

# Board of Trustees Meeting

Thu 09 February 2023, 09:00 - 11:00

## Agenda

09:00 - 09:01 **1. Welcome & Introductions**

1 min

Charles Janczewski

09:01 - 09:02 **2. Apologies for Absence**

1 min

Charles Janczewski

09:02 - 09:04 **3. Declarations of Interest**

2 min

Charles Janczewski

09:04 - 09:06 **4. Minutes of the Trustee Meeting held on 01 September 2022**

2 min


Charles Janczewski

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

09:06 - 09:08 **5. Action Log following meeting held on 01 September 2022**

2 min

Charles Janczewski

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

09:08 - 09:18 **6. Charitable Funds Annual Report and Accounts 2021/22**


10 min

Robert Mahoney / Audit Wales

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

 6 Approval of Charity Annual Report and Accounts 2021 - 22.pdf (4 pages)

 6a Health Charity\_Annual Report\_2021-2022.pdf (47 pages)

 6b CVUHB FHOT Audit enquiries letter 21-22.pdf (12 pages)

 6c CAV 021-22 Letter of Representation final.pdf (3 pages)

 6d Audit of Accounts Report CAV.pdf (21 pages)

09:18 - 09:20 **7. Chair's Action taken since last meeting**

2 min

Charles Janczewski

09:20 - 10:10 **8. Items for Review and Assurance**

50 min

Saunders Nathan  
08/02/2023 23:53:29

## 8.1. Health Charity Current Financial Position

*Robert Mahoney*

**15 minutes**

 8.1 Financial Position Report Trustee 9th February 2023 (1).pdf (7 pages)

## 8.2. Employee Wellbeing Service Bid Update - Verbal

*Rachel Gidman*

**15 minutes**

## 8.3. Our Health Meadow

*Catherine Phillips*

**15 minutes**


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

## 8.4. Chair's Reports:

*Akmal Hanuk*

i) Charitable Funds Committee – 06.12.22

**5 minutes**

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

10:10 - 10:20  
10 min


## 9. Items for Approval/Ratification

### 9.1. Fundraising Policy

*Catherine Phillips*

**5 minutes**

 9.1 Fundraising Policy 2023.pdf (2 pages)

 9.1a Fundraising Policy - January 2023.pdf (30 pages)

### 9.2. Chair of the Staff Lottery Panel - Verbal

*James Quance*

**5 minutes**

10:20 - 10:35  
15 min


## 10. Items for Noting and Information

### 10.1. Events Planner Update 2023/2024

*Joanne Brandon*

**5 minutes**

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

 10.1a Health Charity Events 2023 Engagement Level.pdf (1 pages)

### 10.2. Charitable Funds Strategy

*Joanne Brandon*

**10 minutes**

 10.2 BoT Health Charity Strategy.pdf (3 pages)

Saunders, Nathan  
08/02/2023 23:33:23

10:35 - 10:35  
0 min

## 11. Agenda for Private Board of Trustees Meeting:

### *i) Disposal of Rookwood Hospital (Commercially Sensitive)*

To consider a resolution that representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest [Section 1(2) Public Bodies (Admission to Meetings) Act 1960]

10:35 - 10:35  
0 min

## 12. Any Other Business

*Charles Janczewski*

10:35 - 10:35  
0 min

## 13. Review of the Meeting

10:35 - 10:35  
0 min

## 14. Date and time of next meeting

Thursday 20 April 2023 at 10am

Saunders, Nathan  
08/02/2023 23:33:29

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

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

<b>BT 22/09/001</b>	<b>Welcome &amp; Introductions</b>  The UHB Chair welcomed everyone to the meeting in English and Welsh.  	<b>Action</b>
<b>BT 22/09/002</b>  <div style="transform: rotate(-45deg); transform-origin: left bottom; font-size: small;">Saunders, Nathan 08/02/2023 23:33:29</div>	<b>Apologies for Absence</b>  Apologies for absence were noted.  The UHB Chair asked if the meeting was quorate.  The Director of Corporate Governance (DCG) responded that the meeting was short by one Executive Director but noted that the Executive Nurse Director had expressed they would attend later in the meeting. She added that the Interim	



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

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<p>Saunders, Nathan 08/02/2023 23:33:29</p>	<p>The IDDF advised the Trustees that the Health Charity would be required to “clean up” what had been committed financially because it had overcommitted funding and work would be required to put the information into one place.</p> <p>It was noted that the Fund brought forward in April 2022 was £8,988m and that since April, the Charity had received income of £278k against outgoing resources of £435k.</p> <p>It was noted that this meant that the Health Charity was in a sustained period where its resources seemed to be higher than its income and that if the data was extrapolated for the year, it would result in a cashflow shortage of around £600k.</p> <p>The IDDF advised the Trustees that the Finance team would work on a very detailed cash flow, which would be received by the Charitable Funds Committee (CFC) and the Board of Trustees in the future.</p> <p>The Vice Chair of the Health Board (Vice Chair UHB) highlighted the current cost of the living crisis and asked if that would have any impact on donations and if any contingencies were in place.</p> <p>The IDDF responded that the Health Charity’s income had been reasonably consistent as shown in the report and that the Charity received income from multiple sources, such as dividend income and legacy income which would not normally be affected by a cost of living crisis.</p> <p>He added that the day to day income of the Health Charity could be affected by the cost of living crisis and that it could be factored in whilst preparing cashflow forecasts.</p> <p>It was noted that the CFC had closed any further bids against the General Reserves as the Fund was in a negative position.</p> <p>The Independent Member – Capital &amp; Estates (IMCE) asked if the CFC did a cashflow projection when approving bids, She also asked did the investment entity provide any forecasts on fund performance as a short-term projection which could be helpful to the CFC when deliberating whether to approve/reject requests.</p> <p>The IDDF responded that at present there was no cashflow projection undertaken when approving bids. He added that work was now being undertaken around that which would be received by the CFC at its future meetings.</p> <p>It was noted that in terms of forecasts on fund performance, the advice received from the Fund Managers was comprehensive. The Fund Managers had presented to the CFC in June 2022 and had informed the CFC that that due to the current climate, they had moved into defensive stocks which should be stable and should protect against big value loss during the period.</p>	<p>IDDF</p> <p>IDDF</p>
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<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 08/02/2023 23:33:29</p>	<p>The Trustees were advised that the Fund balances had decreased by £0.547m to £8.441m.</p> <p>It was noted that of the closing fixed asset balance, £2.479m related to Rookwood Hospital, with the balance of £5.829m relating to the investment portfolio.</p> <p>The IDDF advised the Trustees that of the net current assets closing balance of £0.133m, £0.239m was supported with cash (which included the cash withdrawal of £0.350m from the investment portfolio), with the balance being net current liabilities of £0.106m.</p> <p>It was noted that the investment portfolio had started the financial year with a market value of £6.569m and that the value had decreased to £5.829m for the period ending June 2022. That figure had included the £0.350m cash withdrawal in May 2022.</p> <p>It was noted that this had resulted in a market value loss of £0.390m for the period ending June 2022 compared to the opening balance of £6.569m.</p> <p>In summary the value of the Charitable Fund has decreased by £0.547m in the current year to £8.441m. That decrease represented net expenditure of £0.157m and market value losses of £0.390m.</p> <p>The IDDF provided the Trustees with a Forecast Financial Position of the Charity's General Reserves and noted that whilst the Charity had a net worth of £8.441m, it was structured around undelegated and delegated funds where financial responsibility had been delegated to named fund holders and Heads of Service.</p> <p>He added that within those funds, there were general reserves with a negative value of (£0.083m) made up of the following:</p> <ul style="list-style-type: none"> <li>• Consolidated general reserve fund balance of £0.307m</li> <li>• Year to date investment losses of (£0.390m)</li> </ul> <p>It was noted that against those general reserves the Charity had approved a number of bids which had resulted in significant financial commitments which were assessed at being circa £1.031m and were summarised within the papers.</p> <p>It was noted that the general reserves were over committed by circa £1.114m and that a key driver for that was the year to date performance of the investment portfolio, which as mentioned, had achieved losses of £0.390m for the period ending June 2022.</p> <p>The Independent Member – Finance (IMF) asked when would it be necessary to instruct the Investment Managers to sell further investments.</p>	
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	<p>The IDDF responded it was anticipated that £350,000 would be required in the Autumn from investments and then the Finance team would make the “cash call” and would seek authorisation from the CFC.</p> <p>The UHB Chair advised the IDDF that the CFC and Trustees could benefit from having an overview of which commitments were due in the current financial year, how much was due in year two and how much was due in year three. That would allow the CFC and Trustees to look at how income could be generated against those commitments.</p> <p>The Director of Corporate Governance (DCG) advised the Trustees that she was concerned, from a governance perspective, as to how the Health Charity had got into the position of overcommitting funds. She added that had the IDDF not been in post, the CFC could have continued to overspend.</p> <p>She added that learning would be required to move forward and asked for assurance that it would not happen again.</p> <p>The IDDF responded that his team was undertaking work to get a clearer picture of the Health Charity’s commitments, and that assurance could be provided that the Charity would not get into that position again. The detailed cashflow information would help with that assurance.</p> <p>The UHB Chair noted that Trustees were ultimately responsible for how the Charity’s funds were managed and that assurance was required that the CFC was doing what it should be doing. He asked the IDDF to ensure the report was received by Trustees at each meeting.</p> <p>The IDDF advised Trustees that the Finance Charity team would continue to monitor dormant funds and would transfer to the General Reserves where appropriate and in line with the financial control procedure.</p> <p>It was noted that the next review was due to be concluded in September 2022 for the period ending March 2022.</p> <p>The IML noted that the recommendations stated that the Trustees note everything and asked if a more physical action would be required.</p> <p>The UHB Chair responded that a further action should be added to include that the Trustees would receive the financial report from the IDDF at every Trustee meeting.</p> <p><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> <li>d) The Health Charity Current Financial Position report would be received at every future Board of Trustee meeting.</li> </ul>	<p>IDDF</p> <p>IDDF</p>
BT 22/09/008	Employee Wellbeing Service Bid	

