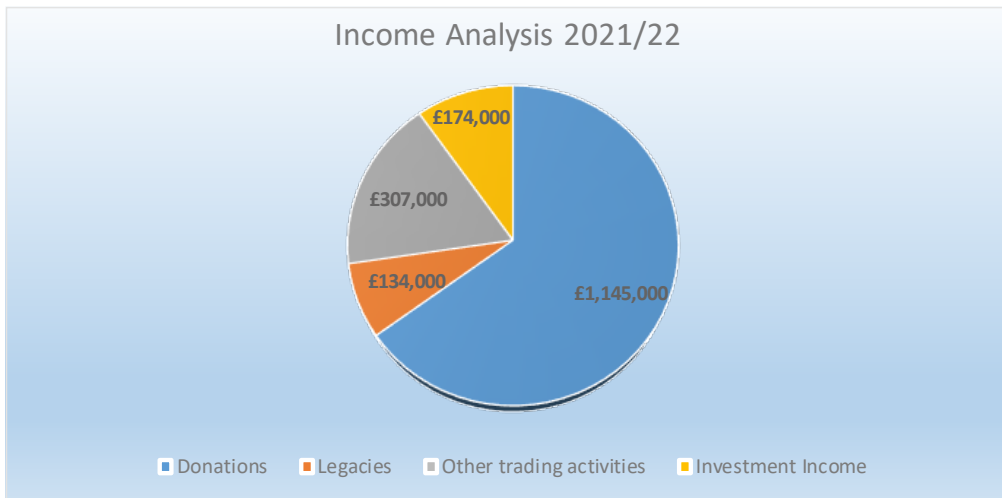
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## Financial Achievements and Performance

### Income Summary

Incoming resources for the year 2021-22 totalled £1.760m which represents a decrease of £0.439m from the previous financial year.

The Charity's income was generated from donations, legacies, investment income and other trading activities.



#### Donations (65% - £1.145m)

The Charity is very grateful to have received donations of £1.145m to help us achieve our goals and objectives.

#### Legacies (8% - £0.134m)

The Charity received £0.134m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

#### Other Trading Activities (17% - £0.307m)

The Charity generated £0.278m from the Cardiff and Vale Staff Lottery and a further £0.029m from other trading activities.

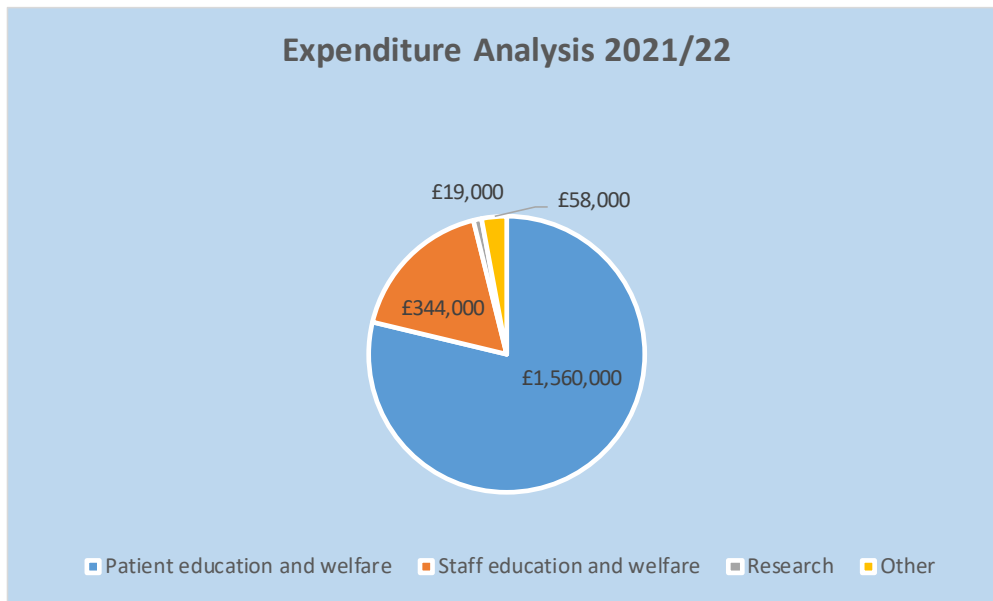
#### Investment Income (10% - £0.174m)

Dividends and interest from the Charity's Investment Portfolio was £0.174m.

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In 2021/22 expenditure on charitable activities was £1.981m This included patient education and welfare, staff education and welfare, research and other items.

### Expenditure Analysis 2021/22



### Investments and performance

During 2021/22 the charity had market value gains of £0.451m.

### Overall financial position

The overall value of the Charity as at 31st March 2022 has decreased from an opening balance of £9.147m to £8.988m. This movement of £0.159m is represented by net expenditure of £0.677m investment gains of £0.451m and asset revaluation of £0.067m.

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# CARDIFF & VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

## Foreword

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

## Statutory Background

The Cardiff & Vale University Local Health Board is the corporate trustee of the charity under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustees have been appointed under s11 of the NHS and Community Care Act 1990.

## Main Purpose of the Funds Held on Trust

The main purpose of the charity is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Cardiff & Vale University Local Health Board.

