

Board of Trustees Meeting

Thu 05 October 2023, 10:30 - 12:00

MS Teams



Agenda

10:30 - 10:40 1. Welcome & Introductions

10 min

10:40 - 10:40 2. Apologies for Absence

0 min

10:40 - 10:40 3. Declarations of Interest

0 min

10:40 - 10:40 4. Minutes of the Trustee Meeting held on 20 April 2023

0 min

04 BoT Minutes 20.04.23.pdf (7 pages)

10:40 - 10:40 5. Action Log following meeting held on 20 April 2023

0 min

05 Action Log 05.10.23.pdf (1 pages)

10:40 - 10:40 6. Chair's Action taken since last meeting

0 min

10:40 - 11:20 7. Items for Review & Assurance

40 min

7.1. Health Charity Current Financial Position

Robert Mahoney

BoT Financial Position Report 5 October 2023.pdf (7 pages)

BoT Finance Paper Attachment 1 - Cashflow 5 October 2023.pdf (1 pages)

BoT Finance Paper Attachment 2 - General Fund IE Balance Projections 5 October 2023.pdf (1 pages)

7.2. The Bale Fund Update

Joanne Brandon

7.2 Bale Fund update.pdf (4 pages)

7.3. Our Health Meadow Update

Joanne Brandon

7.3 Our Health Meadow Update (Sept 2023).pdf (9 pages)

11:20 - 11:20 8. Items for Approval/Ratification

Saunders-Nathan
04/10/2023 14:51:34

11:20 - 11:25

5 min

9. Items for Noting & Information

9.1. Events Planner Update 2023/2024

Joanne Brandon

- 9.1 Health Charity Events Planner '23 -'24 (Sept '23).pdf (2 pages)
- 9.1 Appendix 1 - Health Charity Events '23-'24.pdf (1 pages)

11:25 - 11:30

5 min

10. Any Other Business

11:30 - 11:30

0 min

11. Review of the Meeting

11:30 - 11:30

0 min

12. Date and time of next meeting

Thursday 18 January 2024

Time 10am

11:30 - 11:30

0 min

13. Declaration

“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]”

Unconfirmed Minutes of the Board of Trustee Meeting
Thursday 20 April 2023
Via MS Teams

Chair:		
Charles Janczewski	CJ	UHB Chair
Present:		
Paul Bostock	PB	Chief Operating Officer
David Edwards	DE	Independent Member - ICT
Susan Elsmore	SE	Independent Member – Local Authority
Rachel Gidman	RG	Executive Director of People and Culture
Akmal Hanuk	AH	Independent Member - Community
Keith Harding	KH	Independent Member – University
Abigail Harris	AH	Executive Director of Strategic Planning
Michael Imperato	MI	Independent Member - Legal
Meriel Jenney	MJ	Executive Medical Director
Mike Jones	MJ	Independent Member – Trade Union
Fiona Kinghorn	FK	Executive Director of Public Health
Catherine Phillips	CP	Executive Director of Finance
Ceri Phillips	CP	UHB Vice Chair
Suzanne Rankin	SR	Chief Executive Officer
Jason Roberts	JR	Executive Nurse Director
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
In Attendance:		
Joanne Brandon	JB	Director of Communications
Emma Cooke	EC	Deputy Director of Therapies and Health Sciences
James Quance	JQ	Interim Director of Corporate Governance
Observers:		
Marcia Donovan	MD	Head of Corporate Business
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Sara Moseley	SM	Independent Member – Third Sector

BT 23/04/001	Welcome & Introductions The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 23/04/002	Apologies for Absence Apologies for absence were noted.	
BT 23/04/003	Declarations of Interest None received	
BT 23/04/004 Saunders, Nathan 04/10/2023 14:51:34	Minutes of the Board of Trustee Meeting held on 9 February 2023 The minutes of the Board of Trustee Meeting held on 9 February 2023 were received. The Board of Trustee (the Trustees) resolved that:	

	a) The minutes were approved as an accurate and true record of the meeting held on 9 February 2023	
BT 23/04/005	<p>Action Log following the Meeting held on 9 February 2023</p> <p>The Action Log was received and all actions were discussed.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Action Log was noted.</p>	
BT 23/04/006	<p>Chair's Action taken since last meeting</p> <p>No Chair's Actions had been taken since the last meeting.</p>	
BT 23/04/007	<p>Health Charity Current Financial Position</p> <p>The Health Charity Current Financial Position was received.</p> <p>The Executive Director of Finance (EDF) advised the Trustees that the report being received was the same report which had been presented to the Charitable Funds Committee and was for assurance and information.</p> <p>She added that there were 2 elements to the report which were (i) the main financial accounts position and (ii) the investment portfolio (which went up and down depending on market).</p> <p>It was noted that the funds were managed by the Charitable Funds Committee to deliver in line with the objectives agreed by the Trustees.</p> <p>The Trustees were advised that the value of the Charitable Funds had decreased by £0.595m for the period ending 31st January 2023 and that the stock market had remained volatile with cumulative losses which stood at £0.196m for the period ending 31st January 2023.</p> <p>The EDF noted that the Health Charity was expected to recover the losses over time and noted that the general reserves as per the last report had a £1.2m overcommitment and that the Charitable Funds Committee had requested a detailed cash flow to provide assurance as to when the Health Charity could be back in balance.</p> <p>She added that actions were being undertaken regarding that work and, in particular, in relation to the staff wellbeing offer which had moved from charitable funding to Health Board revenue.</p> <p>The UHB Chair thanked the EDF for the report overview and noted his pleasure that staff wellbeing had moved into Health Board revenue.</p> <p>The Board of Trustee resolved that:</p> <p>a) The financial position of the charity was noted.</p> <p>b) The performance of the investment portfolio was noted.</p> <p>c) The over commitment of the general reserve was noted.</p>	

Saunders, Nathan
04/10/2023 14:51:34

	<p>d) The payment of £192k in respect of the Charity's contribution to Horatio's Garden was approved.</p>	
BT 23/04/008	<p>Chair's Report: Charitable Funds Committee – 21 March 2022</p> <p>The Chair's Report: Charitable Funds Committee – 21 March 2022 was received.</p> <p>The UHB Chair thanked the Independent Member – Local Community (IMLC) for chairing the Committee meetings and noted that the Independent Member – Finance (IMF) would be the new Chair from the first Charitable Funds Committee meeting held in the 2023/24 meetings.</p> <p>The IMLC noted his appreciation for the opportunity and noted there was a lot of ongoing work with Charitable Funds with good Executive support.</p> <p>The Board of Trustee resolved that:</p> <p>a) The contents of the report were noted.</p>	
BT 23/04/009	<p>Corporate Partnership Proposal</p> <p>The Corporate Partnership Proposal was received.</p> <p>The Director of Communications (DC) advised the Trustees that paper outlined the proposal for a corporate partnership approach by the Health Charity.</p> <p>She added that Corporate partnerships had been identified by the Health Charity as a source of funding which could help boost income whilst also raising its profile.</p> <p>It was noted that the Corporate Partnership Proposal would help the Health Charity to create more meaningful and strategic corporate partnerships and would outline how the Health Charity could target specific partners that were appropriate for the Charity and the Health Board with regards to values.</p> <p>The Trustees were advised that the Health Charity had worked with solicitors from the Legal Commercial Team to produce a Commercial Participator Agreement.</p> <p>The DC concluded that the papers had been received by the Charitable Funds Committee in March 2023 and were now being received by the Trustees for approval.</p> <p>The EDF advised the Trustees that, as outlined within the report, Corporate Partnerships would be mutually beneficial between a "for-profit" and a "not for profit" organisation but each with a common goal.</p> <p>The Executive Director of Public Health (EDPH) welcomed the approach and noted that it would be a good way to bring income into the Health Charity.</p>	