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<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 08/02/2023 23:33:29</p>	<p>The Employee Wellbeing Service (EWS) bid was received.</p> <p>The UHB Chair advised the Trustees that the Executive Director of Finance and the Director of Communications were not available to present the item and so the Head of Arts and the Health Charity (HAHC) would summarise the report.</p> <p>The HAHC advised the Trustees that the bid was being received as it required approval from the Trustees in line with the appropriate governance.</p> <p>It was noted that the bid for charitable funds for the EWS was noted by the CFC and had required submission to the Board of Trustees for consideration and endorsement.</p> <p>The UHB Chair noted that the report stated:</p> <p>“The EWS submitted a further application to the CFC on 7th December 2021, request extension of the funding for a further 2”.</p> <p>He asked what “a further 2” meant.</p> <p>The IDDF responded that it had meant to say “2 months” but noted that the funds would be to support the EWS until year end and to then consider the sustainable support for the service in the financial plan of the Health Board.</p> <p>The UHB Chair asked for the amendment to be made and then the paper to be recirculated to Trustees with further clarity.</p> <p>The Independent Member – Legal (IML) asked what the long term vision of the EWS was as he did not think that the Health Charity should be supplementing something that should be financed via Health Board core funds.</p> <p>The IDDF responded that the point was well made and it was difficult to judge within the margins of when charitable funds were suitable for staff wellbeing because there was the argument that the health and wellbeing of staff was something the Health Board should be doing for its staff.</p> <p>The UHB Chair advised the Trustees that as Chair of the Health Board he would not want the funding from the Charitable Funds to be going on for longer than it should. He added that although part of the Charitable Funds remit was staff wellbeing, getting the sustainability sorted out longer term would be required.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) advised the Trustees that the budget for 2023/2024 would need to be looked at to see what the Health Board could provide from its core budget to the EWS.</p> <p>The UHB Chair concluded that at the heart of the bid was the Health Board’s staff and they required support. He noted that the bid would require endorsement from the Trustees following the clarity which would be provided by the IDDF outside of the meeting and due to the meeting being inquorate.</p>	<p>IDDF/DC G</p>
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	<p><b>The Board of Trustee resolved that:</b></p> <p>a) The EWS bid for charitable funds was postponed for endorsement to the next Board of Trustees meeting, pending further clarity from the IDDF in relation to a point raised in the covering report.</p>	<b>IDDF/DC G</b>
<b>BT 22/09/009</b>	<p><b>Disposal of Rookwood Hospital</b></p> <p>The Disposal of Rookwood Hospital information was received.</p> <p>The EDTHS advised the Trustees that she had a discussion with the Executive Director of Finance to ascertain the position of where the Health Board was with the disposal of Rookwood Hospital.</p> <p>It was noted that the Director of Capital, Facilities &amp; Estates (DCFE) had been asked to have further discussions with the land agents about the potential to sell the whole Rookwood site as opposed to the half that had been previously looked at.</p> <p>It was noted that the DCFE was currently having those conversations and that any outcomes would be provided to the CFC in December and the Trustees in January with an options appraisal being required.</p> <p>The UHB Chair advised the Trustees that the expectations from the sale, and the monies gained had to be managed correctly because the monies needed to be used for a specific purpose.</p> <p><b>The Board of Trustee resolved that:</b></p> <p>a) The Disposal of Rookwood Hospital information was noted.</p>	<b>EDTHS/ DCFE</b>
<b>BT 22/09/010</b>	<p><b>Horatio's Garden Update</b></p> <p>The Horatio's Garden Update was received.</p> <p>The EDTHS advised the Trustee that Horatio's Garden was now open.</p> <p>It was noted that Horatio's Garden Wales was the first of its kind in Wales, and the stunning accessible garden space was for patients, staff and visitors to enjoy throughout the year.</p> <p>It was noted that to officially open the Garden, rugby legend, Sir Gareth Edwards, had visited and toured the green sanctuary, and had said;</p> <p><i>"I am thrilled that Wales has a Horatio's Garden. It will provide people with traumatic injuries a place to spend time in nature and provide a space away from the ward where they can enjoy time with family and friends. Spinal cord injury could happen to anyone, as known from experiences in the world of rugby, and the beautiful garden could provide some relief for people going through a very difficult time."</i></p> <p>The EDTHS advised the Trustees that there had been a few issues with regards to around honorary contracts and that work was being undertaken to address those issues. It was noted that wheelchair access was still an issue for some of the areas and that the same was being looked at as a matter of priority by the DCFC.</p>	

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

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

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

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

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

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Report Title:	<b>Charitable Funds Annual Report and Accounts 2021/22</b>			Agenda Item no.	<b>6</b>
Meeting:	<b>Board of Trustee Meeting</b>	Public	X	Meeting Date:	09.02.23
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	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:

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 Health Board exercises this responsibility through a Board of Trustees. The management of Charitable Funds is a delegated responsibility from the Board of Trustees to the Charitable Funds Committee.

The draft Cardiff and Vale Health Charity annual accounts were reviewed by the Audit and Assurance Committee at their 8<sup>th</sup> November 2022 meeting and were supported and endorsed subject to external audit review.

Neither the final audited version of the Annual Report or the ISA 260 report from Audit Wales have been reviewed by the Audit and Assurance Committee or the Charitable Funds Committee as the audit has only recently been completed and therefore these documents were not available in time for its last meeting.

The Board of Trustees are 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.

These documents are included as follows:

- Cardiff and Vale Health Charity Annual Report 2021/22 (incorporating the Final Accounts);
- The response given to the audit enquiries to those charged with governance and management;
- ISA 260 Audit Report (which includes the Letter of Representation).

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

The Board of Trustees are asked to approve the Health Charity Annual Report and associated documents. Assurance can 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 give a true and fair view;
- The Letter of Representation to be sent to Audit Wales;
- The response given to the audit enquiries to those charged with governance and management which has been endorsed by the Chair, Interim Chief Executive, Chair of the Charitable Funds Committee, Chair of the Audit and Assurance Committee, Director of Governance and Director of Finance.

The Auditor General is scheduled to certify the Annual Report incorporating the accounts on 10th February, subject to the Board of Trustees Meeting approval.

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

The Annual Report of the Charity has been prepared in accordance with recommended practice. These have been subject to external review by Audit Wales. Their assessment is detailed in the ISA 260 report which includes their opinion, findings and recommendations. This report concludes that the annual accounts shows a true and fair view for the financial year 2021/22.

During the course of the audit there were some misstatements and errors identified. The corrections made to the accounts are detailed in the ISA 260 report. Also contained in the ISA260 report and the Letter of Representation are details of four immaterial uncorrected misstatements.

The key points to note in the accounts are:

- 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. In the final accounts the Charity reclassified £739k of income from unrestricted to restricted categories and £13k from restricted to unrestricted categories. This complied with the Charities Statement of Recommended Practice (SORP – FRS102).

This necessitated a Prior Period Adjustment and a restatement of the funds brought forward increasing Restricted Funds and decreasing Un-Restricted Funds by £203k.

Note 2 has been added to the Accounts to specifically reference these adjustments.

The net value of transactions and funds held were not affected by these adjustments which were purely classification issues.

- The value of the Health Charity decreased by £0.159m in 2021/22 to £8.988m as a result of net expenditure above income and the growth in investments.

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## Recommendation:

The Board of Trustees is asked to:

- **CONSIDER** 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.
- **APPROVE** the Charity's Annual Report 2021/22, based on the assurances given and the recommendation of Audit Wales.
- **CONFIRM** the statement made in the Letter of Representation to the Auditors and recommend approval of this document.

## 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		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:

n/a

Safety:

n/a

Financial: Yes

Provides the financial record of the Charity's activities in 2021-22

Workforce:

n/a

Legal: Yes

Complies with the Charity's obligations under the Charities Act

Reputational: Yes

The Annual Report is a key report to publicise the Charity's activities during the year under review.	
Socio Economic: Yes/N	
n/a	
Equality and Health: Yes	
The Charity's activities seek to promote equality and health issues	
Decarbonisation:	
n/a	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

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08/02/2023 23:33:29



# Cardiff & Vale Health Charity Annual Report 2021 – 2022



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08/02/2023 13:29

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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](#).

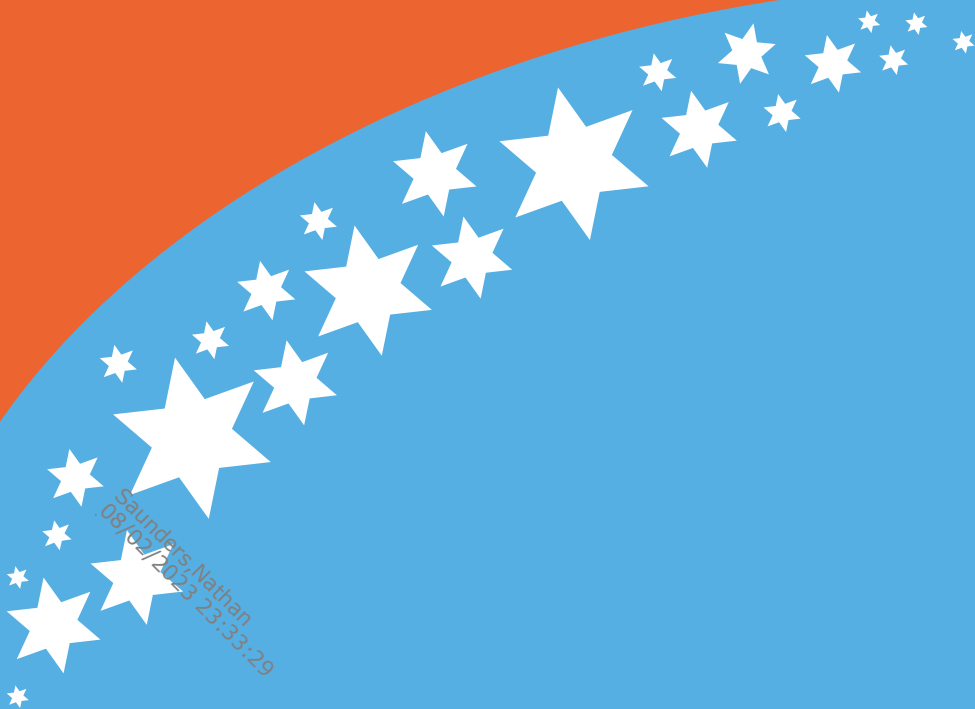
We continue to be amazed at the generosity of the general public, our long-standing supporters and Health Board staff, who, through their donations and fundraising enable the Health Charity to continue its mission to "raise, manage and distribute charitable funds in order to go above and beyond NHS services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



**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.

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.



**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.

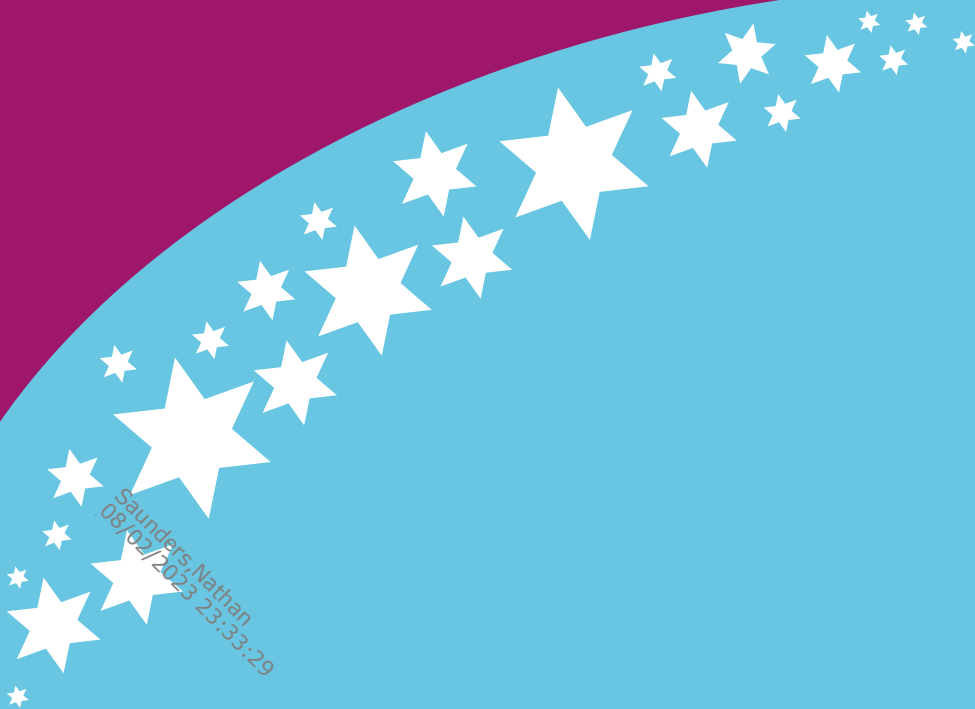
## Adult Cardiff Critical Care Unit, UHW

'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



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# 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.

