

# Board of Trustees (PUBLIC)

Thu 09 May 2024, 10:00 - 11:05

Microsoft Teams

## Agenda

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

10 min

*Charles Janczewski*

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

0 min

*Charles Janczewski*

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

0 min

*Charles Janczewski*

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**10:10 - 10:10 4. Minutes of the Trustee Meeting held on 24 January 2024**

0 min

*Charles Janczewski*

 4. BoT minutes 24.01.2024.pdf (6 pages)

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**10:10 - 10:10 5. Actions following meeting held on 24 January 2024**

0 min

*Charles Janczewski*

 5. BoT Action Log.pdf (1 pages)

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

0 min

*Charles Janczewski*

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**10:10 - 10:30 7. Items for Review and Assurance**

20 min


**7.1. Health Charity Current Financial Position**

*Robert Mahoney*

**20 minutes**

 7.1 Financial Paper Trustees.pdf (6 pages)

 7.1a - Cashflow Attachment v2.pdf (1 pages)

 7.1b Attachment 2 - FHoT General Fund IE Balance Projections.pdf (2 pages)

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**10:30 - 11:00 8. Items for Approval/Ratification**

30 min

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## 8.1. Health Charity Strategy

*Joanne Brandon*

**15 minutes**

- Amended version - 8.1 - Health Charity Strategy.pdf (3 pages)
- 8.1a Appendix 1 - HC Strategy\_2024-2030 V3 2.pdf (7 pages)

## 8.2. Memorandum of Understanding – Food Sense Wales

*Emma Cooke*

**5 minutes**

- 8.2 Covering Report FSW MOU.pdf (2 pages)
- 8.2a FSW MOU final.pdf (10 pages)

## 8.3. New Customer Relationship Manager (CRM) Provider & Operating License Update

*Catherine Phillips / Joanne Brandon*

**5 minutes**

- Amended version - 8.3 Staff Lottery Licence and Mitigations.pdf (4 pages)

## 8.4. Over £25k Endowment Expenditure: Cardiology Refurbishment Project

*Joanne Brandon*

**5 minutes**

- 8.4 Over 25k Endowment Expenditure - Cardiology Refurbishment Project.pdf (3 pages)
- 8.4a Appendix 1 Cardiology Endowments Expenditure.pdf (4 pages)

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## 11:00 - 11:05 9. Items for Noting and Information

5 min

### 9.1. Events Planner Update 2024/2025

*Joanne Brandon*

**5 minutes**

- 9.1 - Health Charity Events Planner 2024-25.pdf (2 pages)
- 9.1a Appendix 1 - Health Charity Events Planner.pdf (2 pages)

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## 11:05 - 11:05 10. Any Other Business

0 min

*Charles Janczewski*

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## 11:05 - 11:05 11. Agenda Items for the Private Meeting:

0 min

- Private minutes from the previous meeting
- Health Charity Team Funding Options Update

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## 11:05 - 11:05 12. Review of the Meeting & Confirmation of Any Actions

0 min

*Charles Janczewski*

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11:05 - 11:05 **13. Date and time of next meeting:**

0 min

*Charles Janczewski*

**12 September 2024: 10am via MS Teams**

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11:05 - 11:05 **14. Declaration**

0 min

*“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 24 January 2024  
Via MS Teams**

<b>Chair:</b>		
Charles Janczewski	CJ	UHB Chair
<b>Present:</b>		
Claire Beynon	CB	Executive Director of Public Health
Paul Bostock	PB	Chief Operating Officer
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Emma Cooke	EC	Deputy Director of Therapies and Health Sciences
Rachel Gidman	RG	Executive Director of People and Culture
Akmal Hanuk	AH	Independent Member - Community
Abigail Harris	AH	Executive Director of Strategic Planning
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Mike Jones	MJ	Independent Member – Trade Union
Mark Jones	MaJ	Audit Manager - Audit Wales
Robert Mahoney	RM	Deputy Director of Finance
Sara Moseley	SM	Independent Member – Third Sector
Matt Phillips	MP	Director of Corporate Governance
Catherine Phillips	CP	Executive Director of Finance
Ceri Phillips	CP	UHB Vice Chair
Jason Roberts	JR	Executive Nurse Director
Richard Skone	RS	Deputy Medical Director
Rhian Thomas	RT	Independent Member – Capital and Estates
John Union	JU	Independent Member - Finance
Jayana Williams	JW	Audit Wales – Senior Auditor
<b>Secretariat:</b>		
Nathan Saunders	NS	Senior Corporate Governance Officer
<b>Apologies:</b>		
David Edwards	DE	Independent Member - ICT
Fiona Jenkins	FJ	Executive Director of Therapies & Health Sciences
Meriel Jenney	MJ	Executive Medical Director
Suzanne Rankin	SR	Chief Executive Officer

<b>BT 24/01/001</b>	<b>Welcome &amp; Introductions</b>  The UHB Chair welcomed everyone to the meeting in English and Welsh.	<b>Action</b>
<b>BT 24/01/002</b>	<b>Apologies for Absence</b>  Apologies for absence were noted.	
<b>BT 24/01/003</b>	<b>Declarations of Interest</b>	
<b>BT 24/01/004</b>	<b>Minutes of the Board of Trustee Meeting held on 5 October 2023</b>  The minutes of the Board of Trustee Meeting held on 5 October 2023 were received.  <b>The Board of Trustee (the Trustees) resolved that:</b>  a) The minutes were approved as an accurate and true record of the meeting held on 5 October 2023	

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<b>BT 24/01/005</b>	<p><b>Action Log following the Meeting held on 5 October 2023</b></p> <p>The action Log was received and all actions were discussed.</p> <p><b>The Trustees resolved that:</b></p> <p>a) The Action Log was noted.</p>	
<b>BT 24/01/006</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 24/01/007</b>	<p><b>Health Charity Current Financial Position</b></p> <p>The Health Charity Current Financial Position was received.</p> <p>The Deputy Director of Finance (DDF) advised the Trustees that the report covered the year to date financial performance of the Charity for the period April 2023 to the period 31st December 2023.</p> <p>It was noted that there were two 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 £0.432m from 1st April 2023 to 31st December 2023 which included an increase in the Investment Portfolio value of £0.162m.</li> <li>• The General Reserve was currently in deficit and taking into account the remaining commitments in 2023/24 was forecast to be in deficit by £0.808m by year-end.</li> </ul> <p>The Trustees received a table which showed that the Charity generated £1.167m of income and spent £1.761m for the financial year which had resulted in net expenditure of £0.594m.</p> <p>The DDF added that in addition, the charity had seen market value gains on its investments of £0.162m for the period to 31st December 2023 and that the combined effect of that was a net decrease in fund balances for the period ending 31st December of £0.432m as mentioned above.</p> <p>The Trustees were shown a table which provided an analysis of the income received by the charity for the year up to 31<sup>st</sup> December 2023 and also showed the comparison of income received for the same period over the previous 2 years.</p> <p>The DDF noted that Audit Wales had recommended as part of their 2022/23 review that grant income should be identified separately in the accounts for 2023/24.</p> <p>It was noted that the closing balance sheet for the period to date had decreased by £0.432m to £9.827m.</p>	

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The DDF provided the Trustees with a summary on the Investment Portfolio Performance and noted that that the market values outlined in table received took into account two cash withdrawals (May 2022 & September 2022) of £350k each from the investment portfolio to support the charity's cashflow position.

He added that when discounting those two cash withdrawals, the movement in market value between 31st March 2022 and 31st December 2023 was a decrease of £0.161m and it was noted that in respect of the current financial year (2023/24) the investment portfolio opened with a market value of £5.546m and so the value of investments had increased by £0.162m to £5.708m for the period ending December 2023.

The Trustees were advised that a revised cashflow forecast was included to the report as requested at the previous meeting and it was noted that the cashflow currently estimated a net cash expenditure of £0.452m which would result in a positive cash balance of £0.106m.

The DDF noted that it was hoped that the cashflow would be managed through the timings of the debtor/creditor transactions.

The UHB Chair asked how confident the DDF was that the debtor/creditor transactions could be managed sufficiently without having to sell any investments for 2023/24.

The DDF responded that he had been advised by the finance team that it could be managed well and that there was not a public sector payment compliance like there was for the main health board accounts and so it was only a few invoices that required payment.

The Trustees were then presented with the Forecast Financial Position of the Charity's General Fund Reserve.

The DDF advised the Trustees that the General Fund faced challenges due to the net outgoing resources and the volatility of the investment portfolio.

He added that the general fund was in deficit by £498,000 at the start of the financial year and was still closed to new applications.

It was noted that the main focus was to replenish the general fund and restore its reserves and that the expenditure from the general fund included the staff costs of the charity that could not be attributed or recharged to specific funds, which currently accounted for about 75% of the cost of the team.

The UHB Chair advised the DDF that the Trustees would want to be assured that the allocation of staff costs was an accurate reflection of the work that they did within the Charitable Funds team.

The DDF responded that a detailed report would be provided to the Charitable Funds Committee at its next meeting and would then feed back into the Trustees at its meeting in May 2024.

The Trustees were advised that the forecast year-end deficit was estimated to be £0.808m and it was noted that the market value had recovered to the period

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ending 31st December 2023, which had resulted in the Charity exceeding its market value forecast (£56k) by £106k for the current financial year.

The DDF noted that the forecast gain included in the General Fund year end value projection had been maintained at £56k and would be re-assessed as the year end approached and there was greater confidence in the retention of market gains in 2023-24.

The Independent Member – Capital & Estates (IMCE) asked how the numbers were configured.

The DDF responded that in reflection of the fact that the Charity had had some losses or decreases in values over the past few years, the information received from the Health Boards investment managers (Rathbone) was that they were forecasting a pickup of a modest magnitude during the rest of the year and going into the next financial year.

He added that the finance team had taken a view that there would be a 1% gain in 2023/24 and a 2.5 and 3% gain in future years.

He also added that those could also be losses and so it was really very much an illustrative projection to say this is how it could turn out.

The IMCE asked what that meant for the appetite to reopen the general fund.

The DDF responded that there should not be an appetite to reopen the general fund based on advice received by the investment managers and the current markets condition.

The Independent Member – Finance (IMF), Chair of the Charitable Funds Committee reassured the Trustees that the Charitable Funds Committee had been looking at the aspect of the overspend and the fact that the fund itself was significantly “in money”.