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**Cardiff and Vale University Local Health Board Charities Accounts 2021/22**

**Statement of Financial Activities for the year ended 31st March 2022**

		Unrestricted funds	Restricted funds	Endowment funds	Total 2021-22
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds:</b>					
Donations and Legacies	4	425	854	0	1,279
Other trading activities	5	21	286	0	307
Investments Income	6	123	50	1	174
<b>Total incoming resources</b>		<b>569</b>	<b>1,190</b>	<b>1</b>	<b>1,760</b>
<b>Expenditure on :</b>					
Raising funds	7	371	85	0	456
Charitable activities	8	1,082	874	25	1,981
<b>Total expenditure</b>		<b>1,453</b>	<b>959</b>	<b>25</b>	<b>2,437</b>
Net gains / (losses) on investments	14	448	0	3	451
<b>Net income / ( expenditure)</b>		<b>(436)</b>	231	<b>(21)</b>	<b>(226)</b>
Transfer between funds		5	(5)		
<b>Net movement in funds</b>		<b>(431)</b>	226	<b>(21)</b>	<b>(226)</b>
Gains / (losses) on revaluation of fixed assets	13	0	0	67	67
<b>Reconciliation of Funds</b>		<b>(431)</b>	226	46	<b>(159)</b>
Total Funds brought forward as at 1 April 2021 (Restated)	20	4,755	1,914	2,478	9,147
<b>Total Funds carried forward as at 31 March 2022</b>		<b>4,324</b>	<b>2,140</b>	<b>2,524</b>	<b>8,988</b>

The notes on page 28 – 43 form part of these accounts

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**Cardiff and Vale University Local Health Board Charities Accounts 2020/21**

**Statement of Financial Activities for the year ended 31st March 2021**

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Total 2020-21 £000
<b>Incoming resources from generated funds:</b>					
Donations and Legacies	3	1,708	76	1	<b>1,785</b>
Other trading activities	4	1	266	0	<b>267</b>
Investments Income	5	103	43	1	<b>147</b>
<b>Total incoming resources</b>		<b>1,812</b>	<b>385</b>	<b>2</b>	<b>2,199</b>
<b>Expenditure on :</b>					
Raising funds	6	292	83	0	<b>375</b>
Charitable activities	7	1,512	475	22	<b>2,009</b>
<b>Total expenditure</b>		<b>1,804</b>	<b>558</b>	<b>22</b>	<b>2,384</b>
Net gains / (losses) on investments	13	864	0	5	869
<b>Net income / ( expenditure)</b>		<b>872</b>	<b>(173)</b>	<b>(15)</b>	<b>684</b>
Transfer between funds		(17)	17	0	0
<b>Net movement in funds</b>		<b>855</b>	<b>(156)</b>	<b>(15)</b>	<b>684</b>
Gains / (losses) on revaluation of fixed assets	12	0	0	(19)	(19)
<b>Reconciliation of Funds</b>		<b>855</b>	<b>(156)</b>	<b>(34)</b>	<b>665</b>
Total Funds brought forward as at 1 April 2020	19	4,103	1,867	2,512	8,482
<b>Total Funds carried forward as at 31 March 2021</b>		<b>4,958</b>	<b>1,711</b>	<b>2,478</b>	<b>9,147</b>

The notes on page 28 – 43 form part of these accounts

Saunders, Nathan  
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**Cardiff and Vale University Local Health Board Charities Accounts 2021/22**

**Balance Sheet as at 31 March 2022**

	Note	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 31 March 2022 £000	Total 31 March 2021 (Restated) £000
<b>Fixed assets:</b>						
Tangible Assets	13	0	0	2,479	<b>2,479</b>	2,436
Investments	14	4,464	2,061	44	<b>6,569</b>	6,368
<b>Total fixed assets</b>		<b>4,464</b>	<b>2,061</b>	<b>2,523</b>	<b>9,048</b>	<b>8,804</b>
<b>Current assets:</b>						
Debtors	15	103	42	0	145	130
Cash and cash equivalents	16	149	57	1	<b>207</b>	514
<b>Total current assets</b>		<b>252</b>	<b>99</b>	<b>1</b>	<b>352</b>	<b>644</b>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	17	392	20	0	<b>412</b>	301
<b>Net current assets / (liabilities)</b>		<b>(140)</b>	<b>79</b>	<b>1</b>	<b>(60)</b>	<b>343</b>
<b>Total net assets/ (liabilities)</b>		<b>4,324</b>	<b>2,140</b>	<b>2,524</b>	<b>8,988</b>	<b>9,147</b>
<b>The funds of the charity:</b>						
Endowment Funds	20	0	0	45	45	42
Revaluation Reserve	20	0	0	2,479	2,479	2,436
Restricted income funds	20	0	2,140	0	2,140	1,914
Unrestricted income funds	20	4,324	0	0	4,324	4,755
<b>Total funds</b>		<b>4,324</b>	<b>2,140</b>	<b>2,524</b>	<b>8,988</b>	<b>9,147</b>

Director of Finance

Mrs Catherine Phillips

Date 9<sup>th</sup> February 2023

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**Cardiff and Vale University Local Health Board Charities Accounts 2021/22**

**Statement of Cash Flows for the year ending 31 March 2022**

	Note	Total Funds 2021-22 £000	Total Funds 2020-21 £000
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	18	<b>(731)</b>	<b>(847)</b>
<b>Cash flows from investing activities:</b>			
Dividend, interest and rents from investments	6	174	147
Movement in Investment Cash	14	(11)	68
Proceeds from the sale of investments		1,923	1,062
Purchase of investments	14	<u>(1,662)</u>	<u>(1,130)</u>
<b>Net cash provided by (used in) investing activities</b>		<b>424</b>	<b>146</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(307)</b>	<b>(701)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	16	514	1,215
<b>Cash and cash equivalents at the end of the reporting period</b>	16	<u><b>207</b></u>	<u><b>514</b></u>

The notes on page 28 – 43 form part of these accounts

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## NOTES TO THE ACCOUNTS

### 1. Accounting policies

#### a) Basis of Preparation

The financial statements have been prepared under the historic cost convention, with the exception of tangible fixed assets and investments which have been included at a valuation.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom And Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity’s ability to continue as a going concern. In future years, the key risks to the Charity are a fall in income from donations or a fall in investment income but the Trustees have arrangements in place to mitigate those risks (see the Investment Risk Management and Reserves Policy sections of the annual report for more information).