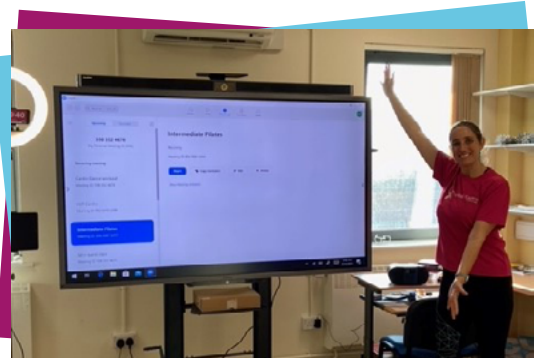
The purchase of garden furniture and plants created a more appealing environment, with both patients and staff reporting an improvement in their personal wellbeing.



**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 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.

## 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

### 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.

### 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 [Valehousing.support@poblgroup.co.uk](mailto:Valehousing.support@poblgroup.co.uk) or phone 01446 735444 9.07796229794



[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.



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."



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**



# 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

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

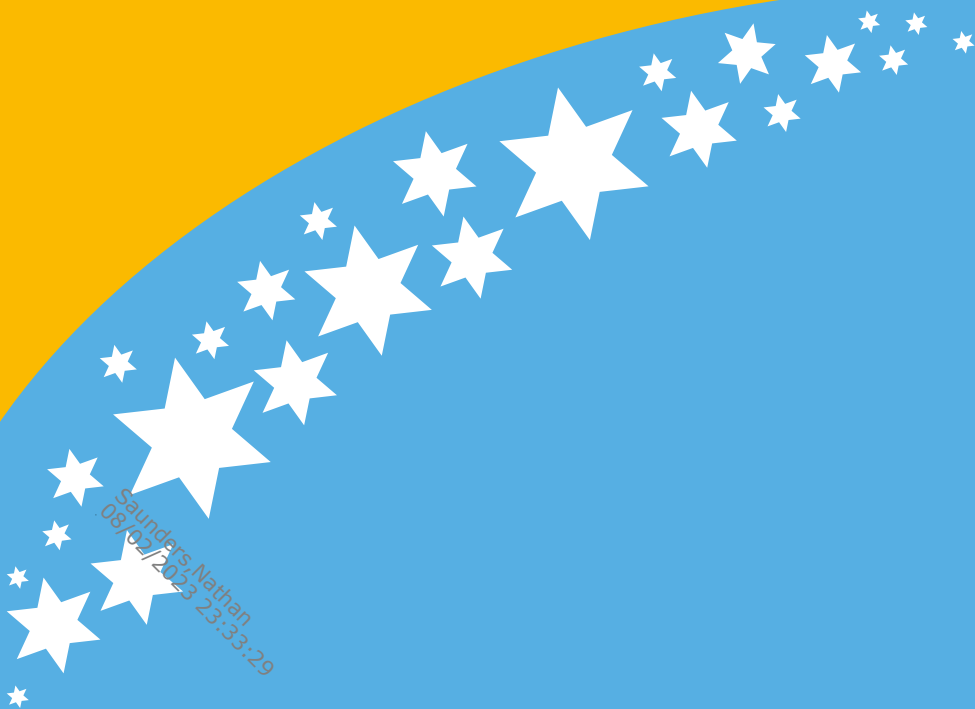
We have engaged with donors, fundraisers and healthcare colleagues, to evaluate our current position, optimise future fundraising opportunities and support the current and future charitable needs of healthcare and community services in Cardiff and the Vale of Glamorgan.

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.

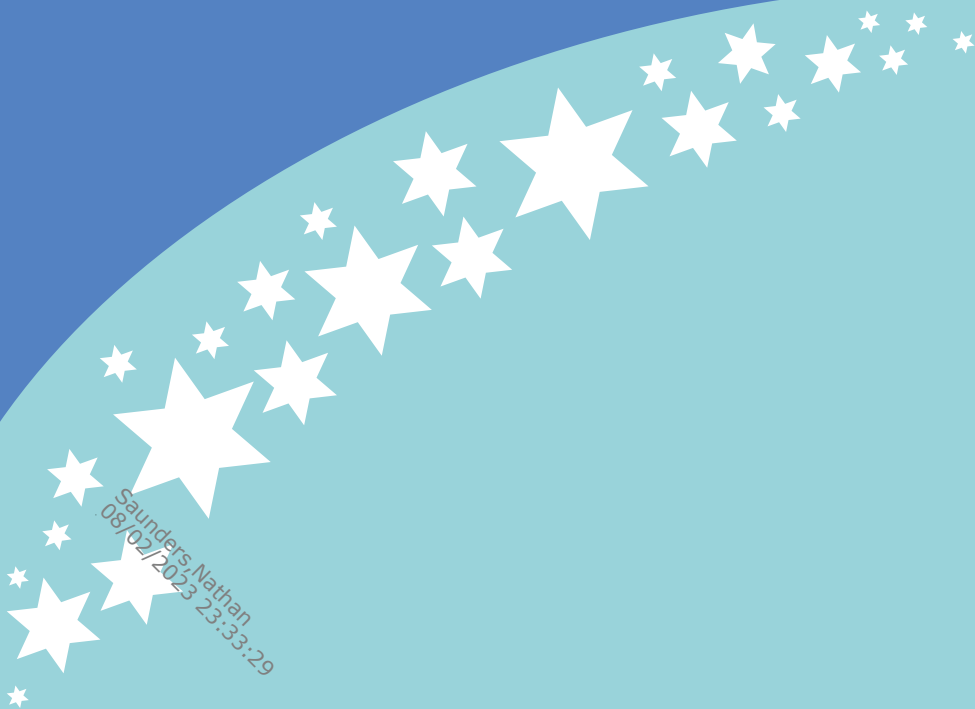
**Thank You for your support and generosity during 2021/22**

**'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



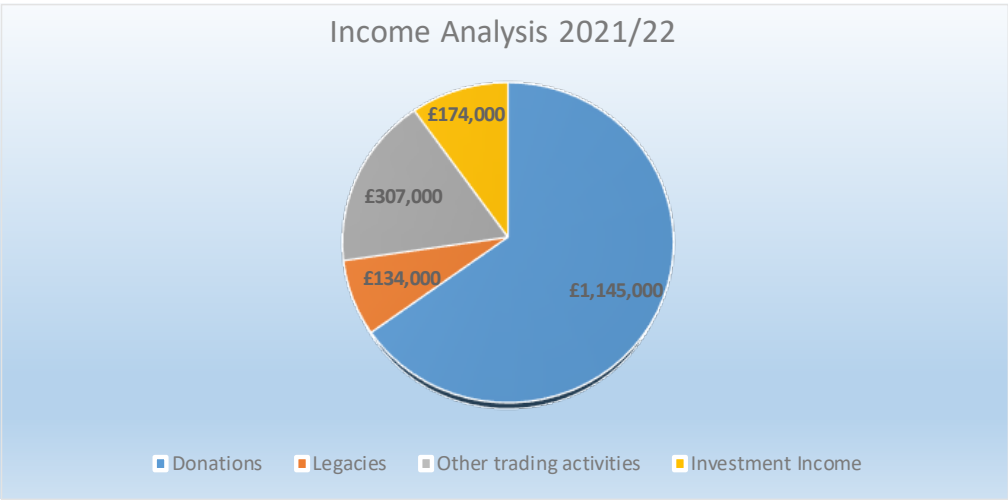
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Financial Achievements and Performance

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.

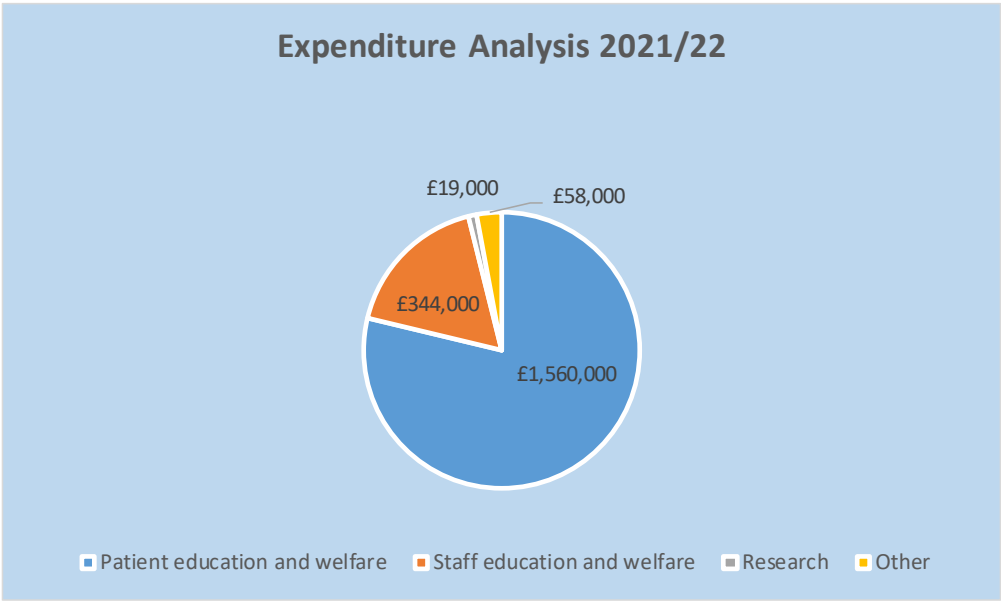
Investment Income (10% - £0.174m)

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>	<b>231</b>	<b>(21)</b>	<b>(226)</b>
Transfer between funds		5	(5)	0	0
<b>Net movement in funds</b>		<b>(431)</b>	<b>226</b>	<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>	<b>226</b>	<b>46</b>	<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	1,785
Other trading activities	4	1	266	0	267
Investments Income	5	103	43	1	147
<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	375
Charitable activities	7	1,512	475	22	2,009
<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

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

**Balance Sheet as at 31 March 2022**

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 31 March 2022	Total 31 March 2021 (Restated)
	Note	£000	£000	£000	£000	£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.....

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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

		Total Funds 2021-22 £000	Total Funds 2020-21 £000
Note			
<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	(1,662)	(1,130)
<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	<b>207</b>	<b>514</b>

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

	<b>Raising funds £000</b>	<b>Charitable activities £000</b>	<b>Total 2021-22 £000</b>	<b>Total 2020-21 £000</b>
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	<b>21</b>	<b>29</b>	<b>50</b>	<b>54</b>
Finance and administration		94	94	94
	<b>21</b>	<b>123</b>	<b>144</b>	<b>148</b>

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

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

### 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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13. Tangible fixed assets

	Freehold Land and Buildings 2021/22 £000	Freehold Land and Buildings 2020/21 £000
<b><u>Cost or valuation</u></b>		
Opening Balance	2,517	2,536
Additions	0	0
Revaluations	67	(19)
Disposals	0	0
Impairments	0	0
Closing Balance	<b>2,584</b>	<b>2,517</b>
<b><u>Accumulated depreciation</u></b>		
Opening Balance	81	60
Disposals	0	0
Revaluations	0	0
Impairments	0	0
Charge for year	24	21
Closing Balance	<b>105</b>	<b>81</b>
Opening NBV	<b>2,436</b>	<b>2,476</b>
Closing NBV	<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 31 March 2022 £000	Total 31 March 2021 £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 2022 £000	31 March 2021 £000
Cash at bank	207	514
	<b>207</b>	<b>514</b>

### 17. Analysis of liabilities

Creditors under 1 year	Total 31 March 2022 £000	Total 31 March 2021 £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

	Total 2021-22 £000	Total 2020-21 £000
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	(226)	684
<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)	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2022
	£000	£000	£000	£000	£000	£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)	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2022
	£000	£000	£000	£000	£000	£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)	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2022
	£000	£000	£000	£000	£000	£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	Income	Expenditure (Depreciation)	Transfers	Gains and losses	Balance 31 March 2022
	£000	£000	£000	£000	£000	£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>
	9,147	1,760	(2,437)	0	518	8,988

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

### **Additional Notes**

#### **21. Commitments**

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

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

### **Additional Notes**

#### **21. Commitments**

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

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:

	31 March 2022	25 January 2023
	£000	£000
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.....2023  
behalf of Financial Trustee

Signed..... On

Saunders,Nathan  
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**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  
.....2023

Saunders, Nathan  
08/02/2023 23:33:29

# **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

Saunders Nathan  
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## Appendix 1

### Matters in relation to fraud

International Standard for Auditing (UK and Ireland) 240 covers auditors' responsibilities relating to fraud in an audit of financial statements.