He added that the Charity had money but that only part of it was in the general fund and so a number of areas were being looked at such as utilisation of dormant funds, stopping the draw on the general fund and also how the charity team was funded.

The Executive Director of Finance added that the Trustees would need to have the options around the Health Charity Team funding outlined at its meeting held in May 2024.

The Director of Communications, Arts, Health Charity and Engagement (DCAHCE) advised the Trustees that there was a huge amount of work ongoing in the background around the Health Charity team and that she had been in touch with the fundraising regulator because the Health Charity belonged to a consortium of Health Charities across the UK and all were asking similar questions.

The UHB reiterated the need for a detailed report to be received by the Trustees in May 2024 to provide firm assurance.

The DDF concluded the discussion by highlighting the key points for the attention of Committee which included:

- The performance of the investment portfolio which currently supported the General Fund balance.

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	<ul style="list-style-type: none"> <li>• The staff recharges to the General Fund</li> <li>• The impact on the Funds Held on Trust cashflow arising from the investment portfolio and the staff recharges.</li> <li>• The General Fund is forecast to be £0.808m in deficit by year end.</li> <li>• A plan was required to address the recurrent deficit on the General Fund which was being developed by the Head of the Charity.</li> </ul> <p><b>The Trustees resolved that:</b></p> <ol 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 development of a longer term plan to reduce the deficit on the General Fund Reserve was noted.</li> </ol>	
<p><b>BT 24/01/008</b></p>	<p><b>Charity Accounts 2022/23</b></p> <p>The Charity Accounts 2022/23 were received.</p> <p>The DDF reminded the Trustees that the draft accounts were presented to the Audit and Assurance Committee in November 2023 and that those were the accounts issued to Audit Wales.</p> <p>He added that the report provided a summary of the work which had been completed by Audit Wales and noted that the Health Board had sent 3 documents to Audit Wales which included:</p> <ul style="list-style-type: none"> <li>• The Cardiff and Vale Health Charity Annual Report 2022/23 (incorporating the Final Accounts)</li> <li>• The response given to the audit enquiries to those charged with governance and management;</li> <li>• The ISA 260 Audit Report (which included the Letter of Representation).</li> </ul> <p>It was noted that the Auditor General was scheduled to certify the Annual Report incorporating the accounts on 26 January 2024, subject to The Board of Trustees meeting approval.</p> <p>It was noted that during the course of the audit there were some misstatements and errors identified and that the corrections made to the accounts were detailed in the ISA 260 report received by the Trustees.</p> <p>The DDF concluded that 3 recommendations were raised in relation to the accounts under matters arising by Audit Wales which included:</p> <ul style="list-style-type: none"> <li>• The introduction of a risk register – to be implemented 2023/24</li> <li>• Clearer identification of grant vs donations income – accounts presentational update 23/24</li> </ul>	

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	<ul style="list-style-type: none"> <li>Valuation basis of year end investments (mid vs bid price) – future valuations to be based on bid price rather than mid-price.</li> </ul> <p>The Audit Manager from Audit Wales (AMAW) advised the Trustees that it was Audit Wales' responsibility to report to the Trustees prior to approval and noted that the report reflected positively on the finance and governance on the accounts.</p> <p>He added that the report concluded that the annual accounts showed a true and fair view for the financial year 2022/23 and noted that Audit Wales planned to issue an unqualified opinion, which was a positive opinion.</p> <p>The AMAW reminded the Trustees that the Auditor General was due to certify the accounts at 11am on 26 January 2024 and that the audit remained open until the day of certification.</p> <p>He added that one uncorrected misstatement within the report was £3802 which was to do with investments and noted that one of the recommendations related to that point and that the corrected misstatements were provided in the report.</p> <p><b>The Trustees resolved that:</b></p> <ol style="list-style-type: none"> <li>The Cardiff and Vale Health Charity Annual Report for 2022/23, the response provided to the audit enquiries to those charged with governance and management, the Letter of Representation and ISA 260 Report from Audit Wales were considered.</li> <li>Based on the assurances given and the recommendation of Audit Wales, approval of the Charity's Annual Report 2022/23 was received.</li> <li>The statement made in the Letter of Representation to the Auditors and recommend approval of the document was confirmed.</li> </ol>	
BT 24/01/009	<p><b>Events Planner Update 2024/2025</b></p> <p>The Health Charity Events Planner Update was received.</p> <p><b>The Trustees resolved that:</b></p> <ol style="list-style-type: none"> <li>The Events Planner Update 2024/2025 was noted.</li> </ol>	
BT 24/01/010	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
	<p><b>Review of the Meeting</b></p> <p>IMCE – Helpful to get the last CFC meeting minutes as part of the pack.</p>	
<p>Chilcott, Rachel 17/05/2024 14:44:51</p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p>Thursday 9 May 2024 Time 10am MS Teams</p>	

**Action Log**  
**Following Board of Trustee Meeting held on**  
**24 January 2024**  
**(Updated for May 2024 Meeting).**

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
<b>Actions Completed</b>					
<b>BT 24/01/007</b>	Health Charity Current Financial Position	A detailed report on staffing costs would to be provided to the Charitable Funds Committee which would then feed back into the Trustees at its Private meeting in May 2024.	Catherine Phillips / Joanne Brandon	<b>09.05.2024</b>	<b>COMPLETED</b>  <i>On Forward Plan for May's Private Trustees Meeting – Private Agenda item 7.1</i>
<b>Actions referred to/from Committees of the Board/Board Development</b>					
<b>BT 24/01/007</b>	Health Charity Current Financial Position	A detailed report on staffing costs to be provided to the Charitable Funds Committee	Catherine Phillips / Joanne Brandon	<b>19.03.2024</b>	<b>COMPLETED</b>  <i>On Forward Plan for March Charitable Funds Committee Meeting.</i>  <i>Committee Updated on 19.03.2024</i>
<b>CFC24/03/012</b>	Food Sense Wales Memorandum of Understanding (MoU)	Trustees to review and approve Food Sense Wales MoU following review at the Charitable Funds Committee	Fiona Jenkins	<b>09.05.2024</b>	<b>COMPLETED</b>  <i>On Forward Plan for May's Trustees Meeting – Agenda item 8.2</i>
<b>CFC24/03/013</b>	Health Charity Strategy	Trustees to receive final draft of the Health Charity Strategy	Catherine Phillips / Joanne Brandon	<b>09.05.2024</b>	<b>COMPLETED</b>  <i>On Forward Plan for May's Trustees Meeting – Agenda item 8.1</i>
<b>CFC24/03/014</b>	Over £25k bids for approval	Trustees to approve the spend of £170,000 from Endowment Fund 9541 by Cardiac Services following detailed discussion at Charitable Funds Committee on 19.03.24	Joanne Brandon	<b>09.05.2024</b>	<b>COMPLETED</b>  <i>On Forward Plan for May's Trustees Meeting – Agenda item 8.4</i>

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-Report Title:	<b>Charitable Funds Financial Position Report for the Period Ended 29<sup>th</sup> February 2024.</b>			Agenda Item no.	7.1
Meeting:	<b>Board of Trustee Meeting</b>	Public	X	Meeting Date:	09.05.24
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	<b>Executive Director of Finance</b>				
Report Author (Title):	<b>Deputy Director of Finance</b>				

## Main Report

### Background and current situation:

#### Background and current situation:

The financial update report aims to:

- Provide information on the year to date financial performance of the Charity for the period 1<sup>st</sup> April 2023 to the period 29<sup>th</sup> February 2024.
- Assess the forecast financial position of the Charity including 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 Trustees:-

- The value of the Charitable Funds has decreased by £0.549m from 1st April 2023 to 29th February 2024. This incorporates net expenditure of £710k over income offset by an increase in the Investment Portfolio value of £0.161m.
- The General Reserve is currently in deficit, which with remaining commitments in 2023/24 is forecast to be in deficit by £0.611m as at 31st March 2024.

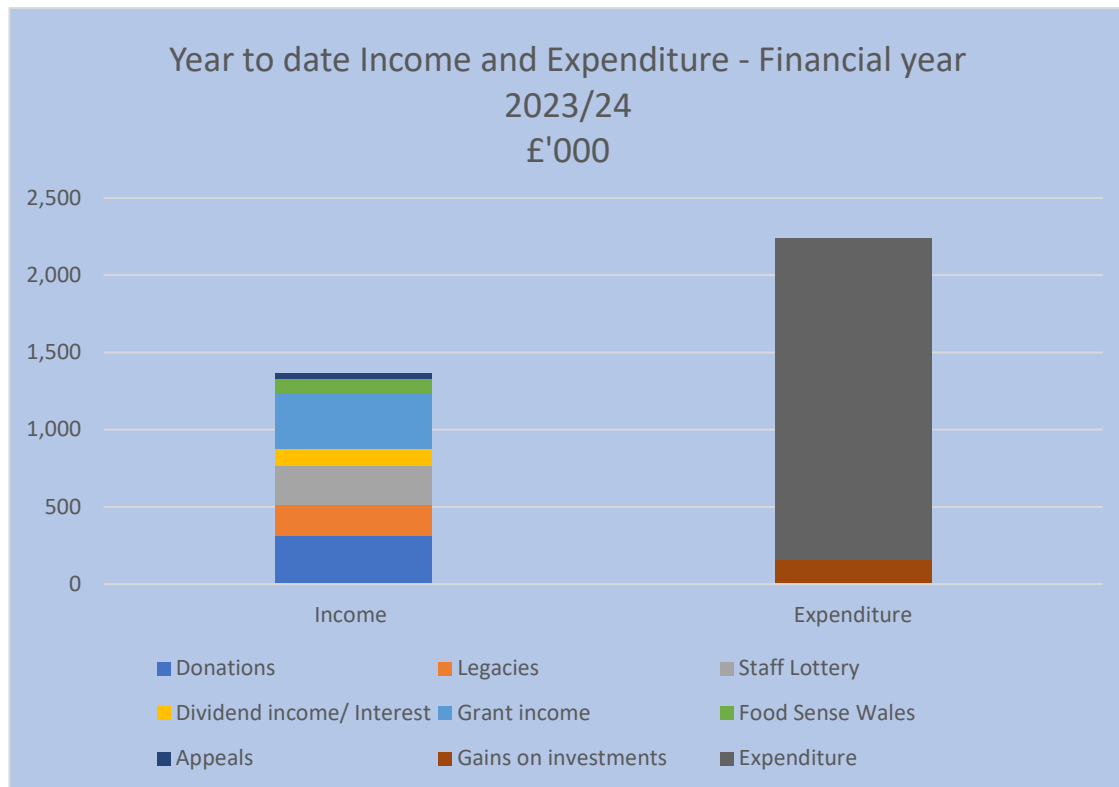
#### Financial Performance to 29<sup>th</sup> February 2024

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 29<sup>th</sup> February 2024.**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2023</b>	<b>3,472</b>	<b>2,459</b>	<b>4,328</b>	<b>10,259</b>
Total Income Resources	366	1,003	0	1,369
Total Resources Expended	-1,088	-991	0	-2,079
<b>Net Incoming/( Outgoing) Resources</b>	<b>-722</b>	<b>12</b>		<b>-710</b>
Gains / ( Losses) on Investment Assets	160	0	1	161
<b>Fund Balances carried forward to 29th February 2024</b>	<b>2,910</b>	<b>2,471</b>	<b>4,329</b>	<b>9,710</b>
<b>Net Movement in Funds</b>	<b>-562</b>	<b>12</b>	<b>1</b>	<b>-549</b>

Table 1 shows the Charity generated £1.369m of income and spent £2.079m for the financial year. This has resulted in net expenditure of £0.710m. In addition, the charity has seen market value gains on its investments of £0.161m for the period to 29th February 2024. The combined effect of this is a net decrease in fund balances for the period ending 29th February of £0.549m.