Saunders, Nathan
04/10/2023 14:51:34

<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 04/10/2023 14:51:34</p>	<p>She asked for assurance that the Health Charity would not approach companies that did not align with the Health Board's values, such as fast food companies.</p> <p>The DC responded that it was a common thread identified whilst drafting the Corporate Partnership Proposal and noted that before entering into any agreement with a company, it would be received by the Charitable Funds Committee.</p> <p>The UHB Chair agreed and noted that due diligence would be required when approaching companies to ensure that they were highly reputable.</p> <p>He added that the Trustees would also need to ratify the decisions made by the Charitable Funds Committee with regards to those potential companies the Health Charity might enter into a partnership agreement with.</p> <p>The DC advised the Trustees that she would amend the guidance to reflect where assurance would be received.</p> <p>The Independent Member – Finance (IMF) asked if any examples could be provided of the type of companies the Health Charity would approach and if any companies had shown an interest.</p> <p>The DC responded that a conversation had been held with the EDF in relation to how the Health Charity could target high net worth individuals as well as organisations and noted that most organisations had a corporate social responsibility arm.</p> <p>She added that companies ranged from banks, solicitors, insurance companies and to areas such as the Probation Service.</p> <p>It was noted that there were lots of different people and organisations that would want to work with Charity for many reasons.</p> <p>The DC added that assurance could be provided, for example, by the good relationship held with Nathaniel Cars which was a mutually beneficial arrangement.</p> <p>The Independent Member – Capital & Estates (IMCE) asked what practices were in place to engage with the companies to maintain good relationships.</p> <p>The DC responded that companies were invited to various Health Charity's events, they were kept updated with newsletters and specific information relevant to the company was sent out.</p> <p>She added that the vast majority of the Health Charity's team time was spent on building and maintaining those relationships with personal contact.</p> <p>The Chief Executive Officer (CEO) asked if the Health Charity had advertised the Corporate Partnership Proposal.</p>	
---	--	--

	<p>The DC responded that there was a fine balance between targeting Organisations and putting out a blanket advert for opportunity because a more targeted approach would be appropriate.</p> <p>She added that a “start small and build” approach would be taken around the Corporate Partnership Proposal.</p> <p>The Executive Director of People & Culture added that the Health Charity should be approaching smaller companies as well from the local community.</p> <p>The DC responded that the Health Charity worked with the local community on the wellbeing agenda and noted that work would continue with that and working with the Third Sector.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Corporate Partnerships Guidance was approved</p>	
BT 23/04/010	<p>CFC Over £25k endowments expenditure – Cardiology application of spend of legacy funds</p> <p>The CFC Over £25k endowments expenditure – Cardiology application of spend of legacy funds was received.</p> <p>The DC advised the Trustees that the Clinical Director of Cardiology, supported by the Specialist Services Clinical Board had requested to spend £87,400 of their Cardiac Services endowment fund on a web-based tool called “Explain My Procedure” which provided medical animations to support communication, understanding and consent, and enabled shared decision making.</p> <p>She added that the Cardiac Services endowment fund balance was £745,000 and so they had enough to spend on the tool subject to approval.</p> <p>The UHB Chair asked why the request had been brought to the Trustees as he believed the Charitable Funds Committee had the delegated responsibility to consider funds between £25,000 and £125,000.</p> <p>The DC responded that the Charitable Funds Committee had felt that the request should be received by the Trustees.</p> <p>The EDF added that she thought the Charitable Funds Committee had the delegated responsibility to consider funds of up to £25,000 and noted that she would clarify that outside of the meeting.</p> <p>The Board of Trustee resolved that:</p> <p>a) The planned expenditure of £87,400 (excluding vat) from Cardiac Services Legacy Funds which was approved by the Charitable Funds Committee on 21.03.2023 was noted.</p>	
BT 23/04/011	<p>Health Charity Annual Report – Audit Wales Certified version</p> <p>The Health Charity Annual Report – Audit Wales Certified version was received.</p> <p>The DC thanked all of the teams for their hard work in getting the Health Charity Annual Report completed.</p>	

	<p>The Board of Trustee resolved that:</p> <p>a) The final version of the Cardiff & Vale Health Charity Annual Report 2021 - 2022 was approved for publication.</p>	
BT 23/04/012	<p>Health Charity Strategy Update</p> <p>The Health Charity Strategy Update was received.</p> <p>The DC advised the Trustees that they would be familiar on the timeline for the strategy update which had been included within the received paper.</p> <p>She added that the Health Charity Team had gone through a number of iterations of the Strategy since September 2022 and that the first draft had been completed for the Trustee's review and comment.</p> <p>It was noted that the Health Charity Strategy would be finalised following the meeting and noted that some comments had been made in the Audit report regarding the Operational Plan would be developed alongside the Strategy.</p> <p>The EDPH asked if the Public Health Team could review the Strategy.</p> <p>The DC responded that it would be circulated to the Public Health team.</p> <p>She added that the final draft would be submitted to the Charitable Funds Committee in July 2023.</p> <p>The CEO noted that under the "Income Generations Approaches" outlined in the Strategy, an appeal was not described or listed. She would like to start an appeal for an area, such as building a new critical care unit or something similar.</p> <p>The DC responded that she would factor that into the Strategy.</p> <p>The UHB Chair added that clarity would be needed on the appeal before it was started.</p> <p>The Executive Director of Strategic Planning (EDSP) noted that she had had an interesting and fruitful conversation with Cardiff University yesterday regarding a joint interest linked to UHW2 and noted that it could be picked up as a potential appeal which would be interesting for the Health Board and the University.</p> <p>The EDF concluded that feedback was crucial to the success of the Strategy and encouraged members to send their feedback to ensure that the aims, the vision and the overall mission was covered as well as to measure any outcomes.</p> <p>The UHB Chair thanked the DC and the Health Charity for the work undertaken with regards to completing the draft Strategy..</p> <p>The Board of Trustee resolved that:</p> <p>a) The current status of the Health Charity Strategy refresh was noted.</p>	
BT 23/04/013	<p>Arts Programme Annual Report</p> <p>The Arts Programme Annual Report was received.</p>	