The primary responsibility to prevent and detect fraud rests with both management, and the trustees 'those charged with governance'. Management, with the oversight of the trustees, should ensure there is a strong emphasis on fraud prevention and deterrence and create a culture of honest and ethical behaviour, reinforced by active oversight by those charged with governance.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

### What are we required to do?

As part of our risk assessment procedures we are required to consider the risks of material misstatement due to fraud. This includes understanding the arrangements management has put in place in respect of fraud risks. The ISA views fraud as either:

- the intentional misappropriation of assets; or
- the intentional manipulation or misstatement of the financial statements.

We also need to understand how the trustees exercise oversight of management's processes. We are also required to make enquiries of both management and the trustees as to their knowledge of any actual, suspected or alleged fraud and for identifying and responding to the risks of fraud and the internal controls established to mitigate them.

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Question	2021-22 Response
<p>1. What is management's assessment of the risk that the financial statements may be materially misstated due to fraud and what are the principal reasons?</p>	<p>The assessed risk that the financial statements are materially misstated due to fraud is extremely low.</p> <p>Management are not aware of any fraud or potential fraud that would materially impact on the financial statements. This assessment is made on the basis of robust and comprehensive counter fraud and internal audit services.</p> <p>All potential fraud cases are rigorously investigated and pursued by the Health Board's counter fraud service.</p> <p>Internal Audit have also undertaken a review of charitable funds and the main financial systems from which the financial statements are prepared, as part of their 2021/22 audit plan.</p>
<p>2. What processes are employed to identify and respond to the risks of fraud more generally and specific risks of misstatement in the financial statements?</p> <p>Saunders Nathan 08/02/2023 23:33:29</p>	<p>The Health Board charity has a year-end accounts closure process which includes a management review which aims to mitigate against the risks of any financial misstatements.</p> <p>The Health Board's internal auditors also annually review the core fundamental financial systems upon which the financial statements are based.</p> <p>The risks round fraud are mitigated by a robust and well-resourced counter fraud programme.</p> <p>All senior staff in the Finance Department must be professionally qualified accountants whose professional institutes have strong code of conducts and professional ethics.</p> <p>Any deliberate mis-statements would breach this with very significant personal consequences.</p>

3. What arrangements are in place to report fraud issues and risks to the trustees?

At the start of the year, the Audit and Assurance Committee agrees a Counter Fraud Work Plan.

It then receives regular Counter Fraud progress reports at all of its normal business meetings. It also receives an annual counter fraud report which details the work that has been undertaken during the year, together with a Self-Risk Assessment that is required to be submitted to the NHS Counter Fraud Authority which measures the Health Board's level of counter fraud work against a set of agreed National Standards for NHS Bodies in relation to fraud, bribery and corruption.

4. How has management communicated expectations of ethical governance and standards of conduct and behaviour to all relevant parties, and when?

All staff have access to the Standards of Behaviours Framework Policy via the Intra and Internet plus this is included upon recruitment and at induction. Consultant Medical and Dental Staff are reminded of the need to declare interests etc, when completing their job plans. Board members/ are made aware of the policy on recruitment and are also prompted to complete a declaration on an annual basis.

This requires them to confirm that they have read and understood the policy. 'Declarations of Interest' is also a standing item on the agenda of all Board and Committee meetings.

In addition, the Standards of Behaviours Framework policy has been circulated across the Health Board via Internet, Intranet and Email communications.

These communications have highlighted the need to comply with the policy at key times of the year, including Christmas, during key sporting events and at the start of the new financial year.

This has been done to make sure that expectations of ethical governance and standards of conduct and behaviour are being communicated to all professional staff and not only to Medical and Dental staff.

Saunders Nathan  
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5. Are you aware of any instances of actual, suspected or alleged fraud since 1 April 2021?

All actual and suspected fraud is fully reported to the Audit and Assurance Committee at its regular business meeting in its private session via a counter fraud progress report. There were no actual or suspected frauds relating to Funds Held on Trust in 2021/22.

Saunders Nathan  
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Question	2021-22 Response
<p>1. How do the trustees exercise oversight of management's processes for identifying and responding to the risks of fraud within the audited body and the internal control that management has established to mitigate those risks?</p>	<p>The Board has delegated the review and monitoring of management processes for identifying and responding to fraud risks to the Audit and Assurance Committee.</p> <p>This monitoring is supported by the work of the Audit and Assurance Committee and by the internal audit and counter fraud services for which the Finance Director is the lead Executive Director.</p> <p>The Audit and Assurance Committee receives regular reports on counter fraud matters and on the adequacy of internal controls that exist within the Health Board and on the actions being taken to mitigate these risks.</p> <p>The Chair of the Audit and Assurance Committee is an Independent Member of the Board and reports back to the Health Board on these matters and the minutes of both the public and private meetings of the Audit and Assurance Committee are included in the meeting papers of the Board in its public and private meetings.</p>
<p>2. Are you aware of any instances of actual, suspected or alleged fraud since 1 April 2021?</p>	<p>No, as part of their private meetings, the Board receives minutes from the private meeting of the Audit Committee, which includes any significant points highlighted in the Counter Fraud Progress Reports. There has been no suspected or actual fraud relating to funds held on Trust in 2021/22.</p>

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## Appendix 2

### Matters in relation to laws and regulations

International Standard for Auditing (UK and Ireland) 250 covers auditors' responsibilities to consider the impact of laws and regulations in an audit of financial statements.

Management, with the oversight of those charged with governance, the trustees are responsible for ensuring that the Fund's operations are conducted in accordance with laws and regulations, including compliance with those that determine the reported amounts and disclosures in the financial statements.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. The ISA distinguishes two different categories of laws and regulations:

- laws and regulations that have a direct effect on determining material amounts and disclosures in the financial statements; and
- other laws and regulations where compliance may be fundamental to the continuance of operations, or to avoid material penalties.

### What are we required to do?

As part of our risk assessment procedures we are required to make inquiries of management and the trustees as to whether the Fund is in compliance with relevant laws and regulations. Where we become aware of information of non-compliance or suspected non-compliance, we need to gain an understanding of the non-compliance and the possible effect on the financial statements.

Saunders Nathan  
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Question	2021-22 Response
1. How have you gained assurance that all relevant laws and regulations have been complied with?	Assurances are gained via the Charitable Funds Committee where these issues are discussed. The Charity has also issued detailed guidance as to what expenditure is appropriate to be funded from the charity and this has been subject to legal review.
2. Have there been any instances of non-compliance or suspected non-compliance with relevant laws and regulations since 1 April 2021, or earlier with an ongoing impact on the 2021-22 financial statements?	There have been no instances of non-compliance or suspected non-compliance with relevant laws and regulations relating to the Funds Held on Trust during this period.
3. Are there any potential litigations or claims that would affect the financial statements?	Management is not aware of any potential litigations or claims that would affect the financial statements.
4. Have there been any reports from other regulatory bodies, which indicate non-compliance?	No such reports have been received.

Question	2021-22 Response
1. How do trustees, in their role as those charged with governance, obtain assurance that all relevant laws and regulations have been complied with?	Assurances are gained via the Charitable Funds Committee and other appropriate Board Committees where these issues are discussed.
2. Are you aware of any instances of non-compliance with relevant laws and regulations?	No

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## Appendix 3

### Matters in relation to related parties

International Standard for Auditing (UK and Ireland) 550 covers auditors' responsibilities relating to related party relationships and transactions.

The nature of related party relationships and transactions may, in some circumstances, give rise to higher risks of material misstatement of the financial statements than transactions with unrelated parties.

Because related parties are not independent of each other, many financial reporting frameworks establish specific accounting and disclosure requirements for related party relationships, transactions and balances to enable users of the financial statements to understand their nature and actual or potential effects on the financial statements. An understanding of the entity's related party relationships and transactions is relevant to the auditor's evaluation of whether one or more fraud risk factors are present as required by ISA (UK and Ireland) 240, because fraud may be more easily committed through related parties.

### What are we required to do?

As part of our risk assessment procedures, we are required to perform audit procedures to identify, assess and respond to the risks of material misstatement arising from the entity's failure to appropriately account for or disclose related party relationships, transactions or balances in accordance with the requirements of the framework.

Saunders Nathan  
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Question	2021-22 Response
<p>1. Confirm that you have disclosed to the auditor:</p> <ul style="list-style-type: none"> <li>– the identity of any related parties, including changes from the prior period;</li> <li>– the nature of the relationships with these related parties; and</li> <li>– details of any transactions with these related parties entered into during the period, including the type and purpose of the transactions.</li> </ul>	<p>Yes, these are all disclosed to the auditor.</p>
<p>2. What controls are in place to identify, authorise, approve, account for and disclose related party transactions and relationships?</p>	<p>Staff are required to make declarations in accordance with the Standards of Behaviour Framework Policy, incorporating Gifts, Hospitality and Sponsorship.</p> <p>All Board members / Trustees are asked to make a declaration on an annual basis, which is then recorded and published in the Declarations of Board Members' Interests.</p> <p>Where a Board Member's interests change during the year, they have a personal responsibility to declare this and inform the Board Secretary.</p>

Saunders Nathan  
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These related party transactions are identified in the Charity's Annual Report 2021/22. For all Committees and the Board, including the Trustee and Charitable Funds Committee meetings, there is a standing agenda item at the beginning of each meeting called 'Declaration of Interest' in relation to items on the agenda.

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Question	2021-22 Response
<p>1. How do the trustees, in their role as those charged with governance, exercise oversight of management's processes to identify, authorise, approve, account for and disclose related party transactions and relationships?</p>	<p>The Audit and Assurance Committee receives reports at each Committee meeting relating to compliance with the policy and the Gifts, Hospitality and Sponsorship Register.</p> <p>The Charitable Funds Committee also scrutinises the Annual Accounts which contain details of related party transactions.</p>

Saunders Nathan  
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GIG  
CYMRU  
NHS  
WALES

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

Woodland House  
Maes-y-Coed Road  
Cardiff  
CF14 4HH

Ty Coedtir  
Ffordd Maes-y-Coed  
Caerdydd  
CF14 4HH

Eich cyf/Your ref:  
Ein cyf/Our ref:  
Welsh Health Telephone Network:  
Direct Line/Llinell uniongychol:

## Letter of Representation

Auditor General for Wales

Audit Wales

24 Cathedral Road

Cardiff

CF11 9LJ

9 February 2023

## Representations regarding the 2021-22 financial statements

This letter is provided in connection with your audit of the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2022 for the purpose of expressing an opinion on their truth and fairness and their proper preparation. We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

## Management representations

### Responsibilities

We have fulfilled our responsibilities for:

- The preparation of the financial statements in accordance with legislative requirements and the Charities Act 2011; in particular the financial statements give a true and fair view in accordance therewith.
- The design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

## Information provided

We have provided you with:

- Full access to:

Saunders Nathan  
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Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwyrd Iechyd Lleol Prifysgol Caerdydd a'r Fro  
Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board

Croesawir y Bwrdd ohebiaeth yn Gymraeg neu Saesneg. Sicrhawn byddwn yn cyfathrebu â chi yn eich dewis iaith. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi  
The Board welcomes correspondence in Welsh or English. We will ensure that we will communicate in your chosen language. Correspondence in Welsh will not lead to a delay



- all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - Our knowledge of fraud or suspected fraud that we are aware of and that affects Cardiff and Vale University Local Health Board Charity and involves:
    - management;
    - employees who have significant roles in internal control; or
    - others where the fraud could have a material effect on the financial statements.
  - Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
  - Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
  - The identity of all related parties and all the related party relationships and transactions of which we are aware.

## Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions. The effect of the four uncorrected misstatements identified during the audit is not material, individually and collectively, to the financial statements taken as a whole. They are:

the overstatement of 'other creditors' and associated expenditure by £1,090;



Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwyrd Iechyd Lleol Prifysgol Caerdydd a'r Fro  
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The Board welcomes correspondence in Welsh or English. We will ensure that we will communicate in your chosen language. Correspondence in Welsh will not lead to a delay

- the understatement of 'other creditors and associated expenditure by £2,088;
- the overstatement of 'accruals' by £1,294; and
- the understatement of the value of land and buildings by £11,892.

We are satisfied that officers have not corrected the misstatement because the net value of these adjustments is immaterial.

## Representations by those charged with governance

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Trustee Members on 9 February 2023.

We confirm that we have taken all the steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

**Signed by:**

**Signed by:**

**Chief Executive**

**Trustee Chair**

**9 February 2023**

**9 February 2023**

Saunders, Nathan  
08/02/2023 23:33:29

Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwyrd Iechyd Lleol Prifysgol Caerdydd a'r Fro  
Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board

Croesawir y Bwrdd ohebiaeth yn Gymraeg neu Saesneg. Sicrhawn byddwn yn cyfathrebu â chi yn eich dewis iaith. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi  
The Board welcomes correspondence in Welsh or English. We will ensure that we will communicate in your chosen language. Correspondence in Welsh will not lead to a delay



## Audit of Accounts Report – Cardiff and Vale University Local Health Board Charity

Audit year: 2021-22

Date issued: February 2023

Document reference: 3307A2023

Saunders, Nathan  
08/02/2023 23:33:29

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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# Contents

We intend to issue an unqualified audit report on your audited annual report and financial statements. There are some issues to report to you before you consider whether to approve the audited document.

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# Audit of Accounts Report

## Introduction

- 1 This report summarises the main findings from our audit of your 2021-22 annual report and financial statements. We have already discussed these issues with the relevant officers.
- 2 Auditors can never give complete assurance that financial statements are correctly stated. Instead, we work to a level of 'materiality'. This level of materiality is set to try to identify and correct misstatements that might otherwise cause a user of the financial statements into being misled. We set materiality at £48,000 for this year's audit.
- 3 Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and reporting sensitivity. We consider the disclosure of related party transactions and balances to be material by nature and we therefore set a lower materiality, at £5,000.
- 4 In our professional view, we have complied with the ethical standards that apply to our work. We remain independent of yourselves, and our objectivity has not been compromised in any way. There are no relationships between us and officers and yourselves, which we believe could undermine our objectivity and independence.

## Proposed audit opinion

- 5 We intend to issue an unqualified audit opinion on this year's financial statements once you have provided us with a Letter of Representation based on that set out in **Appendix 1**. The Letter of Representation contains certain confirmations we are required to obtain from you under auditing standards.
- 6 We issue a 'qualified' audit opinion where we have material concerns about some aspects of your financial statements. Otherwise, we issue an unqualified opinion. Our proposed audit report with the unqualified audit opinion is set out in **Appendix 2**.

## Significant issues arising from the audit

### Uncorrected misstatements

- 7 We identified four non-trivial misstatements, which we discussed with management but remain uncorrected. We do not consider them, individually and collectively, to be material.

8 The uncorrected misstatements are:

- the overstatement of 'other creditors' and the associated expenditure by £1,090, because a credit note was not considered when calculating the year-end liability;
- the understatement of 'other creditors' and the associated expenditure by £2,088 because while the goods were invoice and received in 2021-22, they were not identified as a year-end liability;
- the overstatement of 'accruals' by £1,294, which related to purchase order accruals and had incorrectly included VAT; and
- the understated value of land and buildings by £11,892, because a valuation indexation of 5% was applied instead of the correct 7% (as advised by the District Valuer in March 2022).

9 Your decision not to amend the misstatements set out above is covered within the proposed letter of representation at **Appendix 1**.

## Corrected misstatements

10 We have set out the main corrected misstatements in **Appendix 3**.

11 We identified a number of classification misstatements relating to grant and donation income, particularly grant income. The underlying issue is that many of the grants with prescribed terms and conditions had been incorrectly identified as unrestricted, rather than restricted. Some of the misstatements also affected prior financial years. The matter required considerable extended work by officers and us; to analyse relevant data, and then review and test a large number of cases. This work resulted in the agreed corrections that are set out within **Appendix 3**.

12 Where practicable, prior-year brought forward figures were also corrected and restated. However, as described in Note 2 to the financial statements, we established, with officers, that it is impracticable to determine some of the prior-year restatements.

## Recommendations

13 We have set out three key findings and recommendations, with management's responses, at **Appendix 4**. One of the recommendations relates to the matter covered at paragraphs 11 and 12.

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# Appendix 1

## Letter of Representation

Auditor General for Wales

Audit Wales

24 Cathedral Road

Cardiff

CF11 9LJ

9 February 2023

## Representations regarding the 2021-22 financial statements

This letter is provided in connection with your audit of the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2022 for the purpose of expressing an opinion on their truth and fairness and their proper preparation. We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

## Management representations

### Responsibilities

We have fulfilled our responsibilities for:

- The preparation of the financial statements in accordance with legislative requirements and the Charities Act 2011; in particular the financial statements give a true and fair view in accordance therewith.
- The design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

## Information provided

We have provided you with:

- Full access to:
  - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;

- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- Our knowledge of fraud or suspected fraud that we are aware of and that affects Cardiff and Vale University Local Health Board Charity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
- Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- The identity of all related parties and all the related party relationships and transactions of which we are aware.

## Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions. The effect of the four uncorrected misstatements identified during the audit is not material, individually and collectively, to the financial statements taken as a whole. They are:

- the overstatement of 'other creditors' and associated expenditure by £1,090;
- the understatement of 'other creditors and associated expenditure by £2,088;
- the overstatement of 'accruals' by £1,294; and
- the understatement of the value of land and buildings by £11,892.

We are satisfied that officers have not corrected the misstatement because the net value of these adjustments is immaterial.

## Representations by those charged with governance

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Trustee Members on 9 February 2023.

We confirm that we have taken all the steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

**Signed by:**

**Signed by:**

**Chief Executive**

**Trustee Chair**

**9 February 2023**

**9 February 2023**

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# Appendix 2

## 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 2022 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 2022 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)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. 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

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the trustee with respect to going concern are described in the relevant sections of this report.

## 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 contained within the annual report. 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.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

### 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 trustee's 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 xx, 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.

My procedures included the following:

- Enquiring of management, the Cardiff and Vale University Local Health Board Charity's head of internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to Cardiff and Vale University Local Health Board Charity's policies and procedures concerned with:
  - Identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;

- detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
- the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition, posting of unusual journals; and
- Obtaining an understanding of Cardiff and Vale University Local Health Board Charity's framework of authority as well as other legal and regulatory frameworks that the Cardiff and Vale University Local Health Board Charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff and Vale University Local Health Board Charity.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management and those charged with governance about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Cardiff and Vale University Local Health Board Charity's controls, and the nature, timing and extent of the audit procedures performed.

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 February 2023**

**24 Cathedral Road**  
**Cardiff**  
**CF11 9LJ**

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# Appendix 3

## Summary of corrections made

We identified the following misstatements, which have been corrected by management and we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

Exhibit 1: summary of corrections made

Value of correction	Nature of correction	Reason for correction
£726,335	<u>Statement of Financial Activities (SOFA)</u> <ul style="list-style-type: none"><li>Decrease unrestricted donations Income by £726,335</li><li>Increase restricted donations Income by £726,335</li></ul>	To correct the classification of restricted and unrestricted grants and donation income and associated expenditure as per Section 5.6 of the Charities SORP (FRS 102).
£572,568	<ul style="list-style-type: none"><li>Decrease Unrestricted expenditure on charitable activities by £572,568</li><li>Increase Restricted expenditure on charitable activities by £572,568</li></ul>	Adjustments included the restatement of the prior year's brought forward restricted and unrestricted reserves as at 1 April 2021.
£202,918	<ul style="list-style-type: none"><li>Decrease unrestricted total funds brought forward as at 1 April 2021 by £202,918</li><li>Increase restricted total Funds brought forward as at 1 April 2021 by £202,918</li></ul>	These adjustments also impacted investments and Reserves in the Balance Sheet.
£356,685	<u>Balance Sheet</u> <ul style="list-style-type: none"><li>Increase restricted investments by £356,685</li><li>Decrease unrestricted Investments by £356,685</li></ul>	

Value of correction	Nature of correction	Reason for correction
	<ul style="list-style-type: none"> <li>• Increase restricted reserves by £356,685</li> <li>• Decrease unrestricted reserves by £356,685</li> </ul> <p>Adjustments to Notes 20b and 20c were adjusted to reflect the above amendments and Note 2 has been added to explain the prior period adjustment.</p>	
5,657,000	<p><u>Note 22 Post Balance Sheet Events</u></p> <p>Fair value of Investments as at 25 January 2023 of £5,657,000 added to the note.</p>	Adjustment made to take into consideration latest available information prior to certification.
£47,000	<p><u>Note 20 Commitments</u></p> <p>Increase the funding commitment for Neurological Gardens by £47,000.</p>	The funding commitment was understated by £47,000.

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# Appendix 4

## Recommendations

Exhibits 2 to 4 set out our recommendations and management’s responses. We will review the actions taken by management as part of next year’s audit.

Exhibit 2: matter arising 1

Misclassification of grant income between restricted and unrestricted funds.	
Findings	<p>As reported at paragraphs 11 and 12 and in Appendix 3, a material correction was needed to the draft accounts to correct material misclassifications of grants and donation income between restricted and unrestricted funds.</p> <p>We established that some of the classifications did not comply with the relevant accounting guidance. The misclassifications relate mostly to the Charity’s grant income, much of which had been incorrectly classified as unrestricted income for grants that had been provided for a specific purpose.</p>
Recommendation	<p>The Charity should produce and issue clear guidance for all officers and trustee members who are involved in deciding the classification of grant and donation income.</p>
Accepted in full by management	<p>Accepted.</p>
Management response	<p>Income of a significant nature will be assessed to determine whether it should be considered as restricted or non-restricted.</p>
Implementation date	<p>March to July Accounts preparation period.</p>

Exhibit 3: matter arising 2

Incomplete declarations by three trustee members	
Findings	<p>We found that three Members had submitted incomplete related party declarations.</p> <p>The omissions did not affect the related party disclosures (Note 3 within the account) because, once checked, we established that there were no 2021-22 transactions and balances relating to the omitted declarations.</p>
Recommendation	<p>The Charity should ensure that any additional related parties identified during the Health Board’s main accounts’ audit are taken into consideration during production of the Charity accounts. This will help to ensure completeness of related party transactions.</p>
Accepted in full by management	<p>Accepted.</p>
Management response	<p>The appropriate checks will be built into the 2022-23 Accounts Plan.</p>
Implementation date	<p>March to July Accounts preparation period.</p>

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#### Exhibit 4: matter arising 3

Review of accruals raised on purchase orders	
<b>Findings</b>	<p>We found that many of the Charity's purchase-order (PO) accruals as at 31 March 2022 are more than a year old. The purchase-order accruals at 31 March 2022 totalled £23,278, of which £14,655 had been raised before 31 December 2021.</p> <p>In the past we have found that goods and services can be received and paid for, but not be matched to the relevant PO-accrual. This circumstance tends to result in a double charge to expenditure: firstly, when a PO-accrual is created; and thereafter when payment is made but is not match to the relevant PO-accrual.</p>
<b>Recommendation</b>	<p>The Charity should review all its PO-accruals to ensure that they are still a valid liability. Such a review is particularly important for each financial year-end.</p>
<b>Accepted in full by management</b>	<p>Accepted.</p>
<b>Management response</b>	<p>A review will be carried out within the 2022-23 Accounts programme.</p>
<b>Implementation date</b>	<p>March to July Accounts preparation period.</p>

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We welcome correspondence and  
telephone calls in Welsh and English. Rydym

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Sunders, Nathan



yn croesawu gohebiaeth a galwadau ffôn yn  
Gymraeg a Saesneg.