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 29th February 2024**

Income	Unrestricted £000	Restricted £000	Total 23/24 £000	22/23 To February £000	21/22 To February £000
Legacies		204	204	234	131
Grants ( FR)	94	163	257	159	0
Food Sense Wales		98	98	382	0
Donations	162	239	401	258	970
Staff Lottery		252	252	235	232
Appeals		43	43	51	29
Dividend Income / Interest	91	23	114	91	121
<b>Total Income</b>	<b>347</b>	<b>1,022</b>	<b>1,369</b>	<b>1,410</b>	<b>1,483</b>

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

	Opening Balance £000 01.04.23	Closing Balance £000 29.02.24	Change in Financial Year £000
<b>Fixed Assets</b>			
Investment Portfolio	5,546	5,707	-161
Rookwood Hospital	4,288	4,288	0
<b>Net Current Assets / Liabilities</b>			
Cash	560	304	256
Debtors	514	2	512
Liabilities	-649	-591	-58
<b>Total Net Assets</b>	<b>10,259</b>	<b>9,710</b>	<b>549</b>
Unrestricted Funds	3,472	2,910	562
Restricted Funds	2,459	2,471	-12
Endowment Funds	4,328	4,329	-1
<b>Total Funds</b>	<b>10,259</b>	<b>9,710</b>	<b>549</b>

**Table 3: Summary Balance Sheet as at 29<sup>th</sup> February 2024**

Fund balances have decreased by £0.549m in the period to £9.710m, due to £0.710m excess expenditure offset by £0.161m investment gain.

### Cashflow Forecast

A revised cashflow forecast is included as attachment 1 to this report, which has been updated for actual period ending 29th February 2024. The cashflow currently estimates net cash expenditure of £0.336m resulting in a projected positive cash balance of £0.223m. On current spending plans and trajectory investments the Trustees have previously been informed that investments will have to be sold to support the cash position underpinning charitable funds operations in the next financial year.

The finance department have notified the Charity's Investment Manager's to request the sum of £400k which is estimated to be received towards the end of April 2024.

### 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 (Designated Funds) funds according to the nature of how funds are established and the income that has supported the creation and ongoing activity of each fund.

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The General Fund incorporates income that is not specified to a particular fund, alongside increases and decreases in the Charity's investment portfolio valuation. Expenditure that is not specific to a particular fund, is also attributed to the General Fund. This includes the staff costs of the Charity that cannot be recharged to specific funds. At present, this currently incorporates 75% of the cost of the Charitable Funds 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 £	Outstanding £	Comment
	£'000	£'000	
Transport Solutions ( Llandough)	392	1	
Welsh Transplant Team	40	16	£8k per annum
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
<b>Total</b>	<b>526</b>	<b>111</b>	

The draft out-turn valuation of the General Fund (subject to final accounting adjustments and audit) is likely to be £0.611m.

The valuation of investments held by the Funds Held on Trust investment portfolio have seen a small recovery at the end of the 2023-24 financial year which has resulted in better out-turn than had been previously forecast.

Based on the current income and expenditure trends the General Fund would increase its deficit, by the end of 2024-25 and 2025-26, to £1.307m and £1.708m.

The assumption of 2.5% and 3% increases in investment values in 2024-25 and 2025-26 would reduce this General Fund deficit to £0.867m and £1.109m respectively by effectively recognising unrealised gains.

In light of the increasing deficit in 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. A task and finish group has been established to develop options to address the financial stability of the Funds Held on Trust, to be presented to the CFC on 11<sup>th</sup> June 2024.

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

- Right-sizing the team
- Appropriate skill mix across the team
- Balance of fund raising and stewardship focus
- The challenge of multiple restricted funds
- Appropriate level of team recharge to funds

Options to secure expert advice are being considered.

**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 £0.611m 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
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**Five Ways of Working (Sustainable Development Principles) considered**

*Please tick as relevant*

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

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

Risk: Yes/No

n/a

Safety: Yes/No

n/a

Financial: Yes/No

**Yes**

Workforce: Yes/No

n/a

Legal: Yes/No

n/a

Reputational: Yes/No

n/a

Socio Economic: Yes/No

n/a

Equality and Health: Yes/No

n/a

Decarbonisation: Yes/No

n/a

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:


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**Cardiff and Vale Health Charity Cash Flow Forecast**

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total
<b>Brought forward balance</b>	<b>559,088.97</b>	<b>698,055.25</b>	<b>697,901.87</b>	<b>536,591.05</b>	<b>473,176.55</b>	<b>380,696.03</b>	<b>391,248.02</b>	<b>399,525.73</b>	<b>357,512.71</b>	<b>348,499.54</b>	<b>239,362.99</b>	<b>297,281.71</b>	<b>559,088.97</b>
	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	
<b>Receipts</b>													
Staff Lottery	23,634.20	24,050.25	24,708.95	24,513.10	24,395.04	22,578.68	24,059.26	25,740.00	26,675.93	26,347.76	26,436.42	26,436.42	299,576.01
Grants	128,694.00	192,273.17	20,200.00	2,860.00	20,200.00		16,993.00	37,591.00			13,005.00		431,816.17
Legacies	155,827.08							112,640.87		50,024.82	31,889.74		350,382.51
Investment Income			44,226.12			32,005.78						27,918.13	104,150.03
Food Sense Wales	103,457.96	29,860.49	9,776.03	13,854.60				16,483.02	28,243.48	12,168.00		6,450.00	220,293.58
Other Donations	9,013.74	18,333.08	20,853.73	39,199.46	26,291.57	25,937.24	36,459.90	54,405.68	39,369.19	21,595.42	13,865.92	37,152.89	342,477.82
Bank Account Interest	1,669.67	2,654.87	2,420.90	2,036.47	2,124.13	1,728.07	1,656.78		1,766.45	1,511.95	1,281.57	1,100.00	19,950.86
Gift Aid		5,512.13			1,134.31			894.73					7,541.17
JustGiving	6,625.59	10,626.18	13,033.75	14,852.14	4,149.55	12,775.70	29,532.74		3,988.88	3,908.08	2,968.27	10,666.00	113,126.88
Paypal	1,384.82	4,540.10	2,689.70	818.57	508.38		53.83			486.27		721.20	11,202.87
Stripe	2,474.70	3,154.91	6,402.29	3,737.48	3,571.60	1,950.97	2,052.88	1,612.86	1,882.16	1,237.60	459.11	5,049.03	33,585.59
Donor												337.50	337.50
Much loved	231.34	628.54		730.30								1,702.44	3,292.62
<b>Total Receipts</b>	<b>433,013.10</b>	<b>291,633.72</b>	<b>144,311.47</b>	<b>102,602.12</b>	<b>82,374.58</b>	<b>96,976.44</b>	<b>110,808.39</b>	<b>249,368.16</b>	<b>101,926.09</b>	<b>117,279.90</b>	<b>89,906.03</b>	<b>117,533.61</b>	<b>1,937,733.61</b>
<b>Payments</b>													
Christmas Allocation								-10,500.00					-10,500.00
Food Sense Wales		-103,080.51		-17,380.99									-120,461.50
Grants			-51,807.96		-79,253.38	-26,400.00		-98,950.00		-28,400.00			-284,811.34
Horatio's Garden	-192,000.00												-192,000.00
Other Creditors	-71,290.01	-59,374.71	-88,963.04	-40,864.22	-34,809.66	-54,231.46	-76,204.08	-115,098.46	-81,599.26	-93,642.44	-27,987.31	-35,330.25	-779,394.90
Staff Lottery Approvals	-25,756.81	-9,330.83	-14,711.81	-12,064.87	-132.88	-1,792.99	-7,144.07	-10,659.60	-2,340.00	-6,975.00		-4,000.00	-94,908.86
Other staff salary - ( Social Prescribing)			-16,551.00										-16,551.00
Other staff salary - ( Social Prescribing)			-14,352.00										-14,352.00
Other staff salary - ( Social Prescribing)			-29,522.00										-29,522.00
Other Staff Salaries ( - Fund No 9153)		-13,669.18		-8,790.50								-15,104.75	-37,564.43
Other Staff Salaries (- Fund No 9649)		-16,145.95		-11,499.31			-9,364.71					-7,385.61	-44,395.58
Other Staff Salaries ( - Fund No 9649)				-3,900.00									-3,900.00
Investment Management Fees		-8,318.44			-8,178.61			-8,157.17				-7,821.39	-32,475.61
Staff Lottery Prizes	-5,000.00	-3,000.00	-12,000.00	-5,000.00	-4,000.00	-4,000.00	-5,000.00	-4,000.00	-27,000.00	-4,000.00	-4,000.00	-4,000.00	-81,000.00
C&V Quarterly Salary Recharges ( Admin)				-23,573.10						-47,146.20			-94,292.40
C&V Quarterly Salary Recharges ( Internal Audit)				-4,817.82			-4,817.82						-14,453.06
C&V Charity Wales Audit charges		-40,470.00								-4,817.82			-45,287.82
C&V Quarterly Salary Recharges ( General Funds)		-38,397.48	-77,714.48	-38,125.81	-48,480.57			-44,015.95		-41,434.99		-89,736.29	-377,905.57
<b>Total Payments</b>	<b>-294,046.82</b>	<b>-291,787.10</b>	<b>-305,622.29</b>	<b>-166,016.62</b>	<b>-174,855.10</b>	<b>-86,424.45</b>	<b>-102,530.68</b>	<b>-291,381.18</b>	<b>-110,939.26</b>	<b>-226,416.45</b>	<b>-31,987.31</b>	<b>-191,768.81</b>	<b>-2,273,776.07</b>
<b>In Month Movement</b>	<b>138,966.28</b>	<b>-153.38</b>	<b>-161,310.82</b>	<b>-63,414.50</b>	<b>-92,480.52</b>	<b>10,551.99</b>	<b>8,277.71</b>	<b>-42,013.02</b>	<b>-9,013.17</b>	<b>-109,136.55</b>	<b>57,918.72</b>	<b>-74,235.20</b>	<b>-336,042.46</b>
<b>Balance carried forward</b>	<b>698,055.25</b>	<b>697,901.87</b>	<b>536,591.05</b>	<b>473,176.55</b>	<b>380,696.03</b>	<b>391,248.02</b>	<b>399,525.73</b>	<b>357,512.71</b>	<b>348,499.54</b>	<b>239,362.99</b>	<b>297,281.71</b>	<b>223,046.51</b>	<b>223,046.51</b>