Saunders, Nathan
04/10/2023 14:51:34

	<p>The DC advised the Trustees that evidence had shown that the Cardiff and Vale Health Charity was an exemplar across Wales in Arts. The Charity attracted a lot of interest from the Arts Council for Wales Arts and Business, Welsh Government (WG) and lots of other people associated with the world of art. It also highlighted the connectivity between how people involved in art could support their own health and wellbeing.</p> <p>She added that the annual report highlighted a number of those initiatives, projects and programmes that the Health Charity had been involved in.</p> <p>It was noted that the feedback received on the Arts Programme was significant and it was a visual indicator as well, where people could see tangibly how it was impacting upon staff and patients.</p> <p>The Board of Trustee resolved that:</p> <p>a) The information presented was noted.</p>	
BT 23/04/014	<p>Events Planner Update 2023/2024</p> <p>The Health Charity Events Planner Update was received.</p> <p>The Director of Communications (DC) advised the Trustees that the update received outlined major events.</p> <p>She added that recently, the Health Charity had attended Cardiff City Stadium to support Mental Health Awareness Week which was aimed at targeting young men in coming forward with mental health issues.</p> <p>The UHB Chair noted that it was important to note what events were on the horizon and that Trustees would be able to support where and when appropriate.</p> <p>The Board of Trustee resolved that:</p> <p>a) The Events Planner Update 2023/2024 was noted.</p>	
BT 23/04/015	<p>Any Other Business</p> <p>The EDF advised the Trustees that whilst the meeting was undertaken, she had found out the delegated responsibility for the Charitable Funds Committee and that it was for funds between £25,000 and £125,000.</p> <p>She added that although the value ranged within the Charitable Funds Committee's (CFC) delegated responsibility, and due to the level of the value the CFC had asked that the Trustees be sighted on Cardiac Services' spend of £87,400 from its endowment fund..</p> <p>The UHB Chair noted that there was no requirement for the Trustees to approve the spend and so the recommendation was amended to read along the lines that the Trustees had noted" that the CFC Committee had approved the Cardiac Services spend request.</p>	
<p>Saunders, Nathan 04/10/2023 14:51:34</p>	<p>Date & Time of Next Meeting Thursday 5 October Time 10am MS Teams</p>	

Action Log
Following Board of Trustee Meeting held on
20 April 2023
(Updated for 5 October 2023 Meeting).

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
Actions in Progress					
BT 23/02/008	Health Charity Current Financial Position	Future Cashflow Analysis Report to include detailed information on commitments	Catherine Phillips	05.10.2023	Update to be given at 5th October 2023 meeting. <i>Agenda item 7.1</i>
Actions referred to/from Committees of the Board/Board Development					
BT 21/07/008	Training Update	To provide a training update to the Independent Members on policies/legislation referred to the CFC's Terms of Reference (ie the Charities Act and the Trustee Act).	Director of Corporate Governance	27.04.2023	Provisionally scheduled to take place at the Board Development Session on 27 April 2023.

Commented [NS(aVU-CG1): To confirm if this took place or to agree a new date if not.

Saunders Nathan
04/10/2023 14:51:34

Report Title:	Charitable Funds Financial Position Report for the Period Ended 31 st July 2023.				Agenda Item no.	TBC
Meeting:	Board of Trustee Meeting		Public	X	Meeting Date:	05.10.23
			Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval		Information	
Lead Executive:	Executive Director of Finance					
Report Author (Title):	Deputy Director of Finance					

Main Report

Background and current situation:

Background and current situation:

The Trustee has delegated authority to oversee the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide draft information on the year to date financial performance of the Charity for the period April 2023 to the period 31st July 2023.
- Assess the forecast financial position of the Charity against commitments already made.

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

There are two key issues to bring to the attention of the Trustee:-

- The value of the Charitable Funds decreased by **£0.341m** from April 2023 to July 2023. This includes a decrease in the Investment Portfolio value of **£0.043m**.
- General Reserves are currently overcommitted against outstanding approvals to the value of **£0.804m**.

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

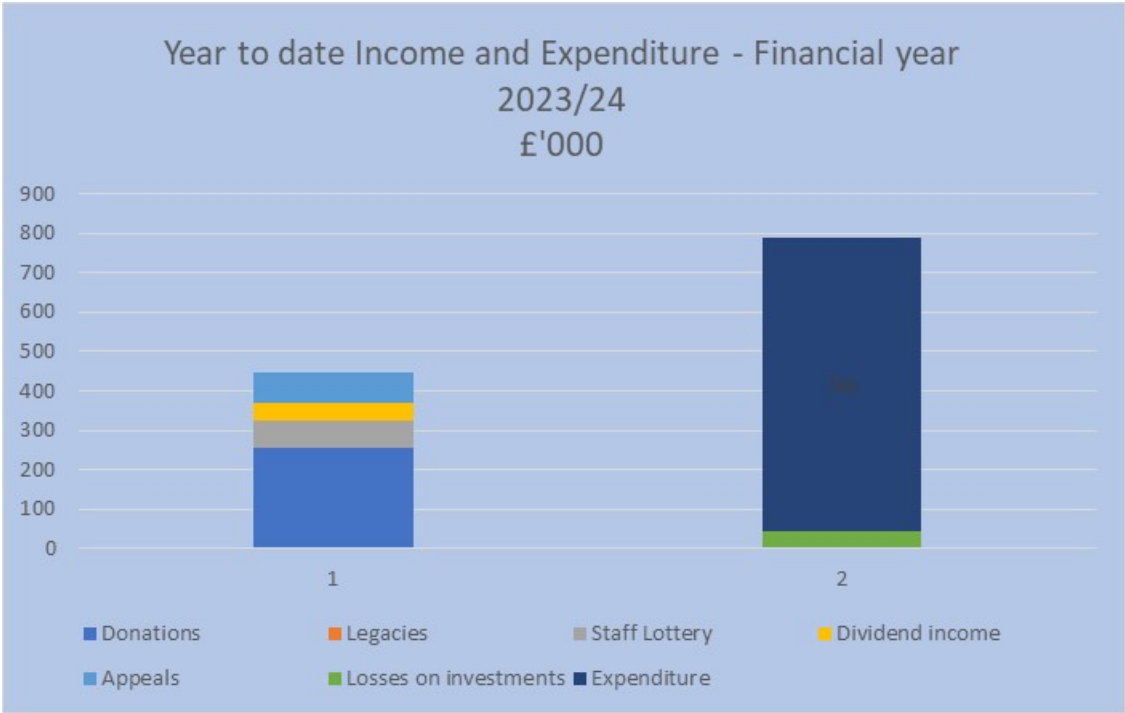
Financial Performance for 31st July 2023

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

Table 1: Financial position of the Charity for the period to 31st July 2023.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2023	3,405	2,494	2,522	8,421
Total Income Resources	244	204	0	448
Total Resources Expended	-564	-182	0	-746
Net Incoming/(Outgoing) Resources	-320	22		-298
Gains / (Losses) on Investment Assets	-43	0	0	-43
Fund Balances carried forward July 2023	3,042	2,516	2,522	8,080
Net Movement in Funds	-363	22	0	-341

Table 1 shows the Charity generated £0.448m of income and spent £0.746m for the financial year. This has resulted in net expenditure of £0.298m. In addition, the charity also had market value loss on its investments of £0.043m for the period to the July 2023 valuation. The combined effect of these results is a net decrease in fund balances for the period ending July 2023 of £0.341m. This is shown in the following chart.