The Charity meets the definition of a public benefit entity under FRS

b) Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the trustees have the discretion to spend the capital (expendable) and those where there is no discretion to expend the capital (permanent endowment).

Those funds which are neither endowment nor restricted income fund, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the trustees’ discretion, including the general fund which represents the charity’s reserves.

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**c) Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet.

**d) Income resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the Charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income generation are met.

**e) Income resources from endowment funds**

The incoming resources received from the invested endowment fund are wholly restricted.

**f) Resources expended and irrecoverable VAT**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
  - It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
  - The amount of the obligation can be measured or estimated reliably.
- Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

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A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant
- There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the trustees and any of the above criteria have been met then a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are then those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised but a contingent liability is disclosed.

**g) Allocation of support costs**

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs are apportioned on an average fund balance basis.

**h) Fundraising costs**

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs together with investment management fees. Fundraising costs include expenses for fundraising activities and a fee paid to a related party, the Health Board, under a fundraising agreement. The fee is used to pay the salaries and overhead costs of the Health Board's fundraising office.

**i) Charitable Activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 8.

**j) Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

**k) Cash and cash equivalents**

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in 90 day notice interest bearing savings accounts.

## **l) Creditors**

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as long term creditors.

## **m) Investment Fixed Assets**

Fixed Assets listed Investments are stated at market value. The SOFA includes realised gains and losses on investments sold in the year, and unrealised gains and losses on the revaluation of investments. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later).

Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value (or purchase date if later).

## **n) Tangible Assets**

Tangible fixed assets are valued at current cost as follows:

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1<sup>st</sup> April 2017, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.
- ii) Assets in the course of construction are valued at current cost.
- iii) Capitalisation threshold is £5,000
- iv) Movements in revaluation are recorded in the revaluation reserve on the balance sheet

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the Welsh Government and HM Treasury. Movements in revaluations are recognised in the Revaluation Reserve.

### **Depreciation**

- i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- ii) Impairments, where incurred in the year, are separately identified in note 13 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.
- iii) The estimated remaining life of the assets are split between engineering (15 years) and structure (45 years).

Donated Assets are capitalised at their valuation on full replacement cost basis on receipt and are revalued and depreciated as described above.

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## 2: Prior year Restatement

The classification of Restricted and Unrestricted income and funds has been reviewed during 2021-22. This has been completed following discussion with the Funds Held on Trust's external auditors, Audit Wales and in consideration of the Charities Statement of Recommended Practice (SORP – FRS102).

The review has led the Funds Held on Trust to reclassify income and funds held between Restricted and Non Restricted categories. This review does not affect the net value of income received, or the value of funds held, by the Charity.

The review has caused the Funds Held on Trust to:-

- Treat some of the income received in 2021-22 as restricted, when in previous years, similar income streams have been treated as unrestricted.
- Re-state the value of £203,000 brought forward funds into 2021-22 between the Restricted and Non Restricted classifications to ensure that Restricted and Non Restricted Fund values at the Balance Sheet Date are correctly classified in these accounts following the review.

Prior Period Adjustments relating to the prior year's Statement of Financial Activities have not been applied. This has been considered impractical on the basis that it is not possible to define whether restricted expenditure in prior periods was funded through a Restricted income or Non-Restricted income source.

## 3. Related party transactions

Cardiff and Vale University Local Health Board is the Corporate Trustee of the Charity.

The related party transactions and balances involving the Corporate Trustee, trustee board members and senior staff are set out below.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not benefit personally from such decisions. Each trustee board member and senior officer have provided signed declarations in respect of themselves and their close family.

The Local Health Board has close links with Cardiff University which includes the sharing of staff as well as sharing accommodation on the University Hospital of Wales Site.

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The table below relates to the related party financial transactions for financial year 2021/22.

Related Party	Income related party 2021/22 £000	Expenditure related party 2021/22 £000	Amounts owed to related party 2021/22 £000	Amounts due from related party 2021/22 £000
Cardiff Council	0	23	8	0
Welsh Government	0	0	0	0
University of South Wales	0	8	0	2
Cardiff and Vale Health Board	0	876	209	23
Cardiff University	0	24	0	0

The table below includes the names of the individual board members and the relationship with the related party.

Board Member	Related Party Relationship
Gary Baxter	Professor of Pharmacology at Cardiff University
Ceri Phillips	Professor at Cardiff University
Rhian Thomas	Senior Lecturer at University of South Wales
Len Richards	Advisor to the Life Sciences Hub Wales Board (Welsh Government). Non-Executive Director of the Life Sciences Hub Wales Board (Welsh Government). Council Member Cardiff University.
Susan Elsmore	Cabinet member for Social Care Health and Wellbeing for Cardiff Council

The table below relates to the related party financial transactions for financial year 2020/21.