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## Cardiff and Vale Charity General Reserve Profile

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Balance Brought Forward</b>	<b>0</b>	<b>95,506</b>	<b>(232,015)</b>	<b>(578,921)</b>	<b>(923,721)</b>	<b>(1,306,721)</b>
Income ( Legacies, Donations - Not Restricted)	0		0	20,000	0	0
Transfers ( From Dormant Funds)	371,712	28,563	0	7,200	30,000	30,000
<b>Total Income</b>	<b>371,712</b>	<b>28,563</b>	<b>0</b>	<b>27,200</b>	<b>30,000</b>	<b>30,000</b>
Net Cost of Fundraising Team	(276,206)	(356,084)	(346,906)	(372,000)	(413,000)	(433,000)
<b>Net Income / Expenditure - Fundraising in Year</b>	<b>95,506</b>	<b>(327,521)</b>	<b>(346,906)</b>	<b>(344,800)</b>	<b>(383,000)</b>	<b>(403,000)</b>
<b>Cumulative impact to General reserve of Fundraising team</b>	<b>95,506</b>	<b>(232,015)</b>	<b>(578,921)</b>	<b>(923,721)</b>	<b>(1,306,721)</b>	<b>(1,709,721)</b>
<b>B/fwd</b>	<b>456,583</b>	<b>592,353</b>	<b>661,031</b>	<b>81,423</b>	<b>312,436</b>	<b>440,018</b>
Unrealised change in Investment Values - Increase / (Decrease)	864,333	448,284	(323,000)	243,000	145,000	178,000
Expenditure - General Reserve Commitments	(728,564)	(379,606)	(256,608)	(11,987)	(17,418)	(17,418)
<b>Movement on General Reserves - excluding FR expenditure &amp; other income</b>	<b>592,353</b>	<b>661,031</b>	<b>81,423</b>	<b>312,436</b>	<b>440,018</b>	<b>600,600</b>
<b>Balance Carried Forward</b>	<b>687,859</b>	<b>429,016</b>	<b>(497,498)</b>	<b>(611,285)</b>	<b>(866,703)</b>	<b>(1,109,121)</b>

Note 1 Estimate of dormant fund transfers ( 67k identified)  
 Note 2 Estimated cost of fundraising less costs recharged to "other" funds ( based on current estimate of £148k)  
 Note 3 Actual Investment Gains recovery in 2023/24 / 2024/25 (2.5%) & 2025/26 (3%)

### Summary of Contributing Factors to General Fund Deficit at 2022-2023

General Fund balance brought forward (Prior year investments surplus)	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)
<b>Deficit on General Fund at 31 March 2022-2023</b>	<b>(497,498)</b>

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### Cardiff and Vale Charity General Reserve Profile

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Balance Brought Forward</b>	456,583.41	687,858.65	429,016.15	-497,497.96	-611,285.13	-866,703.13
Income ( Legacies, Donations - Not Restricted)	0	0	0	20,000.00	0	0
Transfers ( From Dormant Funds)	371,711.68	28,563.43	0.00	7,199.83	30,000.00	30,000.00
<b>Total Income</b>	<b>371,711.68</b>	<b>28,563.43</b>	<b>0.00</b>	<b>27,199.83</b>	<b>30,000.00</b>	<b>30,000.00</b>
Net Cost of Fundraising Team	-276,206.00	-356,084.30	-346,905.62	-372,000.00	-413,000.00	-433,000.00
<b>In Year Contribution</b>	<b>95,505.68</b>	<b>-327,520.87</b>	<b>-346,905.62</b>	<b>-344,800.17</b>	<b>-383,000.00</b>	<b>-403,000.00</b>
Expenditure	-728,563.57	-379,605.90	-256,608.49	-11,987.00	-17,418.00	-17,418.00
<b>Net Expenditure ( cash)</b>	<b>-633,057.89</b>	<b>-707,126.77</b>	<b>-603,514.11</b>	<b>-356,787.17</b>	<b>-400,418.00</b>	<b>-420,418.00</b>
<b>Non- Cash</b>						
<b>Investment Gains / ( Losses)</b>	<b>864,333.13</b>	<b>448,284.27</b>	<b>-323,000.00</b>	<b>243,000.00</b>	<b>145,000.00</b>	<b>178,000.00</b>
<b>In Year Performance</b>	<b>231,275.24</b>	<b>-258,842.50</b>	<b>-926,514.11</b>	<b>-113,787.17</b>	<b>-255,418.00</b>	<b>-242,418.00</b>
<b>Balance Carried Forward</b>	<b>687,858.65</b>	<b>429,016.15</b>	<b>-497,497.96</b>	<b>-611,285.13</b>	<b>-866,703.13</b>	<b>-1,109,121.13</b>
Note 1	Estimate of dormant fund transfers ( 67k identified)					
Note 2	Estimated cost of fundraising less costs recharged to "other" funds ( based on current estimate of £148k)					
Note 3	Actual Investment Gains recovery in 2023/24 / 2024/25 (2.5%) & 2025/26 (3%)					

#### Summary of Contributing Factors to General Fund Deficit at 2022-23

General Fund balance brought forward (Prior year investments surplus)	456,583
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Contribution to Orchard	(80,000)
Employee Wellbeing Service	(298,000)
Other commitments made	(260,778)
<b>Deficit on General Fund at 31 March 2022-23</b>	<b>(497,498)</b>

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Report Title:	<b>Health Charity Strategy</b>			Agenda Item no.	<b>8.1</b>
Meeting:	<b>Board of Trustees</b>	Public	X	Meeting Date:	<b>9<sup>th</sup> May 2024</b>
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval	√	Information	
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

## Main Report

### Background and current situation:

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.

At the CFC meeting held on 21<sup>st</sup> June 2022, members agreed that a further review of the strategy was required, 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 members of the CFC and independently facilitated by a member of the Health Board's Organisational Development Team. This resulted in the establishment of a Health Charity Strategy Task and Review group, Chaired by the Director of Communications, Engagement, Arts and Health Charity (DoC) and included a series of recommendations on improving and developing the Health Charity Strategy, more aligned to the post pandemic world and cost of living crisis.

Further to the progress report presented to the Board in April 2023, work has continued on reviewing and refreshing the strategy, led by the CFC and supported by the Strategy Task & Finish Group.

### Key objectives included:

1. Optimising and safeguarding the views of those who donate to the Health Charity –
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 of procurement processes to that of Cardiff and Vale University Health Board.
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 was undertaken as part of the Health Charity Strategy refresh.

The timescale for completion was revised due in part to industrial action and operational demands, but also to enable discussion and consideration of the paper, in alignment with Cardiff and Vale University Health Boards “Shaping our Future Wellbeing Strategy” which was published in September 2023.

The final version (19) was approved by the Charitable Funds Committee on 19<sup>th</sup> March 2023. (Appendix 1).

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

- The Board of Trustees is asked to acknowledge the significant work undertaken to complete the Strategy refresh; the extensive and inclusive approach to its production. It’s alignment to Cardiff and Vale University Health Board’s recently re-launched strategy document “Shaping Our Future Wellbeing 2023 – 2035 is demonstrated by the extent of consultation and engagement undertaken to produce the document.
- The aims and objectives extolled within the Strategy will be discussed as part of the Task & Finish Group established to review the financial sustainability of the Health Charity.
- The Health Charity Strategy 2024 – 2030 will be published on the Health Charity and Health Board’s websites and shared widely, with both English and Welsh versions available.

**Recommendation:**

**The Board are requested to:**

1. Agree to pause the approval and implementation of the Health Charity Strategy until an acceptable and sustainable way forward has been identified to correct the deficit position of the General Fund.

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

*Please tick as relevant*

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

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

*Please tick as relevant*

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

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

Risk: No

Safety: No

Financial: No

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

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GIG  
CYMRU  
NHS  
WALES

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

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

# Cardiff & Vale Health Charity Strategy 2024 - 2030



*We're fundraising for*  
**Cardiff & Vale HealthCharity Elusenlechyd**  
Caerdydd a'r Fro  
[www.healthcharity.wales](http://www.healthcharity.wales)  
*any donation - no matter how small - helps fund research, training, education, further professional up-skills, special equipment*

**RHYDLAFAR UNIT NUOYWOED**  
**SGWAT CHALLENGE**  
We pledge to do 20 swims from Oct to Nov at every shift. The more swims we do, the more hospital chairs for our patients. We will dependant on how many shifts we do.  
Please speak to a member if you would like to receive a sign or more info.  
Thank you very much (Sponsoring)



Scan the QR code or click the link below to donate  
[healthcharity.wales/donate](http://healthcharity.wales/donate)

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## About us

Cardiff & Vale Health Charity is the official Charity of Cardiff and Vale University Health Board. Established in 1996, the Health Charity originated from a collection of funds raised by clinical teams and the public, and has grown into the much-loved Charity with its own identity and ambitions that it is today.