An analysis of the income received by the charity for 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 31st July 2023

Income	Unrestricted £000	Restricted £000	Total 22/23 £000		22/23 To July £000		21/22 To July £000
Legacies	0	0	0		45		13
Donations	214	40	254		164		243
Staff Lottery	0	73	73		70		69
Appeals	0	77	77		46		31
Dividend Income	30	14	44		42		38
Total Income	244	204	448		367		394

Saunders, Nathan
04/10/2023 14:51:34

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

Table 3: Summary Balance Sheet as at 31st July 2023

	Opening Balance £000 01.04.23	Closing Balance £000 31.07.23
Fixed Assets		
Investment Portfolio	5,546	5,503
Rookwood Hospital	2,479	2,479
Net Current Assets / Liabilities		
Cash	560	474
Liabilities	-164	-376
Total Net Assets	8,421	8,080
Unrestricted Funds	3,405	3,042
Restricted Funds	2,494	2,516
Endowment Funds	2,522	2,522
Total Funds	8,421	8,080

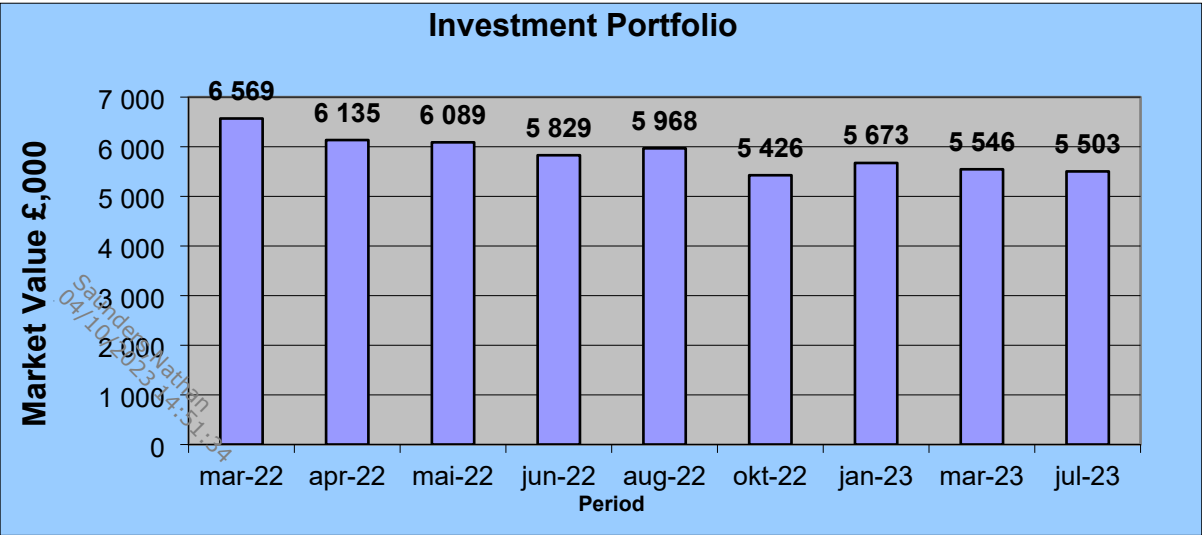
Work is continuing in order to produce the 2022-23 Charitable Fund Accounts. This work involves detailed analysis of the nature of income and expenditure between restricted and unrestricted funds. This may result in movements in the values reported in Table 3 in future iterations of this report.

Fund balances have decreased by £0.341m in the period to £8.080m.

The fixed asset balance of £2.479m relates to Rookwood Hospital with £5.503m relating to the investment portfolio.

The following graph shows the investment portfolio’s valuation from March 2022 to July 2023.

Table 4: Summary of Investment Portfolio Performance



The Trustees will note that the market values outlined in the above table take into account two cash withdrawals (May 2022 & September 2022) of £350k each from the investment portfolio to support the LHB’s cashflow position. Therefore taking into account these transfers, the movement in market value from March 2022 to July 2023 represents a loss of £366k

In respect of the current financial year (2023/24) the investment portfolio opened with a market value of £5.546m. The value of investments has decreased by £0.043m to £5.503m for the period ending July 2023.

Cashflow Forecast

A revised cashflow forecast is included as attachment 1 to this report, which has been updated for actual to period ending July 2023. The current estimate forecast for March 2024 is a deficit of £92k, which is anticipated to be managed by the timings of the debtor/creditor transactions. The underlying annual draw on cash is heavily influenced by the recurrent deficit funding position of the General Fund.

Forecast Financial Position of the Charity’s General Fund Reserve

I&E Outlook analysis of the General Reserve Fund

The Funds Held on Trust are structured over a range of Restricted and Unrestricted funds according to the nature of how funds are established and the income that has supported the creation and ongoing activity of each fund.

The General Fund incorporates income that is not specified to a particular fund, alongside gains and losses in the Charity’s investment portfolio.

Expenditure not specific to a particular fund, is also transacted through the General Fund. This includes the staff costs of the Charity that cannot be attributed and recharged to specific funds. At present, this currently incorporates 75% of the cost of the team.

Attachment 2 provides an assessment of the movement in the General Reserve Fund from 2020-21 to 2022-23, a current year projection and a forward projection for the financial years 2024-25 and 2025-26.

The analysis highlights that prior funding commitments, combined with staff recharges and a reduction in investment values led to a brought forward deficit on the General Fund of £0.498m at the beginning of the 2023-24 financial year.

The General Fund has been closed to new applications for funding since the middle of the 2022-23 financial year. However there were outstanding commitments still to be funded as detailed in Table 5 below :-

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £ £'000	Outstanding £ £'000	Comment
Transport Solutions	392	32	
Staff Recognition Awards	20	5	£5k per year - 3 years outstanding
Forget-me not Choir	13	5	
Welsh Transplant Team	40	8	Up to 8k per year for 5 years
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Total	559	144	

At the end of July 2023 the General Reserve deficit had reached £0.617m due to :-

- The deficit brought forward of £0.498m from 2022-23 (subject to accounts finalisation).
- Net in year income and expenditure to date of £0.076m mainly resulting from fundraising team recharges.
- Year to date decrease in the investment portfolio value of £0.043m.

There will be further movements in these values in the 2023-24 financial year. These are currently estimated at :

- Improvement in investment portfolio value of £0.126m
- Remaining annual staff recharges of £0.296m
- Prior committed spend of £0.048m (2023-24 proportion of £0.144m prior commitment)

The improvement of £0.126m in investment value would represent an overall £0.83m annual improvement in the portfolio by year end (from a £0.043m decrease year to date). This remains volatile and uncertain and may not be the eventual out-turn. If the investment portfolio does recover to this level, it is likely that the General Fund deficit will move to a £0.780m deficit by the end of 2023-24. If the investment portfolio does not recover to this level then the General Fund deficit will be greater.

The current forecast deficit balance by the end of 2024-25 and 2025-26 financial years respectively are forecast at £1.041m and £1.318m respectively (Attachment 2).

Further financial opportunities include:

In light of the increasing deficit of the General Fund the Head of the Charity has been asked to develop a plan to return the General Fund to a recurrent surplus position.

This work is in progress with key areas of focus being :-

Utilisation of Dormant Funds:

A dormant fund exercise has concluded for those funds dormant for Financial Years 2020-2021 & 2021-22 which identified a small number of funds to transfer to the General Fund. Representations were made to the Charitable Funds Committee in March 2023 to provide an extension for some of these funds to reflect the detailed deployment plans that had been developed. A six month extension to the end of September 2023 was allowed. The finance team will reassess the position at the end of this period in order to finalise potential transfers. At present it is not anticipated that the value of transfers would exceed £0.055m.

Fundraising Costs

Legal advice has been sought to clarify the flexibilities available to the Charity in recharging the costs of the team against income received and funds held, over and above that already actioned.

These areas include :-

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the Make it Better fund

Key points for the attention of Committee:

The key financial risks are :-

- The performance of the investment portfolio which currently supports the General Fund balance.
- The staff recharges to the General Fund
- The impact on the Funds Held on Trust cashflow arising from the investment portfolio and the staff recharges.

The General Fund is forecast to be £0.780m in deficit by year end.

A plan to address the recurrent deficit on the General Fund is being developed by the Head of the Charity.