Related Party	Income related party 2020/21 £000	Expenditure related party 2020/21 £000	Amounts owed to related party 2020/21 £000	Amounts due from related party 2020/21 £000
Cardiff Council	0	1	0	0
Welsh Government	0	1	0	0
University of South Wales	0	2	0	0
Cardiff and Vale Health Board	0	1,586	72	23
Cardiff University	0	42	1	0

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4. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2021-22 £000	Total 2020/21 £000
Donations	306	839	0	1,145	1,638
Legacies	119	15	0	134	147
	<b>425</b>	<b>854</b>	<b>0</b>	<b>1,279</b>	<b>1,785</b>

5. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2021-22 £000	Total 2020/21 £000
Staff lottery	0	278	0	278	263
Other trading	21	8	0	29	4
	<b>21</b>	<b>286</b>	<b>0</b>	<b>307</b>	<b>267</b>

6. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2021-22 £000	Total 2020/21 £000
Fixed asset equity and similar investments.	123	50	1	174	147
Short Term Investments	0	0	0	0	0
Deposits and cash on deposit					
	<b>123</b>	<b>50</b>	<b>1</b>	<b>174</b>	<b>147</b>

7. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2021-22 £000	Total 2020/21 £000
Fundraising office	356	0	0	356	276
Fundraising events	0	79	0	79	76
Investment management fees	15	6	0	21	23
	<b>371</b>	<b>85</b>	<b>0</b>	<b>456</b>	<b>375</b>

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 8. Analysis of charitable activity

	Activities taken £000	Support costs £000	Total 2021-22 £000	Total 2020-21 £000
Patient education and welfare	1,483	76	1,560	1,792
Staff education and welfare	306	38	344	154
Research	18	1	19	37
Other	26	8	34	4
Depreciation	24	0	24	21
	<b>1,857</b>	<b>123</b>	<b>1,981</b>	<b>2,009</b>

## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 9. Grants

During 2021/22 £0.033m was approved by the Charitable Funds Committee.

During 2020/21 the Charity approved a sum of £0.050m to the Third Sector.

The table below provides the details of the grant payments.

Organisation	2021/22 £000	2020/21 £000
GLAMORGAN VOLUNTARY SERVICES	33	50
<b>Total</b>	<b>33</b>	<b>50</b>

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 10. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2021-22 £000	Total 2020-21 £000
Governance	0	0	0	0
Audit Wales	0	20	20	20
Internal Audit	0	9	9	10
Investment Management Fees	21	0	21	24
Total governance	<u>21</u>	<u>29</u>	<u>50</u>	<u>54</u>
Finance and administration		94	94	94
	<u><u>21</u></u>	<u><u>123</u></u>	<u><u>144</u></u>	<u><u>148</u></u>

The finance and administration is to a related party ( Cardiff and Vale University Health Board) and this related to staff costs.

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2021-22 £000
Raising funds	15	6	0	21
Charitable activities	88	35	0	123
	<u><u>103</u></u>	<u><u>41</u></u>	<u><u>0</u></u>	<u><u>144</u></u>

### 11. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

### 12. Auditor's remuneration

The external auditor's remuneration of £20,700 (2020/21:£25,000) relates to the audit of the statutory annual report and accounts only.

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**Cardiff and Vale University Local Health Board Charities Accounts 2021/22**

**13. Tangible fixed assets**

	<b>Freehold Land and Buildings 2021/22 £000</b>	<b>Freehold Land and Buildings 2020/21 £000</b>
<b><u>Cost or valuation</u></b>		
<b>Opening Balance</b>	2,517	2,536
Additions	0	0
Revaluations	67	(19)
Disposals	0	0
Impairments	0	0
<b>Closing Balance</b>	<b>2,584</b>	<b>2,517</b>
<b><u>Accumulated depreciation</u></b>		
<b>Opening Balance</b>	81	60
Disposals	0	0
Revaluations	0	0
Impairments	0	0
Charge for year	24	21
<b>Closing Balance</b>	<b>105</b>	<b>81</b>
<b>Opening NBV</b>	<b>2,436</b>	<b>2,476</b>
<b>Closing NBV</b>	<b>2,479</b>	<b>2,436</b>

Rookwood Hospital is the only Tangible Fixed Asset recognised in "Freehold Land and Buildings"

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 14.Fixed asset investments

#### Movement in fixed assets investments

	Investments Listed on Stock Exchange £000	Cash Held in Investment Portfolio £000	Total 2021-22 £000	Total 2020-21 £000
Market value brought forward	6,103	265	<b>6,368</b>	5,499
Add: additions to investments at cost	1,662	0	<b>1,662</b>	1,130
Less disposals at carrying value	(1,861)	0	<b>(1,861)</b>	(872)
Add any gain / (loss) on revaluation	0	389	<b>389</b>	679
Movement of cash held as part of the investment portfolio	0	11	<b>11</b>	(68)
<b>Market value as at 31st March 2022</b>	<b>5,904</b>	<b>665</b>	<b>6,569</b>	<b>6,368</b>

The gain on revaluation relates to the unrealised gain, however the overall gain of £0.451m (2020/21 £0.869m), as shown in the Statement of Financial Activities is calculated by also adjusting for realised Gains of £0.062m (2020/21 £0.190m). The movement of cash held as part of the investment portfolio includes a withdrawal of £250,000 from the investment portfolio.

As at 31<sup>st</sup> March 2022 the following investment was the largest percentage weighting (9.4%) holding considered material: UBS ETF MSCI USA Socially Responsible ETF.