The Health Charity adds value to the everyday work and life of patients, staff, volunteers and communities of Cardiff and the Vale of Glamorgan through charitable works; enhancing NHS provision.

Health Charity donations benefit thousands of people, cared for and employed by the Health Board.

The Health Charity and Health Board are proud to have delivered wellbeing, equity and inclusion of all people across Cardiff and Vale, often the rest of Wales, but recognises there is still much more to do. It aims to develop innovative approaches to income generation; collaborating with patients, colleagues and the community.

The economic climate has reduced charitable donations, while the extreme pressure on NHS is well known nationwide.

Charities are required to review the efficiencies as the cost of living crisis impacts fundraising income. Increased demand for charitable support, together with a range of cost pressures due to inflation, continue to create challenges within the charitable sector.

Therefore, more than ever, it is vital for health services to work in partnership

with voluntary and community services to achieve shared ambitions to improve health and wellbeing.

A healthy and happy workforce is crucial for the NHS to deliver high standards of care, therefore supporting staff morale and wellbeing is an important aim for the Health Charity to support.

The Charity's position alongside the Health Board enables us to take a bigger picture view, whilst team members' connection with frontline services means that together we can respond quickly to urgent challenges.

The strategy provides a high-level summary of what we want to achieve, combined with the key milestones that we will work towards to deliver Health Charity priorities.

The strategy aligns to Cardiff and Vale University Health Board's co-produced strategy; Shaping Our Future Wellbeing 2023 - 2035, which you can read here: [www.shapingourfuturewellbeing.com](http://www.shapingourfuturewellbeing.com)



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# The Values

The Health Board's values, co-produced with patients and colleagues, are embedded into the ethos of the Health Charity. To supplement those, we have further developed the Health Charity's values in how we will carry out the business; fundraising and operational activities.

In living our values we will...



# The vision is to be bold and make a difference together!

The strategy will deliver the four E's:

1. **Engagement** with all patients, colleagues and communities;
2. Improve the **Environment** in which we live and work;
3. **Enhance** physical and mental wellbeing of patients and colleagues;
4. Improve the **Experience** people have, whether as a colleague in the workplace, or as a patient, accessing health services across Cardiff and the Vale of Glamorgan.

While being aware of the current socio-economic environment, as a Health Charity we remain ambitious in all of our aims. We will strive to create sustainable high-profile campaigns, growing the investment in the Health Charity to benefit more people.

The strategy has been designed to listen to stakeholders as we continuously seek to give those who benefit from your donations the best value for money, and to direct it where it not only matters the most, but has the most impact on helping people in:

*“Living well, caring well and working together.”*



# The Aims

Work in partnership: **Engaging** with voluntary, community and third sector organisations to enhance the health and wellbeing for communities

Further **Enhancement** of services in support of those the NHS provides

Improve the physical **Environment** for patients, colleagues and visitors

Create a better health and wellbeing **Experience** for patients, colleagues and communities

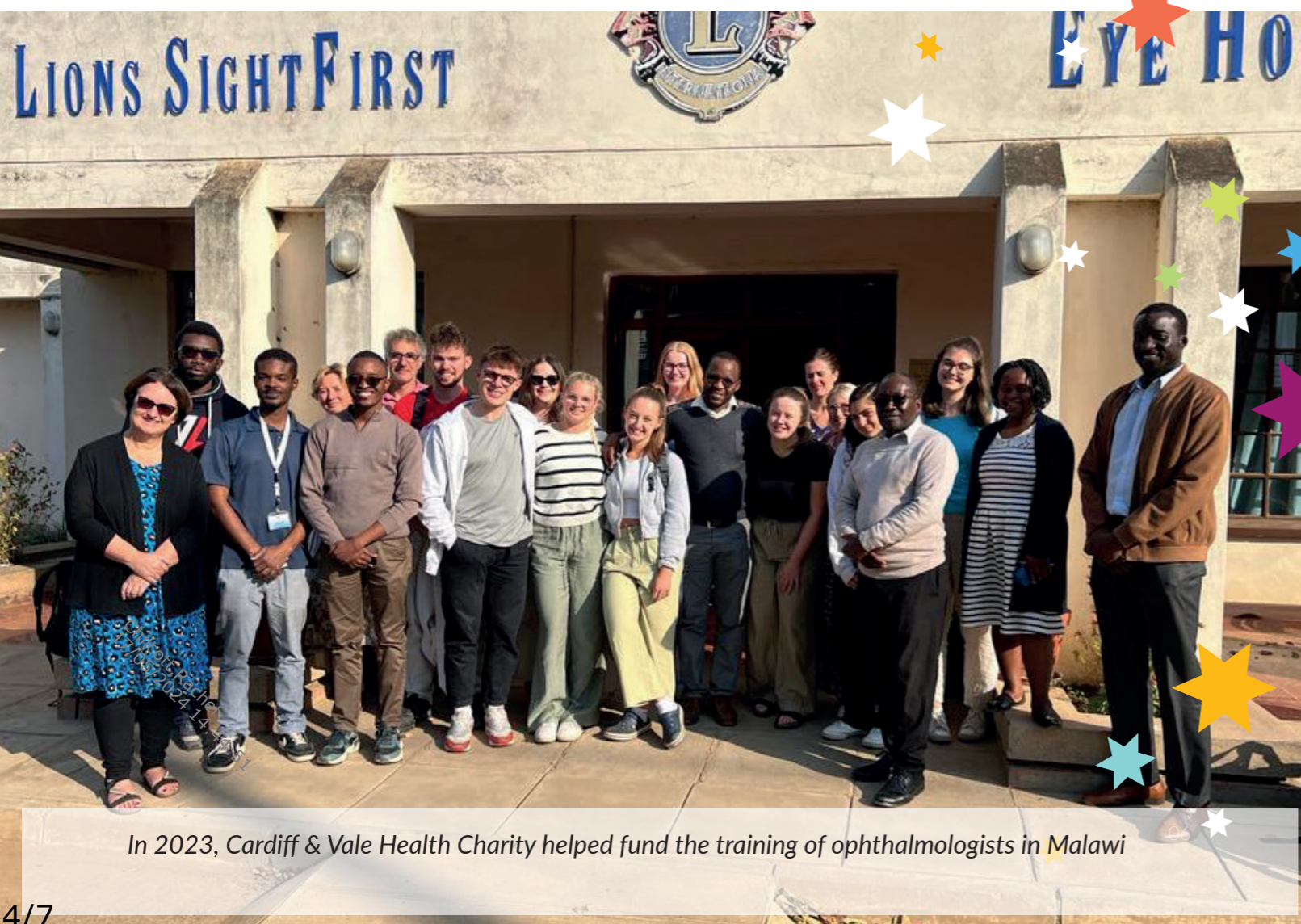
## How we will deliver the aims and ambitions

The strategy will be supported by a detailed Annual Workplan which will ensure the Charity meets its aims and ambitions. It will capitalise on every opportunity to create innovative campaigns and build on the revenue raised, to benefit even more patients, colleagues and the community.

It will provide funding to support the current and future objectives of the Charity and ensure the efficient and effective use of these resources. The yearly planning cycle will enable agility of the Health Charity Team to respond to economic, environmental and market factors, affecting charitable donations.

To deliver the Strategy we will enable and empower people to be involved in shaping Charity plans and encourage people to take an active role. Working in partnership will be at the heart of how we support health services.

The Health Charity is committed to supporting patients in “Living Well, Caring Well and Working Together”; the Health Board’s strategic direction for health. Prevention is a fundamental principle; preventing illness, early intervention and addressing preventable deterioration.



In 2023, Cardiff & Vale Health Charity helped fund the training of ophthalmologists in Malawi

## We will work in the following way:

### Campaigns

- Develop impactful fundraising campaigns in partnership with others who share the same ambitions and values

### General Fundraising

- Further increase the visibility of the Health Charity through all healthcare sites and local communities
- Promote the benefits the Health Charity provides and celebrate its successes
- Plan fundraising events throughout the annual calendar
- Strengthen and develop engagement with stakeholders and encourage participation in charitable endeavours
- Develop corporate and Charity partnerships and maximise sponsorship opportunities

### Gifts in Wills/ Legacies

- Generate income through an ongoing Gifts in Wills awareness raising campaign
- Increased engagement with Clinical Boards, evidencing how gifts and donations received from Wills have positively benefitted services

### Bids and Grants

- Apply for grants which incorporate costs for project management/capacity building
- Build on previous successful grants

### Staff Lottery

- Grow income via the Staff Lottery and pursue opportunities to broaden lottery fundraising activity
- Continue to support patient and staff projects

### Staff Benefits - adding value to the Health Board

- Participate in activities undertaken by the Health Charity and Arts for Health and Wellbeing Programme Team, supporting Cardiff and Vale University Health Board’s Strategy.



# Measuring success and achieving our aims

## Aims

## Measuring Success

		2024 - 2027	2027 - 2030
<h3>Engagement</h3>	 <i>Children and Youth Board</i>	Working in partnership to improve staff breakrooms and working environments, ten per year.	Diversity and Inclusion for all staff to feel valued and supported and live healthy lives.
<h3>Experience</h3>	 <i>Calon Chorus, Arts Programme</i>	We will improve and deliver outstanding care by fundraising for two schemes per year to provide additional research and equipment, and one scheme per year to better patient environment.	We will continue to support these schemes.
<h3>Environment</h3>	 <i>Dusty Forge Garden, Ely Community Projects</i>	We will support the Health Board's plan for sustainable future healthcare, by utilising charitable funds to protect the environment, creating and promoting green spaces and bio-diversity.	We will support the future needs of communities of Cardiff and the Vale of Glamorgan through third sector engagement and partnership working.
	 <i>Rookwood Hospital</i>	We will support the Health Board's plan for the future of the Rookwood Hospital site.	We will support the reinvestment of the Rookwood legacy, to enhance service delivery.
<h3>Enhancement</h3>	 <i>Paediatric Community Services</i>	<p>We will launch a major fundraising campaign, working with our partners to scope and develop a proposed new community paediatric facility.</p> <p>We will fundraise for one scheme per year, to support the needs of healthcare services, by assisting with improvements in environments, which are over and above its revenue funded responsibilities.</p>	<p>We will support the Health Board in its delivery of the planned community paediatric facility.</p> <p>We will support service based and digital improvements, which will enhance patient services, in line with core principles of expenditure.</p>

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# How we will measure success:

Our aims and ambitions are bold. To ensure we deliver on these as agreed by the Charitable Funds Committee, Board of Trustees and you, the donors who contribute to charitable funds, we will measure the success and delivery of the Charity through the following ways:



Every quarter, we will include an evaluation report in the Fundraising Report for the Charitable Funds Committee. This monitors the impact the Fundraising Team is having on improving services for patients, colleagues and communities and delivering on the aims of the Health Charity.