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Report Title:	<b>Charitable Funds Financial Position Report for the Period Ended 31<sup>st</sup> October 2022.</b>			Agenda Item no.	8.1
Meeting:	<b>Board of Trustee Meeting</b>	Public	X	Meeting Date:	09.02.23
		Private			
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	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 Board of Trustee has delegated authority to oversee the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity for the period April 2022 to the period 31<sup>st</sup> October 2022.
- Assess the forecast financial position of the Charity against commitments already made.

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

There are three key issues to bring to the attention of the Trustees. These are:

- The value of the Charitable Funds decreased by **£0.875m** for the period ending 31<sup>st</sup> October 2022.
- The stock market remains volatile with cumulative losses currently standing at **£0.443m** for the period ending 31<sup>st</sup> October 2022;
- General Reserves are currently overcommitted against outstanding approvals to the value of **£1.205m**

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

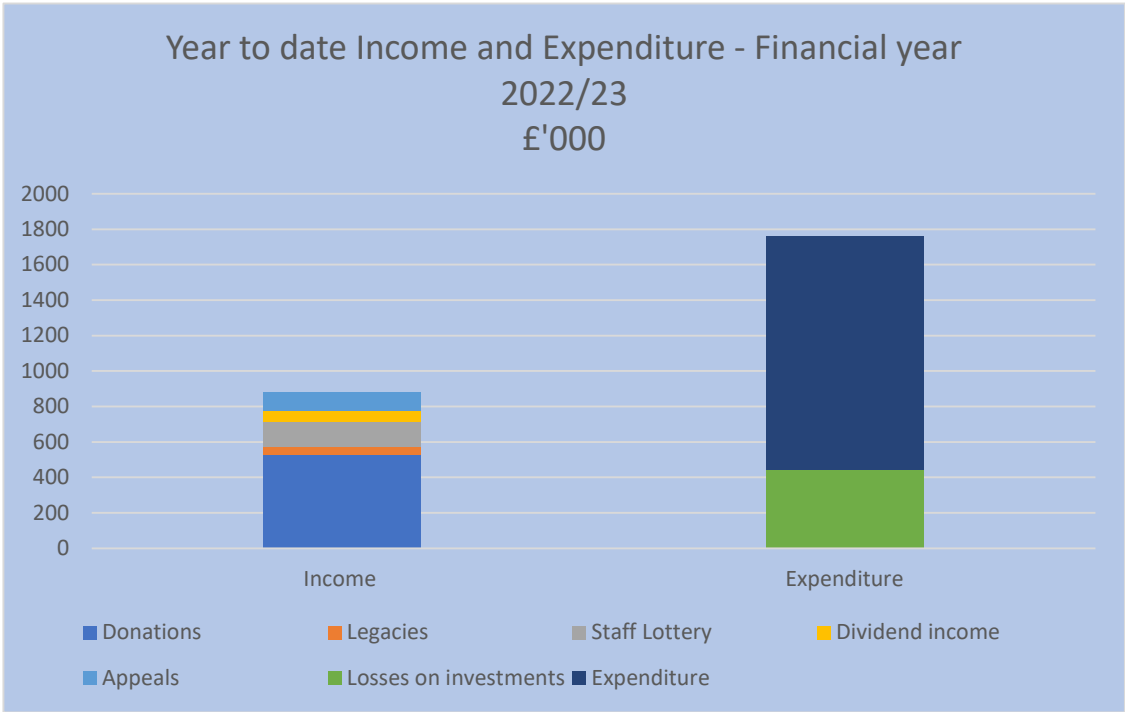
#### Financial Performance for 31<sup>st</sup> October 2022

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> October 2022.**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2022</b>	<b>4,680</b>	<b>1,784</b>	<b>2,524</b>	<b>8,988</b>
Total Income Resources	623	260	0	883
Total Resources Expended	-1,055	-260	0	-1,315
<b>Net Incoming/( Outgoing) Resources</b>	<b>-432</b>	<b>0</b>	<b>0</b>	<b>-432</b>
<b>Gains / ( Losses) on Investment Assets</b>	<b>-440</b>	<b>0</b>	<b>-3</b>	<b>-443</b>
<b>Fund Balances carried forward October 2022</b>	<b>3,808</b>	<b>1,784</b>	<b>2,521</b>	<b>8,113</b>
<b>Net Movement in Funds</b>	<b>-872</b>	<b>0</b>	<b>-3</b>	<b>-875</b>

Table 1 shows the Charity generated £0.883m of income and spent £1.315m for the first seven months of the financial year. This has resulted in net expenditure of £0.432m. In addition, the charity also had market value loss on its investments of £0.443m for the period compared to the April 2022 valuation. The combined effect of these results is a net decrease in fund balances for the period ending October 2022 of £0.875m. This is shown in the following chart.



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

Table 2: Schedule of Income for the period to 31<sup>st</sup> October 2022

Income	Unrestricted	Restricted	Total		21/22 To October	20/21 To October
	£000	£000	£000		£000	£000
Legacies	45		45		13	3
Donations	527	1	528		494	1,219
Staff Lottery		141	141		138	125
Appeals		107	107		15	40
Dividend Income	50	12	62		82	70
Total Income	622	261	883		742	1,457

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

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

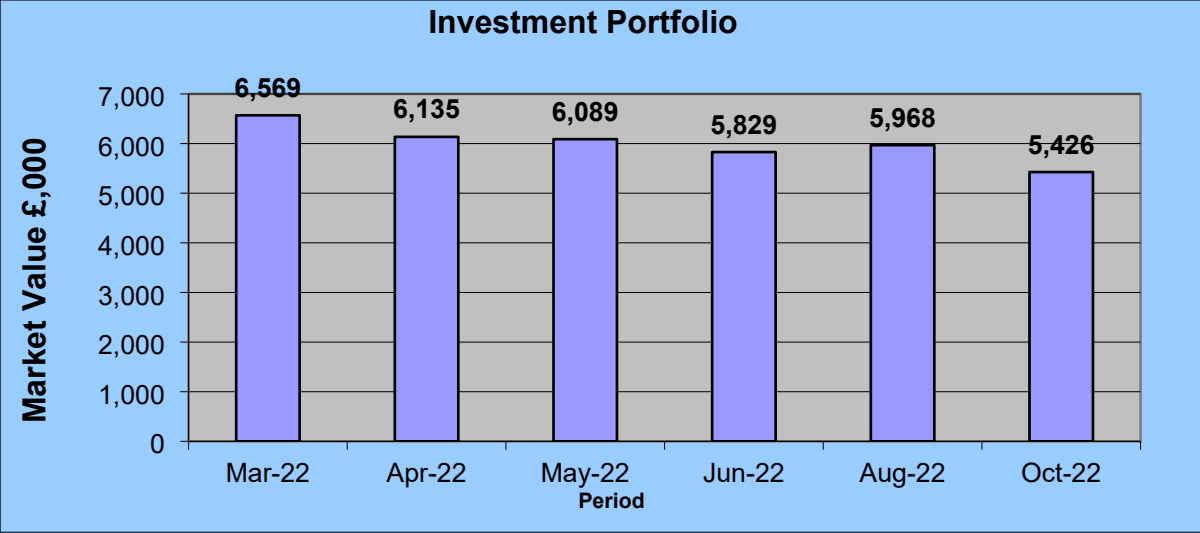
Table 3: Summary Balance Sheet as at 31<sup>st</sup> October 2022

	Opening Balance £000 01.04.22	Closing Balance £000 31.10.22
<b>Fixed Assets</b>		
Investment Portfolio	6,569	5,426
Rookwood Hospital	2,479	2,479
Net Current Assets / Liabilities	-60	208
<b>Total Net Assets</b>	<b>8,988</b>	<b>8,113</b>
Unrestricted Funds	4,680	3,808
Restricted Funds	1,784	1,784
Endowment Funds	2,524	2,521
<b>Total Funds</b>	<b>8,988</b>	<b>8,113</b>

The fund balances have decreased by £0.875m in the period to £8.113m. Of the closing fixed asset balance, £2.479m relates to Rookwood Hospital with the balance of £5.426m relating to the investment portfolio. Of the net current assets closing balance of £0.208m, some £0.622m is supported with cash (with the balance being net current liabilities of £0.414m).

The following graph shows the investment portfolio’s performance from April 2022 to October 2022.

Table 4: Summary of Investment Portfolio Performance



The investment portfolio started the financial year with a market value of £6.569m. The value has decreased to £5.426m for the period ending October 2022, which includes two cash withdrawals totaling £0.700m in the current financial year and resulted in a market value loss of £0.443m for the period ending October 2022 compared to the opening balance of £6.569m.

In summary the value of the Charitable Funds has decreased by £0.875m in the current year to £8.113m. This decrease represents net expenditure of £0.432m and market value losses of £0.443m.

## Table 5 – Cashflow Forecast

The cashflow forecast below provides an estimate of the cashflow projections from 1<sup>st</sup> November – 31<sup>st</sup> 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.

### Cardiff and Vale Health Charity Cash Flow Forecast

	Dec-22	Jan-23	Feb-23	Mar-23
<b>Brought forward balance</b>	<b>699,541.51</b>	<b>566,150.59</b>	<b>302,150.59</b>	<b>269,333.17</b>
	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>
<b><u>Receipts</u></b>				
Other Donations	31,000.00	31,000.00	31,000.00	31,000.00
JustGiving	10,000.00	10,000.00	10,000.00	10,000.00
Fundraising	10,000.00	10,000.00	10,000.00	10,000.00
NHS Charities				
Staff Lottery	23,000.00	23,000.00	23,000.00	23,000.00
Rathbone Div Income		35,000.00		
Rathbone Cash Tfr				
Food Sense Wales			40,000.00	
Legacies (est)				
<b>Total Receipts</b>	<b>74,000.00</b>	<b>109,000.00</b>	<b>114,000.00</b>	<b>74,000.00</b>
<b><u>Payments</u></b>				
Other Creditors	-10,000.00	-10,000.00	-10,000.00	-10,000.00
Cardiff and Vale	-20,000.00	-20,000.00	-20,000.00	-20,000.00
Food Sense Wales	-35,000.00	-35,000.00	-35,000.00	-35,000.00
Trade Creditors	-40,000.00	-40,000.00	-40,000.00	-40,000.00
C&V Employees Wellbeing		-194,000.00		
C&V Quarterly Salary Recharges ( Admin)	-23,573.10			-23,573.10
C&V Quarterly Salary Recharges ( Audit)	-4,817.82		-4,817.42	-14,817.82
C&V Quarterly Salary Recharges ( Fundraising Recharges)	-74,000.00	-74,000.00	-37,000.00	-37,000.00
<b>Total Payments</b>	<b>-207,390.92</b>	<b>-373,000.00</b>	<b>-146,817.42</b>	<b>-180,390.92</b>
<b>Closing balance</b>	<b>566,150.59</b>	<b>302,150.59</b>	<b>269,333.17</b>	<b>162,942.25</b>

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

Whilst the charity has a net worth of £8.113m, 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 (£0.460m) made up of the following:

- Consolidated general reserve fund balance of £0.017m
- Year to date investment losses of (£0.443m);

Against these general reserves the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa £0.745m and are summarised below

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

Commitments	Approved £ £'000	Outstanding £ £'000	Comment
UHB Transport Solutions	392	62	
Staff Recognition Awards	20	20	£5k per year - 4 years outstanding
Cost of Fundraising Team 2022/23	495	164	Full year £407 ( net of recharge) less £243k 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	9	
Welsh Transplant Team	40	40	Up to 8k per year for 5 years
Neurological Gardens	192	145	Neuro garden costs
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Courtesy Car UHL	33	20	Commencement of scheme following Covid -19 pandemic
Improving the environment of the Wellbeing Service	60	60	
Innovation collision space to support our people and culture	24	24	
Employee Wellbeing Service	195	107	
<b>Total</b>	<b>1,470</b>	<b>745</b>	

This means that general reserves are over committed by circa £1.205m. A key driver for this is the year to date performance of the investment portfolio, which has achieved losses of £0.443m for the period ending October 2022.