Recommendation

The Board / Committee are requested to:

- **NOTE** the financial position of the charity;
- **NOTE** the performance of the investment portfolio;
- **NOTE** the over commitment of the General Reserve:
- **NOTE** the development of a longer term plan to reduce the deficit on the General Fund Reserve

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	
------------	--	-----------	---	-------------	--	---------------	--	-------------	--

Impact Assessment:

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

Risk: Yes/No

n/a

Safety: Yes/No

n/a

Financial: Yes/No

n/a

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

Saunders, Nathan
04/10/2023 14:51:34

Cardiff and Vale Health Charity Cash Flow Forecast													
	apr-23	mai-23	jun-23	jul-23	aug-23	sep-23	okt-23	nov-23	des-23	jan-24	feb-24	mar-24	Total
Brought forward balance	559 088,97	598 055,25	597 901,87	536 591,05	474 176,55	373 862,92	501 340,25	389 648,77	285 356,16	210 305,01	72 778,37	22 464,74	559 088,97
	ACT	ACT	ACT	ACT	Est	Est	Est	Est	Est	Est	Est	Est	
Receipts													
Staff Lottery	23 634,20	24 050,25	24 708,95	24 513,10	23 286,68	23 286,68	23 286,68	23 286,68	23 286,68	23 286,68	23 286,68	23 286,74	283 200,00
Grants	128 694,00	189 773,17	19 200,00	2 860,00		25 984,00	28 600,00	38 739,00	1 000,00	16 340,00		26 473,00	477 663,17
Legacies	155 827,08					44 172,92		50 000,00			50 000,00		300 000,00
Investment Income			44 226,12			34 000,00			34 000,00			23 773,88	136 000,00
Food Sense Wales	103 457,96	29 860,49	9 776,03	13 854,60	8 000,00	138 509,20	5 200,00		3 762,48			1 250,00	313 670,76
Other Donations	9 013,74	20 833,08	21 853,73	40 199,46	28 595,41	28 595,41	28 595,41	28 595,41	28 595,41	28 595,41	28 595,41	28 595,45	320 663,33
Bank Account Interest	1 669,67	2 654,87	2 420,90	2 036,47	2 567,82	2 567,82	2 567,82	2 567,82	2 567,82	2 567,82	2 567,82	2 567,89	29 324,54
Gift Aid		5 512,13			5 500,00			5 500,00			5 500,00		22 012,13
JustGiving	6 625,59	10 626,18	13 033,75	14 852,14	7 857,79	7 857,79	7 857,79	7 857,79	7 857,79	7 857,79	7 857,79	7 857,81	108 000,00
Paypal	1 384,82	4 540,10	2 689,70	818,57	320,85	320,85	320,85	320,85	320,85	320,85	320,85	320,86	12 000,00
Stripe	2 474,70	3 154,91	6 402,29	3 737,48	278,82	278,82	278,82	278,82	278,82	278,82	278,82	278,88	18 000,00
Donor					112,50	112,50	112,50	112,50	112,50	112,50	112,50	112,50	900,00
Much loved	231,34	628,54		730,30	851,23	851,23	851,23	851,23	851,23	851,23	851,23	851,21	8 400,00
Total Receipts	433 013,10	291 633,72	144 311,47	103 602,12	77 371,10	306 537,22	97 671,10	158 110,10	102 633,58	80 211,10	119 371,10	115 368,22	2 029 833,93
Payments													
Food Sense Wales		103 080,51		-17 380,99	-41 399,00	-41 399,00	-41 399,00	-41 399,00	-41 399,00	-41 399,00	-41 399,00	-41 406,94	-451 661,44
Grants			-51 807,96		-53 235,00	-53 235,00	-53 235,00	-53 235,00	-53 235,00	-53 235,00	-53 235,00	-53 210,21	-477 663,17
Horatio's Garden	192 000,00												-192 000,00
Other Creditors	-71 290,01	-59 374,71	-88 963,04	-40 864,22	-12 438,50	-12 438,50	-12 438,50	-12 438,50	-12 438,50	-12 438,50	-12 438,50	-12 438,52	-360 000,00
Staff Lottery Approvals	-25 756,81	-9 330,83	-14 711,81	-12 064,87	-12 891,96	-12 891,96	-12 891,96	-12 891,96	-12 891,96	-12 891,96	-12 891,96	-12 891,96	-165 000,00
Other staff salary - Anthony (Social Prescribing)			-16 551,00					-16 551,00					-33 102,00
Other staff salary - Edwards (Social Prescribing)			-14 352,00					-14 352,00					-28 704,00
Other staff salary - Tarren (Social Prescribing)			-29 522,00					-29 522,00					-59 044,00
Other Staff Salaries (Denning - Fund No 9153)		-13 669,18		-8 790,50			-15 104,75			-15 104,75			-52 669,18
Other Staff Salaries (Seal - Fund No 9649)		-16 145,95		-11 499,31		-8 375,16		-8 375,16		-8 375,16		-8 375,16	-61 145,90
Other Staff Salaries (Loderick - Fund No 9649)			-3 900,00				3 900,00						0,00
Rathbone Fees		-8 318,44			-8 000,00				-8 000,00			-8 000,00	-32 318,44
Staff Lottery Prizes	-5 000,00	-3 000,00	-12 000,00	-5 000,00	-4 000,00	-5 000,00	-5 000,00	-27 000,00	-4 000,00	-5 000,00	-4 000,00	-4 000,00	-83 000,00
C&V Quarterly Salary Recharges (Admin)				-23 573,10			-23 573,10			-23 573,10		-23 573,10	-94 292,40
C&V Quarterly Salary Recharges (Internal Audit)				-4 817,82				-4 817,82				-20 364,36	-30 000,00
C&V Charity Wales Audit charges		-40 470,00											-40 470,00
C&V Quarterly Salary Recharges (General Funds)		-38 397,48	-77 714,48	-38 125,81	-45 720,27	-45 720,27	-45 720,27	-45 720,27	-45 720,27	-45 720,27	-45 720,27	-45 720,34	-520 000,00
Total Payments	294 046,82	291 787,10	305 622,29	166 016,62	177 684,73	179 059,89	209 362,58	262 402,71	177 684,73	217 737,74	-169 684,73	-229 980,59	-2 681 070,53
In Month Movement	138 966,28	-153,38	161 310,82	-62 414,50	100 313,63	127 477,33	111 691,48	104 292,61	-75 051,15	137 526,64	-50 313,63	-114 612,37	-651 236,60
Balance carried forward	598 055,25	597 901,87	536 591,05	474 176,55	373 862,92	501 340,25	389 648,77	285 356,16	210 305,01	72 778,37	22 464,74	-92 147,63	-92 147,63
											Receipts	2 029 833,93	
											Payments	-2 681 070,53	
											Net	-651 236,60	
											Non-Recurring		
											Horatio's Garden	192 000,00	
											FSW	137 990,68	
											Net Underlying Cash Estimate	-321 245,92	