Every year, as part of the annual workplan, we will evaluate the contribution of the Health Charity across NHS services at Cardiff and Vale University Health Board, including Clinical Boards, Service Boards, Patient Groups and the broader community.



Each 3 year cycle, we will commit to delivering a 3 yearly evaluation report to clearly set out how we have delivered on the aims and ambitions of the Health Charity, as set out in the strategy and to celebrate success.

# Getting Involved

Committee papers are publicly available in the Board papers of Cardiff and Vale University Health Board: [cavuhb.nhs.wales](http://cavuhb.nhs.wales) and also via the Health Charity website [healthcharity.wales](http://healthcharity.wales)

If you would like to support the work of the Health Charity, donate or provide a lasting legacy to the NHS by leaving a gift in your will, please contact us at [fundraising.cav@wales.nhs.uk](mailto:fundraising.cav@wales.nhs.uk)



@ HealthCharity



@ cardiffandvalehealthcharity



@ healthcharity



@ Health\_Charity

Website - [healthcharity.wales](http://healthcharity.wales)

Email - [fundraising.cav@wales.nhs.uk](mailto:fundraising.cav@wales.nhs.uk)

Phone - 02921 836031

Cardiff & Vale Health Charity is the official name and trading name of Cardiff and Vale University Local Health Board General Purpose Charity.

Charity Number 1056544





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Report Title:	<b>Memorandum of Understanding: Food Sense Wales</b>			Agenda Item no.	8.2
Meeting:	<b>Board of Trustees</b>	Public	X	Meeting Date:	09.05.2024
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval	x	Information	
Lead Executive Title:	Fiona Jenkins Executive Director of Therapies and Health Science				
Report Author (Title):	Tom Porter, Consultant in Public Health Medicine				

## Main Report

### Background and current situation:

#### BACKGROUND

Food Sense Wales (FSW) is a fund within Cardiff & Vale Health Charity, fund number 9726.

Following the success of Food Cardiff which was established in 2014, and spin-off projects including Food and Fun, Food Sense Wales was established as an endowment fund within CVHC in 2017, at the invitation of the then UHB Director of Corporate Governance who had oversight for the Charity.

Food Sense Wales' aim is to create a food system for Wales that's good for people and the planet. Food Sense Wales does this by influencing how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system.

Food Sense Wales has a small team of staff which is hosted by the Cardiff and Vale Local Public Health Directorate, with staff employed by the UHB. Day to day management of the team is by the Food Sense Wales Programme Manager, who is in turn managed by a Consultant in Public Health/Consultant in Public Health Medicine within the Local Public Health Team, also UHB employed. By hosting FSW, the Health Board is acting both as a local anchor organisation and supporting improvements to food systems across Wales.

Funding for the projects and programmes undertaken by Food Sense Wales comes from a variety of sources including Welsh Government grants, large third sector funders, and the National Lottery; funds are held within CAVC fund 9726. In many cases funding will be for delivery of a specific programme or project. Programmes include work focused on Cardiff and the Vale of Glamorgan (e.g. Food Cardiff) as well as work across Wales (e.g. overseeing the Sustainable Food Places scheme).

The Public Health Directorate provides an in-kind contribution to funding Food Sense Wales (by hosting the team) and a salary contribution to the role of the Sustainable food Places coordinator for Food Cardiff.

#### CURRENT SITUATION

In order to ensure consistent and transparent strategic and operational relationships between Food Sense Wales, Cardiff & Vale Health Charity and relevant departments within the UHB, a Memorandum of Understanding (MOU) has been fully revised and updated to set this out. The revision was carried out in consultation with representatives from all departments concerned. We plan to formally transition to the MOU from 1 April 2024, pending agreement from the Board of Trustees noting that **the Charitable Funds Committee reviewed and discussed the MOU at its meeting held on 19 March 2024 and recommended the MOU for approval to the Trustees.**

#### RECOMMENDATION

Approve the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB

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

#### Recommendation:

The Board of Trustees are requested to:

- Approve the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB

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

*Please place an "X" in the below boxes 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 place an "X" in the below boxes as relevant*

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

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

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Section 4 of the paper covers Governance including proposals for financial governance

Workforce: Yes/No

See section 4.4 of the report: FSW staff are employees of Cardiff and Vale UHB, and subject to all routine employment processes and policies. As the employer, Cardiff and Vale UHB formally holds liability for any future redundancies within the FSW team; funds have been set aside as part of the budget for FSW to cover this should this arise.

Legal: Yes/No

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

**Approval/Scrutiny Route:**

Committee/Group/Exec	Date:
Charitable Funds Committee	19.03.2024

## **Memorandum of Understanding: Food Sense Wales**

This Memorandum of Understanding (MOU) is between **Food Sense Wales, Cardiff & Vale Health Charity (CVHC)** and **selected corporate functions of Cardiff and Vale University Health Board**.

All three parties are based at Woodland House, Maes-y-Coed Road, Cardiff, CF14 4XW.

### **Contents**

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## **1. Purpose of this Memorandum**

This document sets out the relationship between, and respective roles and responsibilities of, Food Sense Wales, Cardiff & Vale Health Charity, and Cardiff and Vale UHB corporately, with respect to the day to day operation of Food Sense Wales.

This Memorandum updates a previous version and was agreed in principle by all parties in December 2023, pending final ratification by the Charitable Funds Committee and formal signing by each of the parties.

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## 2. Description of the parties

### 2.1 Cardiff & Vale Health Charity

Cardiff & Vale Health Charity (CVHC), registered charity number 1056544, is the official charity supporting the work of Cardiff and Vale University Health Board; the University Health Board acts as the corporate trustee of CVHC.

CVHC's purpose is to enhance and support the healthcare provided by the Health Board every day to the almost half a million people living in Cardiff and the Vale of Glamorgan; and the many more patients who are referred from across Wales to specialities such as paediatric intensive care, specialist children's services, renal services, cardiac services, neurology, bone marrow transplantation and medical genetics.

CVHC maintains over 275 separate funds, providing monies that enhance NHS provision in all hospitals and health centres within the Health Board's estate by paying for vital medical equipment, specialist training, enhanced patient facilities and medical research. It seeks to fund improvements that matter to people and improve the experience of patients and staff. CVHC funds do not replace NHS core funding.

### 2.2 Food Sense Wales

Food Sense Wales (FSW) is a fund within Cardiff & Vale Health Charity, fund number 9726.

Following the success of Food Cardiff which was established in 2014, and spin-off projects including Food and Fun, Food Sense Wales was established as an endowment fund within CVHC in 2017, at the invitation of the then UHB Director of Corporate Governance who had oversight for the Charity.

Food Sense Wales' aim is to create a food system for Wales that's good for people and the planet. Food Sense Wales does this by influencing how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system.

Food Sense Wales has a small team of staff which is hosted by the Cardiff and Vale Local Public Health Directorate, with staff employed by the UHB. Day to day management of the team is by the Food Sense Wales Programme Manager, who is in turn managed by a Consultant in Public Health/Consultant in Public Health Medicine within the Local Public Health Team, also UHB employed. By hosting FSW, the Health Board is acting both as a local anchor organisation and supporting improvements to food systems across Wales.

Funding for the projects and programmes undertaken by Food Sense Wales comes from a variety of sources including Welsh Government grants, large third sector funders, and the National Lottery; funds are held within CAVC fund 9726. In many cases funding will be for delivery of a specific programme or project. Programmes include work focused on Cardiff and the Vale of Glamorgan (e.g. Food Cardiff) as well as work across Wales (e.g. overseeing the Sustainable Food Places scheme).

The Public Health Directorate provides an in-kind contribution to funding Food Sense Wales (by hosting the team) and a salary contribution to the role of the Sustainable food Places co-ordinator for Food Cardiff.

### **2.3 Selected corporate functions of Cardiff and Vale University Health Board**

The corporate functions of Cardiff and Vale University Health Board which are signatories to this Memorandum are Corporate Governance, Finance, Communications, and Public Health Directorate.

Cardiff and Vale Local Public Health Team is the local multi-disciplinary public health team covering the Cardiff and Vale area, based in Woodland House in Cardiff. Staff in the team are employed by Cardiff and Vale UHB, under the leadership of the Executive Director of Public Health for Cardiff and Vale, who sits on the Board of the UHB.

Funding for staffing within the Local Public Health Team comes from the Health Board, alongside a variety of external funders for specific roles. The work programmes undertaken by the team are described in the UHB's local public health plan.

Corporate Governance and Finance oversee and support the respective activities of the Health Charity and its funds, including Food Sense Wales. The Health Charity team sits within the Communication, Art, Health Charity and Engagement department within UHB Corporate services.

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### **3. General principles of working together**

The parties to this Memorandum agree to:

- Operate in a transparent way while undertaking their responsibilities relevant to this Memorandum
- Collaborate and cooperate where appropriate in supporting Food Sense Wales to deliver its objectives;
- Share information with each other:
  - following any reasonable request; or
  - where it would be in the interests of any of the parties in delivering their objectives; and
  - in line with relevant information governance policy and regulations, and any intellectual property or confidentiality agreements
- Keep each other informed in advance as far as possible (taking into account confidentiality and other obligations owed to third parties) of any forthcoming significant public or policy announcements on matters of mutual interest

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## **4. Governance arrangements**

### **4.1 Groups and committees**

#### **4.1.1 Food Sense Wales steering group**

A FSW steering group meets quarterly, to review progress in delivering FSW objectives, the current financial position, and future funding arrangements.

The steering group has permanent membership from the local public health team, FSW programme manager, Cardiff Council, and the Cardiff & Vale Health Charity. Terms of reference and minutes for the group are maintained and available on request. Terms of reference are reviewed annually.

Following discussion and agreement on proportionate input to the steering group, the Cardiff & Vale Health Charity member of the steering group became a corresponding member from October 2023. For any matters where a vote is felt to be required the corresponding member will be included either via face to face attendance at the meeting or over email.

#### **4.1.2 Financial operational group**

Alongside the steering group, a financial operational group has been established which will meet 6 monthly from October 2023, with representation from the Charity, local PH team, FSW and Finance, to review the financial position of FSW.