The Charity's investment are handled by investment advisors appointed by the Charity, using the appropriate Health Board purchasing contract process. The Charity operates an investment policy that provides for a high degree of diversification of holdings within investment asset classes. A large proportion of investments are made with companies listed on a UK stock exchange or incorporated in the UK. The majority of expenditure is financed from donations and legacies and therefore the Charity is not exposed to significant liquidity risk. The Investment Management Company attends the Charitable Funds Committee twice a year to discuss all aspects of investment performance and the factors influencing the perform.

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 15. Analysis of current debtors

Debtors under 1 year	Total	Total
	31 March	31 March
	2022	2021
	£000	£000
Other debtors	2	10
Long-term prepayments	24	12
Short-term prepayments ( one year)	23	19
Accrued Income	96	89
<b>Total debtors</b>	<b>145</b>	<b>130</b>

### 16. Cash at bank and in hand

	31 March	31 March
	2022	2021
	£000	£000
Cash at bank	207	514
<b>Total</b>	<b>207</b>	<b>514</b>

### 17. Analysis of liabilities

Creditors under 1 year	Total	Total
	31 March	31 March
	2022	2021
	£000	£000
Other creditors	389	244
Accruals	23	57
<b>Total creditors</b>	<b>412</b>	<b>301</b>

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### 18. Reconciliation of net income / expenditure to net cash flow from operating activities

	<b>Total 2021-22 £000</b>	<b>Total 2020-21 £000</b>
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	<b>(226)</b>	<b>684</b>
<b>Adjustment for:</b>		
Depreciation charges	24	21
(Gains) / losses on investments	(451)	(869)
Dividends, interest and rents from investments	(174)	(146)
(Increase) / decrease in debtors	(15)	27
Increase / (decrease) in creditors	111	(564)
<b>Net cash provided by (used in) operating activities</b>	<b>(731)</b>	<b>(847)</b>

### 19. Role of volunteers

Cardiff and Vale Health Charity continue to be extremely grateful to all the volunteers who support fundraising with so much energy, passion, and skill. The Charity could not achieve all their objectives without the on-going commitment of the volunteers to make such a difference to patients and staff.

The Charity aims to work more closely with Health Board volunteers in order to develop more specific Charity Champion roles, including supporting our runners at the Cardiff Half Marathon and supervising the charity collection tins. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

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## 20. Analysis of Funds

### a. Analysis of endowment funds

	Balance 1 April 2021 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2022 £000
Catherine Jenkins	42	1	(1)	0	3	45
	<u>42</u>	<u>1</u>	<u>(1)</u>	<u>0</u>	<u>3</u>	<u>45</u>

### b. Analysis of restricted material fund movements

	Balance 1 April 2021 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2022 £000
9447 Cystic Fibrosis Better Life Appeal Fund	389	25	(38)	0	0	376
9479 Phillips Legacy - Asthma Research	208	6	(5)	0	0	209
9149 Breastcare Unit - General Purpose	147	88	(60)	0	0	175
9478 May Legacy - Asthma Research	138	4	(5)	0	0	137
9582 Murphy Legacy ( Morfa Day Unit - General Purpose)	90	3	(14)	0	0	79
9639 Childrens Telemetry Appeal ( General Purpose)	94	3	(2)	0	0	95
9678 Staff Lottery	68	281	(206)	0	0	143
9704b Food Sense Wales	122	407	(387)	0	0	142
9712b ULHB Arts Programme	0	122	0	0	0	122
Other	658	251	(242)	(5)	0	662
	<u>1,914</u>	<u>1,190</u>	<u>(959)</u>	<u>(5)</u>	<u>0</u>	<u>2,140</u>

### c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2021 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2022 £000
<b>Unrestricted Funds</b>						
9809 Unrestricted Non Delegated	687		(712)	5	448	428
	<u>687</u>		<u>(712)</u>	<u>5</u>	<u>448</u>	<u>428</u>
<b>Designated Funds</b>						
9649 Bale Covid Donation	442	10	(189)	0	0	263
9644 Hughes Legacy ( Cardiology)	305	22	(35)	0	0	292
9600 UHW Nurses	291	26	(15)	0	0	302
9524 Leukaemia & Lymphona	144	5	(12)	0	0	137
9153 Geriatric Research (UHW)	135	4	(12)	0	0	127
9494 Biggs Legacy Cardiac Research	103	3	(3)	0	0	103
9659 Morgan Legacy Cardiac Research	101	3	(2)	0	0	102
Other	2,547	496	(473)	0	0	2,570
	<u>4,068</u>	<u>569</u>	<u>(741)</u>	<u>0</u>	<u>0</u>	<u>3,896</u>
<b>Total</b>	<u>4,755</u>	<u>569</u>	<u>(1,453)</u>	<u>5</u>	<u>448</u>	<u>4,324</u>

### d. Revaluation Reserve

	Balance 1 April 2021 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2022 £000
Rookwood	2,436		(24)		67	2,479
	<u>2,436</u>	<u>0</u>	<u>(24)</u>	<u>0</u>	<u>67</u>	<u>2,479</u>
	<u>9,147</u>	<u>1,760</u>	<u>(2,437)</u>	<u>0</u>	<u>518</u>	<u>8,988</u>

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## Cardiff and Vale University Local Health Board Charities Accounts 2021/22

### Additional Notes

#### 21. Commitments

	2021/22
	£000
<b>The funds have the following commitments:</b>	
Charitable projects	620
	<hr/>
<b>Total</b>	<b>620</b>