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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 be concluded in January 2023 for the period ending March 2022.

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

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

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

## Recommendation

The Board of Trustees 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:

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

*Please tick as relevant*

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

## Five Ways of Working (Sustainable Development Principles) considered

*Please tick as relevant*

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

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

Risk: Yes/No

n/a

Safety: Yes/No

n/a

Financial: Yes/No

n/a

Workforce: Yes/No	
n/a	
Legal: Yes/No	
n/a	
Reputational: Yes/No	
n/a	
Socio Economic: Yes/No	
n/a	
Equality and Health: Yes/No	
n/a	
Decarbonisation: Yes/No	
n/a	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders, Nathan  
08/02/2023 23:33:29

Report Title:	Our Health Meadow				Agenda Item no.	8.3
Meeting:	Board of Trustees	Public	X	Meeting Date:	9 February 2023	
		Private				
Status <i>(please tick one only):</i>	Assurance	X	Approval			Information
Lead Executive:	Catherine Philips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communications, Engagement, Arts and Health Charity					

## Main Report

### Background and current situation:

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

The Board of Trustees are requested to:

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

**Link to Strategic Objectives of Shaping our Future Wellbeing:**  
Please tick as relevant

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

**Five Ways of Working (Sustainable Development Principles) considered**  
Please tick as relevant

Prevention	X	Long term		Integration		Collaboration	X	Involvement	X
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**Impact Assessment:**  
Please state yes or no for each category. If yes please provide further details.

Risk: Yes

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

Safety: No

Financial: Yes

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

Workforce: No

Legal: No

Reputational: Yes

Potential reputational damage around the loss of the programmes of work and the benefits to the participants.	
Socio Economic: No	
Equality and Health: No	
Decarbonisation: No	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders,Nathan  
08/02/2023 23:33:29

Report Title:	Charitable Funds Committee - Chair's Report			Agenda Item no.	8.4
Meeting:	Board of Trustees	Public	x	Meeting Date:	9 February 2023
		Private			
Status (please tick one only):	Assurance	x	Approval		Information
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Head of Corporate Governance				
Main Report					
Background and current situation:					
<p>The purpose of this Report is to provide the Board of Trustees with a summary of the key issues discussed at the Charitable Funds Committee held on 6 December 2022.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>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:</p> <p>a) <b>Rathbone Investment Update</b> – the Committee received a timely update from the Health Charity's investment managers (Rathbones). It was noted that due to a number of factors (high inflation, higher interest rates and the risk of recession), this was a challenging period for investment. That said, it was noted that the Charity's investments were exposed to the global economy rather than the UK economy (the UK was likely to see a deeper recession than the US's economy). As at the end of November, the Charity's investment portfolio was worth just under £5.6million. Rathbones were investing funds in "greener" companies and those with Environmental, Social and Governance (ESG) issues high on their agendas. It was agreed that some further work would be undertaken in conjunction with Rathbones to review the Charity's risk appetite (currently Risk Level 3 (medium risk)) in order to maximise better returns whilst safeguarding the charitable donations, to carry out some benchmarking in relation to the same, and to consider investing further with ESG companies (as opposed to non ESG companies).</p> <p>b) <b>Health Charity's Current Financial Position</b> – the key point to note was that the Charity's General Fund was overcommitted by circa £1.205million and no more bids could be accepted at present. It was agreed that the Executive Director of Finance, the Deputy Director of Finance and the Director of Communications would consider and draw up a plan to set out how the General Fund could be restored to good health. It was noted that a process was now in place to deal with "dormant funds" so that unspent monies were not sitting in charitable portfolios for long periods of time.</p> <p>c) <b>Charity's Draft Strategy</b> – following the Strategy Review Session in September, a Task and Finish Group had been established and this Group included Finance colleagues. The draft Strategy was still being worked up and it was noted that further work was required to review the Charity's risk appetite and to ensure that the Charity's Strategy aligned with the Health Board's overarching Shaping our Future Services Strategy.</p> <p>d) <b>Health Meadow</b> – the Committee had a detailed and challenging discussion with regards to the request to fund and/or underwrite Phase 2 of the Health Meadow project. The additional funding request was for just under £2million. The Committee noted that the matter was complex for several reasons which included :-</p>					

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

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

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

## Recommendation:

The Board of Trustees are requested to:

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

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

*Please tick as relevant*

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

## Five Ways of Working (Sustainable Development Principles) considered

*Please tick as relevant*

Prevention	x	Long term	x	Integration	x	Collaboration	x	Involvement	x
Impact Assessment: <i>Please state yes or no for each category. If yes please provide further details.</i>									
Risk: No									
Safety: No									
Financial: No									
Workforce: No									
Legal: No									
Reputational: No									
Socio Economic: No									
Equality and Health: No									
Decarbonisation: No									
Approval/Scrutiny Route:									
Committee/Group/Exec					Date:				

Saunders,Nathan  
08/02/2023 23:33:29



Report Title:	<b>FUNDRAISING POLICY</b>			Agenda Item no.	<b>9.1</b>
Meeting:	<b>Board of Trustees</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:	<b>9 February 2023</b>
		Private	<input type="checkbox"/>		
Status (please tick one only):	Assurance	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	Information
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communications and Engagement, Arts and Health Charity</b>				
Main Report					
Background and current situation:					
<p>The Cardiff and Vale University Health Board Fundraising Policy and Equality &amp; Health Impact Assessment (EHIA) has been reviewed by Cardiff &amp; Vale Health Charity and amended for renewal in 2022. The draft of the newly amended policy has been referred to the Corporate Governance Department who have published the document for consultation. This consultation period lasted for 28 days, ending on 15<sup>th</sup> November 2022. All views and comments have been considered and the document updated accordingly.</p> <p>The Fundraising Policy was reviewed and considered by the Charitable Funds Committee on 6 December 2022. That Committee recommended the Policy to the Board of Trustees for approval.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
Following the recommendation from the Charitable Funds Committee on 6 December, the Board of Trustee is asked to approve the updated Fundraising Policy (UHB 238) (copy attached).					
Recommendation:					
<p>The Board of Trustees are requested to:</p> <p><b>a) approve</b> the updated Fundraising Policy (UHB 238), as copy of which is attached to this Report.</p>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
<i>Please tick as relevant</i>					
1. Reduce health inequalities	<input type="checkbox"/>	6. Have a planned care system where demand and capacity are in balance	<input type="checkbox"/>		
2. Deliver outcomes that matter to people	<input checked="" type="checkbox"/>	7. Be a great place to work and learn	<input checked="" type="checkbox"/>		
3. All take responsibility for improving our health and wellbeing	<input checked="" type="checkbox"/>	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	<input type="checkbox"/>		
4. Offer services that deliver the population health our citizens are entitled to expect	<input type="checkbox"/>	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	<input type="checkbox"/>		
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time	<input type="checkbox"/>	10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	<input type="checkbox"/>		
Five Ways of Working (Sustainable Development Principles) considered					
<i>Please tick as relevant</i>					

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

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08/02/2023 23:33:29

<b>Reference Number:</b> <b>Version Number: 4</b>	<b>Date of Next Review:</b> <i>To be included when document approved</i> <b>Previous Trust/LHB Reference Number:</b> <b>UHB238</b>
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## Cardiff and Vale University Health Board Fundraising Policy

### Policy Statement

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

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

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

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

### Policy Commitment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Reference Number: UHB		Next Review Date: dd mmm yyyy
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Approved By:		

*any individuals.*

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

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

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

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

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

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

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

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

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

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

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

## **Supporting Procedures and Written Control Documents**

- Naming Policy
- Standards of Behaviour Policy

## **Scope**

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

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

**All sections** of this policy apply to:

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

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

- Anyone fundraising with the UHB and/or the Health Charity as a named recipient of funds.

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact. Key actions have been identified and these can be found incorporated within this policy/supporting procedure.
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<b>Policy Approved by</b>	Charitable Funds Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	For example: Senior Leadership Board
<b>Accountable Executive or Clinical Board Director</b>	Catherine Phillips, Executive Director of Finance

#### Disclaimer

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

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

### *Fundraising Policy (an administrative type policy)*

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

**Please note:**

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

Please answer all questions:-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b>	Overall, there appears to be very limited impact on the protected characteristics and health inequalities as a result of administrative type policies.
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### **Action Plan for Mitigation / Improvement and Implementation**

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

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

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

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## Appendix 1

### Equality & Health Impact Assessment

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

##### Guidance

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

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

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

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

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

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

- All Wales Standards for Communication and Information for People with Sensory Loss (2014)<sup>5</sup>
- Equality Act 2010<sup>6</sup>
- Well-being of Future Generations (Wales) Act 2015<sup>7</sup>
- Social Services and Well-being (Wales) Act 2015<sup>8</sup>
- Health Impact Assessment (non statutory but good practice)<sup>9</sup>
- The Human Rights Act 1998<sup>10</sup>
- United Nations Convention on the Rights of the Child 1989<sup>11</sup>
- United Nations Convention on Rights of Persons with Disabilities 2009<sup>12</sup>
- United Nations Principles for Older Persons 1991<sup>13</sup>
- Welsh Health Circular (2015) NHS Wales Infrastructure Investment Guidance<sup>14</sup>
- Welsh Government Health & Care Standards 2015<sup>15</sup>
- Welsh Language (Wales) Measure 2011<sup>16</sup>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Based on

- Cardiff Council (2013) Statutory Screening Tool Guidance
- NHS Scotland (2011) Health Inequalities Impact Assessment: An approach to fair and effective policy making. Guidance, tools and templates<sup>17</sup>
- Wales Health Impact Assessment Support Unit (2012) Health Impact Assessment: A Practical Guide<sup>18</sup>

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<sup>17</sup> <http://www.healthscotland.com/uploads/documents/5563-HIIA%20-%20An%20approach%20to%20fair%20and%20effective%20policy%20making.pdf>

(accessed 4 January 2016)

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

## Appendix 2 – The Human Rights Act 1998<sup>19</sup>

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

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

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<sup>19</sup> <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

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

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## Appendix 3

### Tips

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

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Report Title:	<b>Health Events Planner Update 2023/2024</b>			Agenda Item no.	<b>10.1</b>
Meeting:	Board of Trustees	Public	X	Meeting Date:	9 February 2023
Status (please tick one only):	Assurance	Approval		Information	X
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>				
<b>Main Report</b>					
<b>Background and current situation:</b>					
<p>Cardiff and Vale Health Charity ("the Health Charity") is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544</p> <p>The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.</p> <p>The Health Charity Team organises a wide range of fundraising events throughout the year to:</p> <ul style="list-style-type: none"> <li>• Support individual appeals for Clinical Boards and fundraisers</li> <li>• Involve and support staff members in their individual fundraising for the HC</li> <li>• Raise awareness of the Health Charity's fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities</li> <li>• It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events.</li> </ul> <p>The attached events planner for 2023, provides a draft of the key events taking place for the year, with more detailed dates to follow in the next CFC meeting in March 2023.</p>					
<b>Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:</b>					
Executive Directors are asked to review the Health Charity Events Planner 2023 and identify individual events which they will be supporting/attending. This schedule is provided to the Charitable Funds Committee for information purposes.					
<b>Recommendation:</b>					
<p>The Board of Trustees are requested to:</p> <p>a) <b>Note</b> for information the Health Charity Events Planner 2023.</p> <p>b) Indicate which event they would be interested in attending or participating in to demonstrate support to the Health Charity.</p>					
<b>Link to Strategic Objectives of Shaping our Future Wellbeing:</b>					
<i>Please tick as relevant</i>					
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance			
2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn		√	
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care		√	

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

#### Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

Report Title:	Health Charity Strategy			Agenda Item no.	10.2
Meeting:	Board of Trustees	Public	x	Meeting Date:	9 <sup>th</sup> February 2023
		Private			
Status (please tick one only):	Assurance		Approval		Information
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

## 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 (Appendix 1).

### 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 Startegy Strategy, more aligned to the post pandemic world and cost of living crisis.