#### **4.1.3 FSW advisory board**

In addition to the steering group, there is an FSW Advisory Board to provide external challenge, scrutiny and support in setting FSW's strategy.

### **4.2 Reporting arrangements**

#### **4.2.1 Financial reporting**

CVUHB Finance will supply each month to the FSW Project Support Manager, a list of transactions which have taken place through the FSW fund. The Project Support Manager will check these transactions and liaise with the Finance team if there are any discrepancies.

FSW will supply updates on its projected financial position on request from the Finance team, and routinely at the Financial operational group (see above).

#### **4.2.2 Other reporting**

FSW will produce a detailed end of year annual report setting out its activities during the preceding year, and funding position, and submit to the UHB Charitable Funds Committee. The CFC may also ask for an interim update during the year as required.

FSW will supply reports to its funders as required under the respective grant funding arrangements.

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### 4.3 Food Sense Wales income and expenditure

#### 4.3.1 Grant income

Much of the income to support FSW activities comes through grant arrangements from various bodies including Welsh Government, the National Lottery, and independent charitable organisations. Offers of grant funding to FSW usually require written agreement to a set of standard terms and conditions, alongside commitment to deliver specific objectives.

Welsh Risk Pool have advised that, as FSW employees are employed through the UHB, they automatically provide liability cover for the day-to-day activities of FSW; this can be referenced if required in any grant acceptance process in lieu of liability insurance.

Grant income terms and conditions should be reviewed and signed off as described below.

Total grant value	Signatories on behalf of FSW/CAVHC
Under £50,000	Consultant in Public Health Medicine/Consultant in Public Health or Deputy Director of Public Health, Cardiff and Vale UHB
£50,000-£125,000	Executive Director of Public Health, Cardiff and Vale UHB
Over £125,000	Chief Executive, Cardiff and Vale UHB

#### 4.3.2 Expenditure

Any expenditure by FSW is subject to the usual UHB procurement rules and sign-off thresholds, as laid down in the organisation's Standing Financial Instructions.

The Food Sense Wales fund will be closely monitored by the Steering Group, with funding only committed if it exists in the fund's account; no expenditure will be committed against anticipated future income, only confirmed income. Invoices will only be paid against agreed expenditure. Under no circumstances will invoices be paid which would cause the fund to go overdrawn.

Food Sense Wales will not require any financial assistance from the Charity's general-purpose funds.

CVUHB Finance team will invoice Food Sense Wales quarterly. Quarterly invoicing will consist of pay and non-pay costs as set out each quarter on the CVUHB transaction report for cost centres 1684 Sustainable Food Cities (Food Sense Wales).

Invoices should be sent to Food Sense Wales, fund number 9726, Cardiff & Vale Health Charity, reg charity number 1056544 of Woodland House, Maes-y-Coed Road, Cardiff, CF14 4HH.

### 4.4 FSW staff employment arrangements

FSW staff are employees of Cardiff and Vale UHB, and subject to all routine employment processes and policies, including all required statutory and mandatory training.

As the employer, Cardiff and Vale UHB formally holds liability for any future redundancies within the FSW team; however funds have been set aside as part of the budget for FSW to cover this should this arise.

No additional posts will be created in Food Sense Wales without the prior agreement of the Executive Director of Public Health, Cardiff & Vale Health Charity, and Finance, in addition to the usual policy requirements and approvals for creating and recruiting to new positions.

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## 5. Review of this Memorandum

This document will be reviewed at a minimum every three years, or prior to this at the request of any of the signatory parties.

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## 6. Contacts and signatories

### 6.1 Primary contacts

Day-to-day contacts for each party to this MOU are listed below, correct at the time of signing. These individuals should be the first point of contact for liaison on any issue covered by this MOU.

Should there be any changes to the primary contacts for a given party during the period of this MOU, the new contact details should be notified to all the existing contacts and signatories listed below.

<b>Party</b>	<b>Post</b>	<b>Post-holder</b>
Food Sense Wales	Programme Manager	Katie Palmer
	Project Support Manager (finance queries)	Caz Falcon
CVUHB Public Health Directorate	Consultant in Public Health Medicine	Dr Tom Porter
CVUHB Finance	Head of Financial Services	Rebecca Holliday
CVUHB Corporate Governance	Head of Corporate Governance	Frankie Thomas
Cardiff & Vale Health Charity	Head of Arts and Health Charity	tbc

### 6.2 Signatories

Claire Beynon  
Executive Director of Public Health, Cardiff and Vale UHB

Date:

Charles (Jan) Janczewski  
Chair, Cardiff and Vale UHB and Board of Trustees

Date:

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Report Title:	<b>NEW CRM PROVIDER AND OPERATING LICENCE UPDATE</b>		Agenda Item no.	<b>8.3</b>
Meeting:	<b>Board of Trustees</b>	Public	✓	Meeting Date:
		Private		<b>9<sup>th</sup> May 2024</b>
Status (please tick one only):	Assurance	✓	Approval	Information
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>			

## Main Report

### Background and current situation:

Since its launch in 2005, the staff lottery has been registered with the local authority as a Small Society Lottery. As the lottery's projected income is likely to increase and exceeded the threshold of £250,000 per annum, it is necessary to obtain an operating licence via the Gambling Commission.

In addition, the need for a new Customer Relationship Management platform (CRM) was also recently identified. The lottery module is critical for the ongoing operation of the scheme as well as its planned growth in membership and fundraising income into the Charity.

On the basis of the above, agreement was sought and approved by the CFC at their meeting held September 2023 for a replacement CRM provider to be procured. A scoping exercise was undertaken and included sourcing alternative CRM providers which can fulfil all requirements of the Health Charity, its associated Staff Lottery module and meet the Gambling Commission requirements to run a lottery. Initial indicative costs of a new provider were quoted at circa **£27,000** for the new system and **one-year** maintenance costs.

The paper sets out the background, steps taken, timescales and risks. Since the last paper submitted to the CFC and Board of Trustees an additional scoping work exercise with IM&T has identified additional indicative costings of **£27,900**, (over a five-year period). Table 1 provides further information.

All indicative costs, including new database, operating licensing fees, new server and ongoing recurring likely costs for a **five-year period** of time, is now **£92,397**.

The reason for this increase from the previous paper outlined is:

1. IM&T's requirement for the investment in a new server. The current server was built specifically for the specification of the current database. Therefore, a new server is needed to support the new software and platform specification
2. The volume of data migration is far more extensive than originally scoped and future proofed for further increases
3. Legal advice relating to and applying for the complex operational licence application and the submission of that licence.
4. Figures are based, over a five-year period. **\*\*Figures confirmed with Finance.**

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**Table 1.**

One off and recurring indicative costs associated with the running of the lottery over a **five-year period**.

	<b>One off</b>	<b>Total recurrent costs year 1 - 3</b>	<b>Total - recurrent costs year 4 -5</b>	<b>Total over 5 years</b>
**March 2024				
<b>Customer Relationship Management</b>				
CRM 5-user system inc VAT	£6,810			
Annual Software Support inc VAT £3756 per annum		£11,268	£7,512	
Guidance purposes only. 4 days consultancy / training with a consultant to be agreed	£3,000			
<b>Start-up Lottery Implementation / Migration</b>				
Lottery Module, including Project Management Consultancy / Planning. Data Matching. Training. Implementation Support. Inc VAT	£18,168			
Lottery Annual Software Support Agreement. £2388per annum Inc Vat		£7,164	£4,776	
<b>Additional costings. Jan 24</b>				
UHB server costs. SQL Lick: £10K inc VAT (for 32 months, £2K/annum thereafter) <b>**Year3 Pro Rata</b>	£10,000	**£667	£4,000	
Server 4vCores/16G RAM, 250G HDD. (£2.5K per annum)		£7,500	£5,000	
Windows Lick: £500 inc VAT (for 32 months, £100/annum thereafter) <b>**Year3 Pro Rata</b>	£500	**£33	£200	
<b>Legal advice. Operating Licence. Solicitor - £101 per hour. Approx. 25 hours</b>	£2,500			
<b>Operating Licence. Application Fee</b>	£352			
First year annual fee: (payable 30 days after issue)	£597			
Subsequent annual fee £396 per annum		£1,188	£792	
<b>Personal Management Licence</b>	£370			
	<b>£42,297</b>	<b>£27,820</b>	<b>£22,280</b>	<b>£92,397</b>

### Progress Update

The Health Charity continues to work with the Digital & Health Intelligence Team and third-party provider. While every effort has been made to move the project forward, it is unlikely that a fully functional CRM will be up and running until the end of May at the earliest.

We are also expecting income into the lottery to exceed the threshold of £250,000 for the registration held with the local authority and therefore the CFC were asked to consider the options suggested in the paper.

The current local authority registration covers the period of Sept 23-Aug 24. Income into the lottery for the period Sept 23- March 24 was **£172,116**. If membership continues at the current rate we will

reach the limit of £250,000 by the end of May 24. We will then be in breach of the local authority registration.

For governance purposes the options for consideration by the Charitable Funds Committee were:

**Option 1.** To continue to operate the lottery on a weekly basis, suspend new sign ups and limit all existing members with multiple entries, to one entry per play from **April 1<sup>st</sup> - June 24**. We would then have to pause the lottery for three months until the local authority registration can be renewed or the operating licence is granted. This option forecasts income of £237k.

**Option 2.** To continue to operate the lottery on a weekly basis, reduce entry fees by 50% from **April 1<sup>st</sup> – August**, until the local authority registration can be renewed or the operating licence is granted. Suspend new sign ups and refrain from promoting the draw, during this period. This option forecasts income of £248K.

**Option 3.** From **June 1<sup>st</sup> 2024**. Pause all lottery income activity, until a new CRM is fully operational and either the local authority registration can be renewed in September 2024 or the operating licence is granted. The relaunch will commence Sept 2024. This option forecast income £235k

**Option 4.** Do nothing - £314k income September 23 – August 24.

**Option 3 was agreed by the CFC.** Subject to this option and in line with agreement with Governance, the Health Charity will inform lottery members of the pause directly and share a UHB wide News item on May 1<sup>st</sup>. The notification will also be included in the May payslip.

In line with ethical concerns around gambling and to assure the Trustees, each member is limited to a maximum of six numbers per draw and players are also reminded to be gamble aware. We also reiterate that all of the income raised for the lottery is spent on operating costs and supports numerous projects which benefit patients, staff and visitors.