Saunders Nathan
04/10/2023 14:51:34

		Cardiff and Vale Charity General Reserve Profile					
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Notes	Balance Brought Forward	456 583,41	687 858,65	429 016,15	-497 497,96	-779 497,96	-1 041 497,96
	Income (Legacies, Donations)	0	0	0	0	0	0
1	Transfers (From Dormant Funds)	371 711,68	28 563,43	0,00	55 000,00	30 000,00	30 000,00
	Total Income	371 711,68	28 563,43	0,00	55 000,00	30 000,00	30 000,00
2	Net Cost of Fundraising Team	-276 206,00	-356 084,30	-346 905,62	-372 000,00	-413 000,00	-433 000,00
	In Year Contribution	95 505,68	-327 520,87	-346 905,62	-317 000,00	-383 000,00	-403 000,00
	Expenditure	-728 563,57	-379 605,90	-256 608,49	-48 000,00	-48 000,00	-48 000,00
	Net Expenditure	-633 057,89	-707 126,77	-603 514,11	-365 000,00	-431 000,00	-451 000,00
3	Investment Gains / (Loss)	864 333,13	448 284,27	-323 000,00	83 000,00	169 000,00	174 000,00
				(1.5%)	(3%)	(3%)	
	In Year Performance	231 275,24	-258 842,50	-926 514,11	-282 000,00	-262 000,00	-277 000,00
	Balance Carried Forward	687 858,65	429 016,15	-497 497,96	-779 497,96	-1 041 497,96	-1 318 497,96

Note 1 Estimate of dormant fund transfers (115k identified)

Note 2 Estimated cost of fundraising less costs recharged to "other" funds (based on current estimate of £148k)

Note 3 Estimate of Investment Gains recovery in 2023/24 (1.5%)/ 2024/25 (3%) & 2025/26 (3%)

Summary of Contributing Factors to General Fund Deficit at 2022-23	
General Fund balance brought forward (Prior year investment)	456 583
Movements on Investments	989 617
Dormant funds transferred in	400 275
Net cost of FHOT Team	(979 196)
Horatios Garden Wall	(484 000)
Horatios Garden Contribution	(192 000)
Contribution to ARTS Fund	(50 000)
Contribution to Orchard	(80 000)
Employee Wellbeing Service	(298 000)
Other commitments made	(260 778)
Deficit on General Fund at 31 March 2022-23	(497 498)

Report Title:	Bale Fund Update			Agenda Item no.	3.1
Meeting:	Board of Trustees	Public	x	Meeting Date:	5 th October 2023
Status (please tick one only):	Assurance	x	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:					
<p>At the height of the Covid-19 pandemic in 2020, the Health Charity received a generous donation of £500,000 from Mr and Mrs Gareth Bale.</p> <p>This was supported with a request for it to be utilised specifically for projects at the University Hospital of Wales. The Health Charity Team designated a restricted Bale Fund 9649 based on this sizeable donation and in line with the family's criteria.</p> <p>At the meeting of the Charitable Funds Board of Trustees held on 17th November 2020, the following applications for funding were approved:</p> <p>Project 1. Proactive Wellbeing Support for Staff and Managers – Bid of £282,000</p> <p>A two-year project, aimed at embedding wellbeing throughout the career pathway of Cardiff and Vale University Health Board staff, in support of a preventative and proactive approach to wellbeing across the whole Health Board.</p> <p>Status: completed 2022 – to be evaluated</p> <p>Project 2. Provision of a Staff Haven at University Hospital Wales – Bid of £54,000</p> <p>Provision of a Staff Haven at the Lakeside Wing, UHW and available.</p> <p>Status: completed 2021 – nil balance</p> <p>Project 3 - Long Covid-19 Rehabilitation: Keeping Me Well and Recovery - £164,000</p> <p>A three-year initiative to support the development of the 'Keeping me Well' interactive digital resource and campaign to benefit CAVUHB patients and staff.</p> <p>Project 3 status: project end date – November 2023 – evaluation report to be submitted to December CFC to include any remaining funds balance.</p> <p>The estimated balance of the Bale Fund at end of month 4 is £163,450.94, which includes unspent funds originally allocated to Project 1. These funds were unutilised due to the People and Culture Department subsequently delivering this requirement from its revenue budget.</p>					

Discussions are ongoing between the Health Charity and Finance Department (overseen by the Director of Communication, Arts, Health Charity and Engagement and the Deputy Director of Finance) to reutilise the fund balance, in line with the scheme of delegation of funds and the Bale Fund criteria.

The following projects have also been funded from the Bale Fund, therefore negating the requirement for funding from General Reserves.

Project name	Project Lead	Summary	Amount
Collision Space (Hive)	Nicky Bevan, Head of Employee Health & Wellbeing Service	Creation of an innovation and improvement space for staff	£24, 000
Maternity Unit Improvements and Art installation	Catherine Wood, Director of Operations, Children & Women's Services	Improvements to environment in Maternity Unit, UHW	£8,000
Total			£32,000

This expenditure leaves a balance of **£129,965.37** in the Bale Fund.

A proposal was submitted to the Charitable Funds Committee meeting on the 19th September 2023 to support the following applications to the Bale Fund.

Project name	Summary	Amount
UHW patient access improvements	Visual enhancements work to improve navigation, visibility and accessibility and the aesthetic experience	£9,784
* Covid Sculpture, UHW	Sculpture to acknowledge colleagues who passed during the covid pandemic	£9,000*
Optomising airway training to support adults and children	Purchase of an advanced bronchoscope airway simulator	£10,000
Lakeside Wing Therapy Room uplift for End of Life patients	Installation of wall vinyls to improve patient recreation area and end of life cubicles	£4,701.57
Total		£33,485.57

The CFC supported the applications, with the exception of the *Covid Sculpture, UHW, with a recommendation for the Health Charity to source alternative options for a memorial at UHW.

Additionally, the CFC gave approval to the Health Charity Team to make decisions to support future applications for funding of UHW projects, in line with the scheme of delegation and criteria for the use of the Bale Fund monies. Any Over £25k expenditure applications will be submitted to the CFC via the normal process.

An updated report on the Bale Fund expenditure will be submitted to the CFC by the end of the financial year and to the subsequent Board of Trustees meeting.

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

I am pleased to report on the current status of the Bale Fund projects and the proposal for the remaining balance to be used to fund existing and proposed projects. I confirm that the Health Charity and Finance Team will work collaboratively to manage the remaining spend, in line with the charitable funds scheme of delegation and the Bale fund criteria i.e. funds to be used to benefit patients, staff and visitors of the University Hospital of Wales.

Recommendation:

The Board is requested to: receive for assurance the decision of the CFC in relation to the proposal for re-allocation of the Bale Fund balance of **£129,965.37**, in line with the charitable funds scheme of delegation and expenditure criteria of the Bale Fund, i.e. funds to be used to benefit patients, staff and visitors of the University Hospital of Wales.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	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		Long term		Integration	x	Collaboration	x	Involvement	x
------------	--	-----------	--	-------------	---	---------------	---	-------------	---

Impact Assessment:

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

Risk: Yes/No

Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)

Safety: Yes/No

Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Financial: Yes/No

Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Workforce: Yes/No

Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Legal: Yes/No

<p>Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)</p>	
<p>Reputational: Yes/No</p> <p>Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</p>	
<p>Socio Economic: Yes/No</p> <p>The Socio-Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.</p> <p>Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: The Socio-economic Duty: guidance GOV.WALES</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Equality and Health: Yes/No</p> <p>Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.</p> <p>Useful guidance on the completion of an EHIA can be found at the following link: EHIA toolkit - Cardiff and Vale University Health Board (nhs.wales)</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Decarbonisation: Yes/No</p> <p>Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Approval/Scrutiny Route:</p>	
Committee/Group/Exec	Date:

Saunders, Nathan
04/10/2023 14:51:34

Report Title:	Our Health Meadow – updated position			Agenda Item no.	7.3
Meeting:	Board of Trustees	Public	√	Meeting Date:	5 th October 2023
Status (please tick one only):		Private			
	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:

As requested in the Board of Trustees Agenda setting meeting, an update on the developments of Our Health Meadow (OHM) was submitted to the meeting of the Charitable Funds Committee held on 19th September 2023 and subsequently to today's Board of Trustees meeting.