Name of commitment	£000
Third Sector Grant Scheme (CFC 22/06/012) 1 year	36
Neurological Gardens (BT 20/07/013) ( 1-3 Years)	192
Neurological Gardens Maintenance Cost(BT 20/07/013) ( 1-3 Years)	94
Staff Recognition Awards ( CFC 18/052) ( 4 Years)	20
Disposal of Rookwood ( CTM 19/06/009) ( 1-4Years)	155
UHB Transport Solutions ( CT/19/03/007) ( 1-3 years)	70
Forget Me Not Chorus ( CFC 22/03/010) ( 1 Year)	13
Welsh Transplant Team ( CFC 21/12/011) ( 1-5 years)	40
	<hr/>
	<b>620</b>

## Cardiff and Vale University Local Health Board Charities Accounts 2020/21

### Additional Notes

#### 21. Commitments

	2020/21
	£000
<b>The funds have the following commitments:</b>	
Charitable projects	701
	<hr/>
<b>Total</b>	<b>701</b>

Name of commitment	£000
Health Charity Bilingual Website (CFC 21/03/018) (1 Year)	20
Arts Programme (CFC 21/03/008) (1 Year)	50
Third Sector Grant Scheme (CFC 21/03/011) (1 Year)	33
Neurological Gardens (BT 20/07/013) ( 1-3 Years)	192
Employee Wellbeing ( CTM 19/06/008) ( 1-3 Years)	163
Staff Recognition Awards ( CFC 19/06/009) ( 1-2 Years)	20
Disposal of Rookwood ( CTM 19/06/009) (1-2 Years)	155
UHB Transport Solutions ( CT/19/03/007) (1-3) Years)	68
	<hr/>
	<b>701</b>

## 22. Donated Assets

During the year the Charity purchased assets to the value of £0.061m (2020/21 £0.244m). These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements

## 23. Post Balance Sheet Events

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2022 and the date the financial statements are approved. The fair value of the investments held by the Charity at 31st March 2022 has changed in the intervening period as follows:

	<b>31 March 2022</b>	<b>25 January 2023</b>
	<b>£000</b>	<b>£000</b>
Investment	6,569	5,657

Saunders, Nathan  
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**Cardiff and Vale University Local Health Board Charities Accounts 2021/22**

As Financial Trustee of the funds held on trust I am responsible for:

- . the maintenance of financial records appropriate to the activities of the fund (s).
- . the establishment and monitoring of a system of internal control.
- . the establishment of arrangements for the prevention of fraud and corruption.
- . The preparation of annual financial statements which give a true and fair view of the funds held on trust and the results of their operations.

Dated 9<sup>th</sup> February 2023  
.....2023  
behalf of Financial Trustee



Signed..... On

Saunders, Nathan  
13/04/2023 16:35:03

**STATEMENT OF TRUSTEE RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS**

The trustee is required to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustee should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practices have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) regulations and the provisions of the trust deed. The trustee is responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee confirms that they have complied with the above requirements in preparing the accounts.

By order of the trustee

Signed:



Trustee.....Dated  
.....9<sup>th</sup> February 2023.....2023

Saunders, Nathan  
13/04/2023 16:35:03

# The independent auditor's report of the Auditor General for Wales to the Trustee of Cardiff and Vale University Local Health Board Charity

## Report on the audit of the financial statements

### Opinion

I have audited the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2021 under the Charities Act 2011. These comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Report on other requirements

#### Other information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustee is responsible for the other information in the annual report and accounts. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

## Matters on which I report by exception

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit.

## Responsibilities

### Responsibilities of the trustee for the financial statements

As explained more fully in the statement of trustee responsibilities set out on page 38, the trustee is responsible for preparing the financial statements in accordance with the Charities Act 2011, for being satisfied that they give a true and fair view, and for such internal control as the trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

### Auditor's responsibilities for the audit of the financial statements

I have been appointed as auditor under section 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.



Adrian Crompton  
Auditor General for Wales  
10<sup>th</sup> February 2023

24 Cathedral Road  
Cardiff  
CF11 9LJ

*The maintenance and integrity of the Health Board's website is the responsibility of the Accountable Officer. The work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.*

Signatures: Nathan  
04/2023 16:35:03

Report Title:	<b>Health Charity Strategy Update</b>		Agenda Item no.	<b>9.2</b>
Meeting:	<b>Board of Trustees</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:
		Private	<input type="checkbox"/>	
Status <i>(please tick one only):</i>	Assurance	Approval	Information	<input checked="" type="checkbox"/>
Lead Executive:	<b>Catherine Phillips – Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>			

## Main Report

### Background and current situation:

Cardiff and Vale 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.

Cardiff and Vale University Health Board holds Charitable Funds as sole corporate trustee and the Board members of the Health Board are jointly responsible for the management of those charitable funds. The management of Charitable Funds is a delegated responsibility from the Trustees, via the Charitable Funds Committee (CFC), to the Finance department of Cardiff and Vale University Health Board.

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at the Health Charity's Business Unit at Woodland House as part of the Communications, Engagement, Arts and Health Charity department.

The Health Charity's Strategy for the period 2019 – 2024 was approved in principle by the Charitable Funds Committee in September 2019 and subsequently endorsed for publication by the Board of Trustees on 23.07.20 where it was revised to cover the period 2020 – 2025.