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

The CFC agreed **Option 3** and work has progressed to ensure the message is relayed to current members of the lottery and CAVUHB employees. This option ensures the Health Charity does not breach local authority guidance, in compliance with Gambling Commission regulations.

**Recommendation:**

The recommendation for consideration by the Board of Trustees is to:

- **NOTE** the progress of the changeover of the replacement CRM provider and operational licence application.
- **APPROVE** the additional IM&T costings, including indicative costs over a five-year period.
- **APPROVE** the progress of option 3. Pause all lottery income activity, until a new CRM is fully operational and either the local authority registration can be renewed in September 2024 or the operating licence is granted.

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

*Please tick as relevant*

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

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

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

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: Yes/No

Decarbonisation: Yes/No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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Report Title:	<b>Over £25k Endowment Expenditure</b> (request for endorsement of spend) <b>- Cardiology Refurbishment Project</b>		Agenda Item no.	8.4
Meeting:	<b>Board of Trustees</b>	Public <input checked="" type="checkbox"/>	Meeting Date:	<b>09 May 2024</b>
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Cardiac Services)</b>			

**Main Report**  
Background and current situation:

**Background and current situation:**

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

In December 2022, the Charitable Funds Committee approved a request from Cardiac Services, University Hospital of Wales (UHW) for the planned expenditure from its General Endowment Fund 9541, as follows:

Dept.	Proposal	Amount	Requested by:	Bid approved by:
Cardiac Services	Urgent refurbishment of the Cardiac Catheterisation Theatre changing facilities at UHW	£70,000	Nick Gidman, Directorate Manager	Sarah Lloyd, Head of Delivery

It was noted at the time of application, that this value was an indicative costing provided by Capital & Planning.

Subsequent building surveys carried out by the Capital and Planning Department, along with a formal tender process has resulted in the projected costs rising to **£170,000**.

As such, the Directorate has resubmitted its application (Appendix 1) for approval of the increased value, which it understands, if approved by the Charitable Funds Committee requires further consideration and approval by the Board of Trustees.

The Charitable Funds Committee was asked to note that current Cardiac Services endowment funds balance was approx **£650,000**. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff, through improving facilities and optimising services.

The Charitable Funds Committee approved the bid for recommendation to the Board of Trustees at its meeting held on 19<sup>th</sup> March 2024.

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

**Executive Director Opinion/Key Issues to bring to the attention of the Board/Committee:**  
The attached application and photographs demonstrate the extremely poor conditions of the facilities at UHW.

Cardiac Services Endowment Funds has a current balance of approx. £650,000. I am pleased to see that the Directorate are actively pursuing ways in which the funds can be utilised to support patients and staff by enhancing current facilities to a satisfactory standard.

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

Approval of this request for endorsement of the spend of existing charitable funds to support its intended purpose and improve patient services and staff environments as required.

**The Trustees are requested to:**

**Consider & Approve** the proposed expenditure of £170,000 from Cardiac Services Endowment Fund 9541.

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

*Please tick as relevant*

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

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

*Please tick as relevant*

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

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

Risk: No

Safety: Yes

Financial: No

Workforce: Yes

Legal: No

Reputational: Yes

Socio Economic: No

Equality and Health: Yes

Decarbonisation: No

Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

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**APPLICATION FOR FUNDS >25K**

**Once completed please send this form to:**

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

Applicant's Name: Nick Gidman

Designation: Directorate Manager

Hospital/Base: University Hospital of Wales (UHW)

Department: Cardiac Services

Telephone No: 07759 540414

Email: nick.gidman@wales.nhs.uk

Details of proposal for application:

Refurbishment of the Cardiac Catheterisation Theatre changing facilities at UHW. The changing rooms are used extensively by over 150 specialised staff across the cardiothoracic directorate and other clinical boards. The teams include cardiac nursing, cardiac physiology, radiology, consultant cardiologists, wider medical colleagues, external stakeholders from private industry and staff from neighboring health boards.

Currently there are 3 changing rooms in total that require urgent and extensive renovation to improve the expected standard of essential facilities such as toilets, showers, sinks, changing areas with adequate secure/suitable storage, flooring, decoration and lighting. The existing facilities are currently in an extremely poor condition and do not meet the recommended infection and prevention control requirements.

The following photographs clearly illustrate the poor conditions that staff endure prior to commencing work in a highly complex, sterile environment which provides life saving interventional cardiac procedures to the region of South East Wales.





It is difficult to comprehend that such facilities exist and the effect on staff morale and wellbeing cannot be under estimated.

Please detail link with approved themes:

Does this application benefit:

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

Benefits to public/staff/patients:

The renovation would boost staff morale and wellbeing, providing reassurance that the staff who work in this environment, feel valued and are being listened to. The directorate considers this application as a vital priority and very much wants to invest in this highly skilled workforce.

Evidence shows there is a clear relationship between staff wellbeing, staff-reported patient care performance, and patient-reported patient experience. In short, when staff wellbeing is higher, there is a positive impact upon patient experience; with a virtuous circle linking the two.

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

N/A

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

The annual budget for estates as well as capital funding have been considered however with the limited resources available, this would seem prohibitive in terms of delivering the scheme.

The existing endowment funding available for cardiac services currently sits at approx £650,000. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff through improving facilities and optimising services.

The original bid that was submitted and supported by the charitable funds committee in December 2022 was estimated at a cost of £70k. Subsequent building surveys carried out by the estates team along with a formal tendering process has seen the costs rise to £170k.

Funds Required - Name and number of Fund to be used

Fund Number Cost Code: 9541  
Fund Name: Cardiac Services General  
Fund Purpose: General endowment fund

**Total: £170,000 (This is a confirmed cost following a tender evaluation)**

Signed by Fund holder:

Designation: Directorate Manager, Cardiothoracics



Name NICK GIDMAN

Date: 12/02/2024

Signed by Divisional HoS

Designation: ~~Interim~~ Director of Operations Specialist Services  
Clinical Board



Name Jessica Castle

Date:

28/2/24

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Report Title:	<b>Health Charity Events Planner 2024/25</b>		Agenda Item no.	<b>9.1</b>
Meeting:	<b>Board of Trustees</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:
		Private	<input type="checkbox"/>	
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	
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>			

### Main Report

#### Background and current situation:

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

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.

The Health Charity Team assist and support supporters and clinical boards in a wide range of fundraising events throughout the year to:

- Support individual appeals for Clinical Boards and fundraisers
- Involve and support staff members in their individual fundraising for the HC
- Raise awareness of the Health Charity’s fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities
- It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events.

The attached calendar for 2024/25 (Appendix 1) provides information on activities taking place for the year, managed by the Health Charity Team and Arts Programme.

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

The Health Charity Events Planner 2024/25 is provided to the Board of Trustees for information purposes.

#### Recommendation:

##### The Board is requested to:

note for information the Health Charity and Arts Programme Calendar and Planner 2024/25

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

*Please tick as relevant*

1. Reduce health inequalities	<input type="checkbox"/>	6. Have a planned care system where demand and capacity are in balance	<input type="checkbox"/>
2. Deliver outcomes that matter to people	<input checked="" type="checkbox"/>	7. Be a great place to work and learn	<input checked="" type="checkbox"/>
3. All take responsibility for improving our health and wellbeing	<input checked="" type="checkbox"/>	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	<input 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	√
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**Five Ways of Working (Sustainable Development Principles) considered**

*Please tick as relevant*

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:


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# Health Charity & Arts Calendar 2024/25



## Key:

- Health Charity
- Breast Centre Appeal
- Prop Appeal
- Arts Programme

# Health Charity & Arts Calendar 2024/25

<h3>March</h3> <ul style="list-style-type: none"> <li>1 Easter Fundraising Campaign</li> <li>4 Spring Clean Raffle</li> <li>15 Afternoon Tea Cornerstone, Cardiff</li> <li>22 Space to Grow Exhibition, Hearth Gallery</li> </ul>	<h3>April</h3> <ul style="list-style-type: none"> <li>5 Mandala Making Workshop, Hearth Gallery</li> <li>12 Opening Event Exhibition, Hearth Gallery</li> <li>19 Stone Creatures Workshop, Hearth Gallery</li> <li>26 Cyanotypes Workshop, Hearth Gallery</li> <li>26 Afternoon Tea Vista Lounge, Cardiff</li> </ul>	<h3>May</h3> <ul style="list-style-type: none"> <li>1 Walking Month Campaign</li> <li>10 Creative and Therapeutic Arts Exhibition, Hearth Gallery</li> <li>13 Opening Event Exhibition, Hearth Gallery</li> </ul>	<h3>June</h3> <ul style="list-style-type: none"> <li>21 Rubicon Dance Exhibition, Hearth Gallery</li> </ul>	<h3>July</h3>
<h3>August</h3> <ul style="list-style-type: none"> <li>2 Summer Open 2024 Exhibition, Hearth Gallery</li> </ul>	<h3>September</h3> <ul style="list-style-type: none"> <li>13 Sight Life Exhibition, Hearth Gallery</li> </ul>	<h3>October</h3> <ul style="list-style-type: none"> <li>6 Half Marathon Cardiff</li> <li>25 Winter Open 2024 Exhibition, Hearth Gallery</li> <li>25 Prop Ball Park Gate Hotel, Cardiff</li> </ul>	<h3>November</h3> <ul style="list-style-type: none"> <li>Shine Bright UHW/UHL</li> <li>5 Christmas Makers Market (1) Hearth Gallery</li> <li>13 Christmas Makers Market (2) Hearth Gallery</li> <li>30 Gold Tie Ball Mercure Hotel, Holland House</li> </ul>	<h3>December</h3> <ul style="list-style-type: none"> <li>6 Festive Fridays (every friday)</li> </ul>
<h3>January</h3> <p>Chilcott Rachel 17/05/2024 14:44:51</p>	<h3>February</h3> <ul style="list-style-type: none"> <li>1 Healthy Heart Month Campaign</li> </ul>	<h3>March</h3> <ul style="list-style-type: none"> <li>Afternoon Tea</li> </ul>	<h2>Key:</h2> <ul style="list-style-type: none"> <li>● Health Charity</li> <li>● Breast Centre Appeal</li> <li>● Prop Appeal</li> <li>● Arts Programme</li> </ul>	

\*Skydives are ongoing throughout the year