The last OHM Annual Report was submitted to the Charitable Funds Committee in March 2023 and a subsequent short-term plan discussed in June 2023, which advised members of the ongoing work at the Health Meadow, University Hospital Llandough and the planned appeal fundraising events.

Subsequently the following funds have been secured:

Hubbubs – £76,800 - to design and create two roundhouses.

National Lottery Heritage Fund £145,982 - awarded to fund external works to create rear steps at Hafan y Coed, an access path and woodland clearance between the UHL site itself and OHM.

Gleeds (Global Property and Construction Consultants) have provided the Health Board's Capital, Planning and Facilities department with assurance regarding cost estimates from Down to Earth for the construction phase of the project

• Celebration Event

A celebratory event, showcasing Our Health Meadow took place on 15th June 2023 which was very well attended - <https://healthcharity.wales/celebrating-our-health-meadow/>.

The People, Nature and Impact conference saw a day of workshops and discussions about patient experiences, staff engagement, and how the local community have helped to develop Our Health Meadow.

Attendees heard from Lynne Neagle MS Deputy Minister for Mental Health and Wellbeing who praised the project saying, "*The wellbeing benefits of having something like this is absolutely immense.*"

It was also noted that the Our Health Meadow initiative is aligned with Welsh Government projects around social prescribing and climate emergency.

• Current and future Provision

Down to Earth are currently providing 2 days per week / 22 weeks of engagement for patients of Cardiff and Vale University Health Board, supported from the following funds:

Cardiology Endowments	£26,400.00
Prop Appeal Fund - 9448	£13,200.00
Staff Lottery Fund- 9682	£8,400.00
SPUR (external charity) supports spinal injury patients of CAVUHB	£6,000.00
TOTAL	£54,000.00

These sessions enable the development of confidence, new skills and improved rehabilitation and clinical colleagues continue to report on the positive benefits to their health and wellbeing.

Down to Earth will cease providing these workshops from December 2023 due to funding constraints.

- **Building with Nature Award***

Our Health Meadow at University Hospital Llandough has received a Building with Nature Full Award, the first of its kind in Wales.

The Building with Nature Standards provide planners and developers with evidence-based, how-to, guidance on delivering high quality green infrastructure. The Standard puts nature at the heart of development in a way that's good for people and for wildlife.



Vaughan Gething MS Minister for the Economy of Wales said, *“I’m really interested in seeing what we can create together here and the benefit it will provide for both patients, staff and the wider community. To develop something together with nature to have not just a net biodiversity gain but provide even more evidence for how outdoor health care can help you, me and everybody else who need our NHS.”*

Cardiff & Vale UHB CEO, Suzanne Rankin said, *“Our Health Meadow is an absolutely inspirational project which is creating a new kind of space for health care delivery. It will create the opportunity for us to explore, and develop an understanding of the evidence base around this kind of healthcare, and create a space where our local community can get down to nature and experience this wonderful landscape.”*

<https://healthcharity.wales/our-health-meadow-receives-prestigious-award/>

* subject to post construction sign-off

- **Arts Programme Progress at Our Health Meadow**

Dynamic sycamore sculpture by artist Gideon Petersen has been installed on site - <https://cardiffandvale.art/2023/06/14/the-sycamore-sculpture-by-gideon-petersen/>

Dilys Jackson's Pollen Form sculpture is being appreciated at the entrance to the site - <https://cardiffandvale.art/2022/07/26/artist-dilys-jackson-unveils-artwork-at-our-health-meadow/>

A beautifully carved Polyn Pren proudly stands in the wooded area of Our Health Meadow. The stump, initially taken from the site, has been carefully designed by our volunteers, and then carved on site by Thomas Carvings before being reinstalled at Our Health Meadow - <https://cardiffandvale.art/about-me/>



Sculpture Trail proposal - <https://cardiffandvale.art/2023/06/13/10220/>

- **Staff Vegetable Growing Project supported by a Staff lottery bid**

The Staff Vegetable Growing Project is a project focused on wellbeing and organic food growing. Consisting of half-day taster sessions, it invites colleagues to learn new skills and grow their confidence in growing their own food, even on a desk or windowsill at home.

<https://healthcharity.wales/staff-vegetable-growing-project/>

- **Imagining Better Bid**

OHM has partnered with Public Health Wales to submit a bid, 'Imagining Better' to UKRI research funding - [Collaborative community research to tackle health inequalities – UKRI](#) and are awaiting any feedback. 'Imagining Better' addresses the need for cross-sector collaboration in tackling health inequalities.

The project aims to explore how transforming healthcare spaces can affect the experience of delivering and receiving care, and help to realise benefits of arts and nature for wellbeing in these spaces. Engagement with arts or nature has positive impacts on mental wellbeing particularly among individuals from less affluent backgrounds. Combined approaches offer a route to increasing wellbeing and nature-friendly behaviours. 'Our Health Meadow' exemplify how such methods can impact wellbeing, guided by modern social-ecological models of wellbeing. The project brings together creative practitioners, humanities scholars, psychologists and environmental experts across Wales to build on this existing provision.

- **NHS Charities Together**

Grant funding of **£41,488** has been received from NHS Charities Together to provide an outdoor sheltered seating area, which will be completed by Down to Earth and participants funded by Clinical Boards, between July and December 2023.

- **Future Funding**

A recent funding application has been submitted to the Shared Prosperity Fund for consideration.

Throughout the remainder of 2023 and into 2024, the Health Charity's ambition for the development of the OHM will continue to explore potential income opportunities via its robust communications and engagement action plan, under the direction of the Health Meadow Steering Group, Chaired by Mike Jones.

- **OHM Terms of Reference**

The Our Health Meadow Terms of Reference have recently been revised and approved by the OHM Committee and the Charitable Funds Committee. Copy is attached for information.

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

I am pleased to report on the continued work taking place at Our Health Meadow which demonstrably improves patient outcomes and wellbeing.

I am also pleased to report on the project's success in receiving the Building with Nature Award in June 2023.

The Health Charity and Health Meadow Steering Group will continue to explore all available options to secure further funding and build on the success of the project to date.

Recommendation:

The Board of Trustees are requested to:

- Receive for information this update on Our Health Meadow
- Receive for information the revised and approved Our Health Meadow Terms of Reference

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention	√	Long term	√	Integration	√	Collaboration	√	Involvement	√
------------	---	-----------	---	-------------	---	---------------	---	-------------	---

Impact Assessment:

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

Risk: No

Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)

Safety: No

Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Financial: No

Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Workforce: No

Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Legal: No

<p>Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)</p>	
<p>Reputational: No</p> <p>Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</p>	
<p>Socio Economic: No</p> <p>The Socio-Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.</p> <p>Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: The Socio-economic Duty: guidance GOV.WALES</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Equality and Health: No</p> <p>Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.</p> <p>Useful guidance on the completion of an EHIA can be found at the following link: EHIA toolkit - Cardiff and Vale University Health Board (nhs.wales)</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Decarbonisation: Yes/No</p> <p>Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.</p> <p>(If this has been addressed in the main body of the report, please confirm)</p>	
<p>Approval/Scrutiny Route:</p>	
Committee/Group/Exec	Date:

Saunders, Nathan
04/10/2023 14:51:34



GIG
CYMRU
NHS
WALES

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



Registered Charity No. 1056544

Our Health Meadow and Associated Green Projects

Terms of Reference and Operating Arrangements

Saunders, Nathan
04/10/2023 14:51:34

PURPOSE

The role of the Group is to receive, consider and monitor the implementation of green sustainable and bio-diverse projects to support, benefit and improve the Health and Wellbeing of patients, visitors and staff within Cardiff & Vale University Health Board

The Group will consider the impact of the 'Wellbeing Future Generations Act 2015' and its 7 Wellbeing Goals in relation as required of the Health Boards in relation to the Welsh Government's Legislation.