### Strategy Refresh – from 2022

At the CFC meeting held on 21<sup>st</sup> June 2022, the committee discussed the requirement for a review of the Strategy, following on from the Covid-19 pandemic and all of the learnings and change that it had brought.

A Strategy Review Session was held on 20<sup>th</sup> September 2022, attended by available members of the CFC and independently facilitated by a member of the Health Board's Organisational Development Team. Resulting in the establishment of a Task and Review group, Chaired by the Director of Communications, Engagement, Arts and Health Charity (DoC) and a series of recommendations on improving and developing the Health Strategy Strategy, more aligned to the post pandemic world and cost of living crisis.

The actions and recommendations have subsequently been presented to the CFC on the 6<sup>th</sup> December 2022 and the CFC approved a date of March 2023 for the Strategy to be completed, enabling a potential implementation date to coincide with the start of the new financial accounting period.

### Progress Update

On 22<sup>nd</sup> November 2022 the DoC, senior members of the Finance Directorate, Health Charity and Independent Member, Mike Jones attended the first Task and Finish Group where a first draft of the strategy was shared for discussion.

An update was also provided to the CFC on 6 December 2022 whereby a number of further comments were provided to support the evolution of the draft strategy.

Key points raised from the CFC and Task and Finish group for further exploration and inclusion in the next draft are:

1. Comments from the CEO in relation to optimising and safeguarding the views of those who donate to the Health Charity – An engagement period will be incorporated into the process of strategy development and sense checking with our communities and staff
2. Inclusion of the ethos of the Health Charity and what is our approach, similar to that presented by Rathbones Investment as a socially responsible organisation
3. Strengthening the strategic alignment in procurement and purchases alongside the Health Boards
4. That the strategic focus of the Health Charity was firmly aligned to Staff Wellbeing and support during the Cost-of-Living Crisis with a number of examples to explore provided.
5. A period of consultation and engagement will be undertaken as part of the Health Charity Strategy refresh.

- A further Task and Finish Group session to progress the five points was convened for January 2023, however was postponed due to Industrial Action and operational demands.
- A progress report was provided to the Board of Trustees meeting held on 7th February 2023 and members asked to provide any further comments to the DoC and the Task and Finish group by 24<sup>th</sup> February 2023.

The draft strategy refresh document – Appendix 1 has been developed, and will continue to be reviewed and discussed in line with the strategy engagement timeline – Appendix 2.

The final draft will be submitted to the Charitable Funds Committee in July 2023 for approval and to the Board of Trustees in October 2023 for assurance.

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

The Charitable Funds Committee are asked to note the progress made, and the inclusive approach undertaken.

**Recommendation:**

The Board are requested to:  
Note the current status of the Health Charity Strategy refresh.

**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		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	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	x	Involvement	x
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**Impact Assessment:**

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

Risk: No	
Safety: No	
Financial: No	
Workforce: No	
Legal: No	
Reputational: No	
Socio Economic: No	
Equality and Health: No	
Decarbonisation: No	
<b>Approval/Scrutiny Route:</b>	
Committee/Group/Exec	Date:

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# Cardiff & Vale Health Charity Strategy 2023 - 2033



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## Cardiff & Vale Health Charity Strategy

"Going above and beyond NHS services for the benefit of patients, staff and communities" 2023- 2028

### INTRODUCTION

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board.

The strategic aims of the Health Charity are;

- Going above and beyond NHS services for the benefits of patients, staff and communities.
- Support the health, wellbeing and welfare of our population through positive engagement to care and keep them well.
- To work with fund holders to ensure that donated funds are spent, and to attract funds to benefit our local communities.
- Create the best possible environment for sustainable healthcare, including making the best use of technology.

Health Charity funds do not replace NHS funding but optimises donations for the benefit of the thousands of people cared for and employed by the Health Board.

The Health Charity Strategy has been refreshed and revised in alignment with the Health Board's 10-year Shaping Our Future Wellbeing Strategy, and will be delivered alongside the timescales therein.

### VISION

- Working in partnership as a dynamic, agile and inspirational charity to support people to live well.

### MISSION

- To manage and distribute charitable funds in order to go above and beyond NHS services to make people's lives better.

### VALUES

- To actively demonstrate and apply the core values of Cardiff and Vale University Health Board in all aspects of Health Charity fundraising and operational activities.










### What we are planning on doing?

We will be proactive and explore all available opportunities to increase our charitable funds income in support of the Health Board's pioneering work and future developments plans.

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Success will be evidenced by delivery of the following critical areas of engagement and development:

People		Fostering a spirit of inclusivity and 'open to all ethos' to be transparent in all of our business, and develop positive relationships with our fundraisers, volunteers, sponsors, and partners.
Wellbeing		Bold and ambitious in connecting health and wellbeing; underpinning the principles of the Wellbeing of Future Generations Act.
Community & Third Sector		Work with the third sector and other charities by funding and developing initiatives that support our communities.
Creativity		Enhance the experience of healthcare by utilising creativity and arts for positive experiences and engagement.
Promote Health		Support projects that matter to people and support them to live well by listening and acknowledging the user voice.
Develop Relationships		Collaborating and engaging with our communities and develop our corporate and charity partnerships whilst utilising our social and digital media.
Communication		Embrace technology and seek to use our digital platforms and social media to enhance the reach of the Health Charity, and increase awareness, fundraising etc.