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

### Progress Update

On 2<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 evolvment 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 above has been convened for January 2023 subject to Industrial Action and operational demands.

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

A further draft has been circulated to the Task and Finish Group for discussion and progress and a final draft is expected in January/February before submission to the CFC in March 2023. The Board of Trustees are asked to note the progress made, and the inclusive approach undertaken.

#### Recommendation:

The Board of Trustees are requested to:

- a) Note the process around the Health Charity Strategy refresh;
- b) Note the comments made at the last CFC and Task and Finish Group; and
- c) Provide any further comments to the DoC and the Task and Finish group by 24<sup>th</sup> February 2023.

#### 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: Yes/No	
NA	
Safety: Yes/No	
NA	
Financial: Yes/No	
NA	
Workforce: Yes/No	
NA	
Legal: Yes/No	
NA	
Reputational: Yes/No	
NA	
Socio Economic: Yes/No	
NA	
Equality and Health: Yes/No	
NA	
Decarbonisation: Yes/No	
NA	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

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



Cardiff & Vale  
**Health Charity**  
**Elusen Iechyd**  
Caerdydd a'r Fro

# Cardiff & Vale Health Charity Strategy

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## 2019-2025



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

## INTRODUCTION

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

This strategy describes how we will plan and prioritise our resources in engaging and communicating with patients, staff members, stakeholders and the public. Also how we will strive to manage and where possible increase our fundraising income to maximise the funds available for our services.

Our aim for the Health Charity is: "Going above and beyond NHS services for the benefits of patients, staff and communities."

Health Charity funds do not replace NHS funding but optimises the generous donations it receives from patients and their families, staff and the local community for the benefit of the thousands of people cared for and employed by the Health Board.

### How we developed our strategy

To arrive at this ambitious plan we listened to many voices;

- We heard directly from people who have benefited from health charity funding and fundraisers.
- We listened to people who have received care from services within Cardiff and the Vale of Glamorgan.
- We heard from our staff, partner organisations and third sector colleagues.
- We also included the Health Boards mission – "Caring for people, keeping people well"; the overarching strategy "Shaping of Future Wellbeing" and the "Wellbeing of Future Generations Act."
- We are grateful for the generosity with which people shared their stories, thoughts and ideas, and hope they consider this plan adequately represents their contributions.



## VISION

- To be a successful and dynamic fundraising charity, recognised locally and nationally. Effective in engaging patients, staff and the community.
- To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS can fund.
- To improve the health and wellbeing of our staff and service users and the communities of Cardiff and Vale UHB.

## 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.

## 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.



## OVERALL AIMS

- To increase funds and ensure a regular flow of income through active promotion of the Health Charity and positive engagement with our supporters and sponsors.
- To manage the charities resources effectively and prudently and in accordance with Charity Commission for England and Wales regulations.
- To ensure the Health Charity funds provide optimum benefit to patients, staff and the community.
- To engage in continous dialogue with our supporters via a survey in 2020 to establish what and how staff and service users would like the funds spent from 2020.



# THE CHALLENGES WE FACE

- Cardiff and Vale University Health Board's global reputation for excellent patient care and pioneering medical advancements has not only transformed the lives of thousands of patients, but has also helped shaped the provision of medicine internationally.
- Service developments, research, technological and clinical advancements and improvements in patient experiences within the Health Board have been widely supported by the generous funding provided by Cardiff & Vale Health Charity and the dedication of its many supporters.
- The Health Charity receives invaluable support from hard-working Health Board staff, grateful patients, their families and friends, as well as the general public, local businesses and third sector organisations in the wider community.

As the Health Board continues its pioneering work and plans future developments, whilst experiencing increasing financial pressure, it is inevitable that the demand for charitable funds will continue to grow. We must therefore be proactive and explore all options to increase our charitable income, in order to assist our staff as much as possible to care for people and keep them well.



# OUR OBJECTIVES

## Objective One

We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients, staff and communities through innovative healthcare experiences.

### How will we do it?

- We will continue to work closely with clinicians and all of our staff to identify and support initiatives that matter to patients.
- We will support projects via our Staff Lottery that enhance services, both in hospital and the community.
- We will work with the third sector and other charities to support health and wellbeing projects.
- We will continue to support initiatives that provide wellbeing services for patients and their families.
- We will enhance the experience of healthcare by utilising creativity and arts with positive engagement.

 <p>Patients and Community</p>	 <p>Art</p>	 <p>Nurses and Health Care Support Staff</p>
 <p>Third sector and the community</p>	 <p>Staff Lottery</p>	 <p>Wellbeing</p>

## Objective Two

We will support the health, wellbeing and welfare of our staff to lead healthier lives.

### How will we do it?

- We will include healthy living and health promotion material and messaging where appropriate in our fundraising events.
- We will continue to support and promote the Health Boards staff health and wellbeing sessions and health awareness campaigns.
- We will advise and inform Health Board staff of how the Health Charity can provide funds to improve their staff environments and/or staff wellbeing projects.
- We will inform and involve our staff in the Arts programmes.
- Support cultural events and proactively engage with staff groups.

 <p>Support the health and wellbeing of our staff</p>	 <p>Engage with service providers and support their services</p>
 <p>Support national cultural events</p>	 <p>Promote healthy and active lifestyle events and opportunities</p>

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### Objective Three

We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.

### How will we do it?

- We will utilise the Health Charity’s investment in the Arts programme and Our Orchard to support the recovery and wellbeing of our patients, in line with the Health Boards commitment to deliver the Wellbeing of Future Generations Act.
- We will develop a spirit of inclusivity and “open to all ethos” by partnering with local artists, creative art groups and organisations plus patients, which allows them to express their experiences and support the recovery and wellbeing of our patients.
- We will invest wisely in expert advice to ensure that the environments we create provide an appealing and relevant environment for staff, patients and their families, and which reduces stress and anxiety.
- We will be bold and ambitious in connecting health and wellbeing with patients and staff; underpinning the principles of the Wellbeing of Future Generations Act.
- We will 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.

 <p>Use pod to engage with staff, patients and visitors to find out what matters to them</p>	 <p>Increase awareness of Health Charity support for service providers through charitable funds</p>
 <p>Support innovation and digital technology to make improvements in healthcare</p>	 <p>Support and promote the Arts in Health Programme</p>

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# Objective Four

We will manage the Health Charity efficiently and effectively, and in compliance with good governance, continuing to develop a business unit model and specifically focus on delivering the Health Charity financial plan.

## How will we do it?

- We will value our people and support them in training, self-development and recognising their efforts to deliver the Health Charity’s objectives.
- We will invest in our fundraising to ensure our resources match our ambitions.
- We will maximise the opportunities to promote the Health Charity brand and increase awareness within the Health Board and the community.
- We will invest in expertise and equipment so that we communicate effectively with our stakeholders.
- We will work in partnership with our Finance and Governance colleagues to ensure that we manage and administer Health Charity Funds in line with financial probity and governance compliance requirements.
- We will learn from others and increase market share.
- We will be open and transparent in all of our business.

 <p><b>CRM</b></p> <p>Review use of Harlequin CRM and proactively use the resource</p>	 <p>Invest in staff training and digital technology to aid delivery</p>
 <p>Develop local policies and procedures with good governance</p>	 <p>Develop corporate and charity relationships</p>

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# OUR OBJECTIVES

## Objective Five

We will improve and develop our fundraising capability.

### How will we do it?

- We will provide appropriate and relevant training and support to our fundraising team members.
- We will continue to develop positive relationships with our fundraisers, volunteers, sponsors and partners.
- We will actively promote our fundraising events via a variety of communication routes and by utilising our website capabilities.
- We will increase our engagement with staff across the Health Board and raise awareness of how the health charity can support services.
- We will inform our supporters, fundraisers, service users and general public of how their legacy donations can significantly support the Health Board via our 'Leave a Gift in your Will' awareness campaign.
- We will develop new and innovative communications and marketing initiatives to ensure the Health Charity is considered one of the official charities of choice for those involved in health and wellbeing.
- We will, as per the financial plan, look to raise the income of the General Purpose Fund.

 <p>Launch new Health Charity website</p>	 <p>New merchandise and marketing material</p>	 <p>Brand recognition using new pod and estate</p>
 <p>Promote Health Charity using social and digital media</p>	 <p>Review, increase and improve fundraising events and opportunities</p>	 <p>Increase awareness of legacy giving, staff lottery and partnership opportunities</p>

# DELIVERY

To deliver our strategic plan, we will invest in the four pillars of the Health Charity on which we'll continue to develop services provided by the Health Charity to patients, staff and communities of Cardiff and the Vale of Glamorgan:

## The Four Pillars

Priorities - aligned to the strategy	Income generation	Financial plan	Passion of individuals
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We will aim to do this by:

- Raising awareness.
- Fundraising.
- Education and wellbeing.
- Providing support.
- Engagement.

We will achieve these objectives through our charitable bids process, fast track bids process, volunteering and fundraising programmes, enabled by:

- Generate income through our investment, fundraising, “Leave a Gift in your Will” awareness campaign and staff lottery.
- Produce a full schedule of fundraising activities and events.
- Increasing our visibility and profile within the hospitals and wider community.
- Health Charity staff development.
- Engagement with our community.
- Arts Programmes.
- Supporting the Third Sector with our annual Grant Scheme.
- Collaborating with organisations and businesses.
- Developing our corporate and charity partnerships.
- Managing and supporting fundraising events.
- Celebrating the Welsh language and marking cultural events.



## GOVERNANCE ARRANGEMENTS

To ensure that we comply with the requirements of the Trustees, there will be an annual planning focus led by the Executive Lead for the Health Charity and the Health Charity Committee Chair.

### Our annual focus

- Pre-planned events.
- Financial process and income generation - linking into priorities.
- Board to decide on the length and support for each project.

### Generate income for the General Purpose Fund

- Big income events.
- Fundraising.
- Relationship building/promoting the charity's message.
- Brand awareness and PR.

### Evaluating success

- Difference the charity makes to staff, patients and communities, going above and beyond.
- Branding/added value - good news stories and the impact of projects funded through the charity.
- Financial benefits.

The implementation of this strategy will be supported by the Charitable Funds Committee of Cardiff & Vale Health Charity.

Registered with the Charity Commission: 1056544.

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