In fulfilling this function, the Group will:

- Ensure all agreed green projects comply with policies of the Health Board
- Monitor and review the effectiveness of the projects on the green agenda
- Evaluate the sustainability of the projects and how they will be funded
- Receive proposals prepare to assist 'internal and external funding grants to support the projects
- Ensure the most efficient and effective use of resources provided to fund projects
- Make best use of the expertise that is within the Group to ensure viability of the projects
- To influence, support and promote green / national nature services

2 ROLE AND FUNCTION

- a) The Group will explore and implement projects to improve the Health and Wellbeing of patients, visitors and staff across the Health Board. These will include:
 - Our Health Meadow
 - Horatio's Garden - Completed
 - WellBEEing project
 - Queens Green canopy - Completed
 - Keep Wales Tidy
 - Grow Cardiff project
 - Staff wellbeing outside areas - Completed
 - Other projects will be identified as this work develops
- b) The Group will provide regular progress reports to the Charitable Funds Committee and the Wellbeing Future Generation Group
- c) Where required sub groups will be established to support agreed projects
- d) The Group will work closely with the Cardiff & Vale Health Charity to maximise opportunities for partnership working and fundraising with external partners
- e) The work of the Group will report for 'information only' to the Local Partnership Forum and the Health Board's Health and Wellbeing Group
- f) The Group will communicate internally and externally the work of the Group
- g) The Group will oversee the partnerships, that impacts on the green agenda

Saunders, Nathan
04/10/2023 14:51:34

3. OPERATING ARRANGEMENTS

The membership of the Group will include;

- Chair – Independent Member
- Vice Chair
- Senior Management Representative
- Head of Health Charity
- Therapies Representative
- Facilities / Sustainable Representatives
- Fundraising Officer for Our Health Meadow Appeal
- Senior Communications and Engagement Officer for Health Charity
- Project Lead for Our Health Meadow Project
- Representative from Public Health
- When appropriate external partner representative for specific key projects
- Patient / Carer Representative
- Bio diverse champion including volunteers
- Clinical Fellow for Sustainable Green Health
- Representative from Cardiff & Vale Local Authorities
- Representative from Procurement
- Representative from the Community
- Representative from the Local Council
- Representative from Patient Experience

Advisory Representatives:

- Representative from Estates
- Representative from Finance

The representatives attend in an advisory capacity and have no voting rights.

The Group may invite any others from within or outside the organisation to attend all or part of a meeting to assist with its discussions on any particular matter

Saunders, Nathan
04/10/2023 14:11:34

Deputies may attend in the absence of a member and it will be the member's responsibility to ensure they are appropriately briefed and able to contribute to the decision-making process

The Group may establish sub-groups or task groups to perform time limited work to advise on specific matters

The Chair and Vice Chair can take action on behalf of the Group in extraordinary circumstances or where the meeting is not quorate. All actions taken by the Chair / Vice Chair must be ratified at the next Group meeting

4. QUORUM

The quorum for the Group will require 40% of the membership to be present at the meeting. This must include the Chair or Vice Chair of the Group

5. REPORTING

The Group will report to the Charitable Funds Committee and the Wellbeing Future Generation Group at meetings and provide an annual report

6. SECRETARIAT

The Senior Manager's office will provide administrative support to the Group meetings

7. FREQUENCY OF MEETINGS

The Group will meet Quarterly

8. REVIEW

The Terms of Reference will be reviewed 3 yearly (next review March 2027).

Saunders, Nathan
04/10/2023 14:51:34

Report Title:	Health Charity Events Planner 2023/24			Agenda Item no.	9.1
Meeting:	Board of Trustees Meeting	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Meeting Date:	5th October 2023
Status (please tick one only):	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>		
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>Background and current situation:</p> <p>Cardiff & Vale Health Charity ("the Health Charity") is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544.</p> <p>The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.</p> <p>The Health Charity Team organises a wide range of fundraising events throughout the year to:</p> <ul style="list-style-type: none"> • Support individual appeals for Clinical Boards and fundraisers • Involve and support staff members in their individual fundraising for the HC • Raise awareness of the Health Charity's fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities • It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events. <p>The Events Planner 2023/24 (Appendix 1), provides a draft of the key events taking place in the year ahead. For further information on all Health Charity events, please visit the website: Cardiff & Vale Health Charity</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<ul style="list-style-type: none"> • This schedule is provided to the Board of Trustees for information. 					
Recommendation:					
<p>The Board of Trustees is requested to:</p> <ul style="list-style-type: none"> • Review the Events Planner and NOTE the planned activities of the Health Charity as advised. 					
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 checked="" 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 checked="" type="checkbox"/>		

5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant</i>			
Prevention		Long term	
		Integration	✓
		Collaboration	✓
		Involvement	✓
Impact Assessment: <i>Please state yes or no for each category. If yes please provide further details.</i>			
Risk: No <i>Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)</i>			
Safety: No <i>Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>			
Financial: No <i>Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>			
Workforce: No <i>Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>			
Legal: No <i>Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)</i>			
Reputational: No <i>Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>			
Socio Economic: No <i>The Socio-Economic Duty is to designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.</i> <i>Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: The Socio-economic Duty: guidance GOV.WALES</i> <i>(If this has been addressed in the main body of the report, please confirm)</i>			
Equality and Health: No <i>Equality Health Impact Assessments (EHIA) are typically undertaking when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.</i> <i>Useful guidance on the completion of an EHIA can be found at the following link: EHIA toolkit - Cardiff and Vale University Health Board (nhs.wales)</i> <i>(If this has been addressed in the main body of the report, please confirm)</i>			
Decarbonisation: No <i>Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.</i> <i>(If this has been addressed in the main body of the report, please confirm)</i>			
Approval/Scrutiny Route:			
Committee/Group/Exec	Date:		

Proposed Health Charity Events 2023/24

Appeal	Month	Day	Event	Location	Engagement Level	Exec Lead
	February	17	Prop Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	March	10	Breast Centre Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	April	TBC	Art Auction	Online/Gallery		
	July	8	BC Strictly Top Dancer Competition	Vale Resort	Breast Centre Consultant Sumit Goyal will attend, thank you message	
		1-10	NHS @ 75 Big Tea	Various locations	Encouraging individuals to host their own.	
		8 & 9	Sky Dive for NHS @ 75	Swansea Airport	Open event with thanks to partakers.	
	October	1	Cardiff Half Marathon	Cardiff	No lead required, public event.	
		6	Prop Ball	Coal Exchange Hotel. Cardiff Bay	Open event with welcome, introduction and thank you message.	
	November	TBC	Wreath Workshop	TBC	TBC	
		25	Shine Bright	UHW/UHL	Open event with welcome, introduction and thank you message.	
	December	2	Breast Centre Pink Tie Gala Dinner	Marriott Hotel, Cardiff	Open event with welcome, introduction and thank you message.	
	February	TBC	Prop Afternoon Tea	TBC	TBC	
	March	TBC	Breast Centre Afternoon Tea	TBC	TBC	