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How we'll achieve our aims;

<p>Supported by  <b>Gifts in Wills</b>          Cefnogi'r gan  <b>Rhodd mewn Ewyllys</b></p> 	<p>Generate income through a Gift in Wills campaign</p>
	<p>Raise growth and income via the Staff lottery</p>
	<p>Planned fundraising events.          Grants and Bids</p>
	<p>Corporate and Charity partnerships and sponsorship</p>
<p>Cardiff &amp; Vale Health Charity supporting Staff Wellbeing          Elusen Iechyd Caerdydd a'r Fro yn cefnogi Lles Staff</p> 	<p>Further increase brand awareness and visibility through all healthcare sites and local community</p>
	<p>Continue to improve the patient, staff and public experience in partnership with Clinical services, volunteers and Third Sector organisations</p>
 <p>Saunders Nathan          13/04/2023 16:35:03</p>	<p>Strengthen and expand the engagement with all stakeholders within the reach of the Arts Programme</p>

## GOVERNANCE ARRANGEMENTS

The Cardiff and Vale Health Charity operates under the Charities Act and is registered with the Charity Commission: 1056544.

The Charitable Funds Committee provides the governance overview of the day to day business scrutiny of the Charity's activities.

The Trustees provide governance assurance for major investment decisions and to ensure appropriate oversight of statutory accounting processes and outputs. To ensure that we comply with the requirements of the Trustees, an annual review led by the Executive Lead for the Health Charity and the Health Charity Committee Chair is presented to the Trustees.

Wales Audit Office act as external auditors and report to the Trustees in respect of each year' set of accounts.

The Health Charity will manage its resources effectively and prudently, in accordance with Charity Commission for England and Wales regulations, focussing on the delivery of the Health Charity financial plan.

The charity observes best practice and exercises appropriate probity, in accordance with the University Health Board's employment, procurement and financial processes including the stewardship of investments.

The Charity works closely with finance colleagues to manage cash flows and to ensure that funds are properly administered and accounted for. Consideration of appropriate and available resource is key to all expenditure commitments.

To find further information visit our website. <https://healthcharity.wales/>

The strategy should be read in conjunction with Health Charity policies and reviewed in line with corporate governance requirements.

# Strategy Engagement Timeline

Reviewed previous strategy, 2020-2025, due to COVID-19, cost of living, and change in personnel of Charitable Funds Committee

Discussed at Charitable Funds Committee meeting

Discussed and received feedback at time out session

Themes and reflections to produce draft strategy

Shared with small group for comment - Rob, Jo, Catherine, Helen, Mike

Task and finish group

Revised following T & F group and discussion - draft 2

Shared draft 2 with Independent Members and Charitable Funds Committee members vis e-mail with request for comments by end of January 2023

Collated feedback

Review by Executive Director of Finance and Director of Communications, Arts, Health Charity and Engagement

Review Charitable Funds Committee March 2023

Senior Leadership Board for consultation

Charitable Funds Committee July 2023 for approval

Board of Trustees for assurance October 2023

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Report Title:	<b>Arts for Health and Wellbeing - Annual Report 2022</b>		Agenda Item no.	<b>9.3</b>
Meeting:	<b>Board of Trustees</b>	Public <input checked="" type="checkbox"/>	Meeting Date:	<b>20<sup>th</sup> April 2023</b>
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	X
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>			

## Main Report

### Background and current situation:

This paper introduces the Arts for Health and Wellbeing Annual Report for 2022 - <https://cardiffandvale.art/2023/03/07/annual-report-2022/>.

Highlighting the work carried out by the Arts for Health and Wellbeing Programme and the many partners and artists who work in collaboration with the Health Charity and Health Board to bring patient stories, staff experiences and health issues to light through a different medium.

The Arts Programme in Cardiff and Vale UHB is an exemplar across Wales and attracts interest from the communities we provide services to, patients, staff, the thriving arts and cultural scene and significantly supported by the Arts Council of Wales and Art in Business

During 2022-2023, the Arts for Health and Wellbeing Team has delivered a significant number of physical, visual, virtual and creative arts projects. The team have striven to make things better for staff, patients and visitors and through collaborations with the Arts Council for Wales and NHS Charities together, as well as many other stakeholders and third sector groups. The Arts Team have produced projects and exhibitions, where demonstrably through feedback and lived experiences have enhanced the lives of those who work in and visit CAV hospital and community healthcare sites.

The report presents a few selected highlights of the Arts for Health and Wellbeing Programme and shows the ways in which it has improved and supported health and wellbeing, the way in which we connect with, engage with and care for all people at Cardiff and Vale UHB.

A Welsh version of the report will be added to the website following translation.

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

The Committee is asked to acknowledge the contents of the Arts for Health and Wellbeing Annual Report and acknowledge the team for their continuing hard work and the contribution they make to connecting health and wellbeing to the communities, staff and patients of Cardiff and Vale.

### Recommendation:

The Board are requested to: **NOTE** the information presented:

### 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	X

**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: 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:

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# Proposed Health Charity Events 2023

Appeal	Month	Day	Event	Location	Engagement Level	Exec Lead
	February	17	Prop Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	March	10	Breast Centre Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	April	TBC	Art Auction	Online/Gallery		
	July	8	BC Strictly Top Dancer Competition	Vale Resort	TBC	
		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	Cardiff Half Marathon	Cardiff	No lead required, public event.	
		6	Prop Ball	Coal Exchange Hotel. Cardiff Bay	Open event with welcome, introduction and thank you message.	
	November	TBC	Wreath Workshop	TBC	TBC	
		25	Shine Bright	UHW/UHL	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.	

Submitted by: M. J. J. J.  
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