

PUBLIC Board of Trustee meeting

Thu 09 October 2025, 10:00 - 11:00

MS Teams

Agenda

10:00 - 10:05 **1. Standing Items**

5 min

1.1. Welcomes, Introductions, and Apologies for Absence

Ceri Phillips

1.2. Declarations of Interest

Ceri Phillips

1.3. Minutes of the Trustee Meeting held on 23.01.2025

Ceri Phillips

📄 1.3 -Unconfirmed Public BoT minutes 23.01.2025.pdf (5 pages)

1.4. Actions following meeting held on 23.01.2025

Ceri Phillips

📄 1.4 - Public BoT Action Log 09.10.2025.pdf (1 pages)

1.5. Chair's Action taken since last meeting

Ceri Phillips

10:05 - 10:40 **2. Items for Review and Assurance**

35 min

2.1. Health Charity Financial Position

20 mins

Robert Mahoney

📄 2.1a - Health Charity Financial Position Investment Update.pdf (6 pages)

📄 2.1b - Attachment 1 Cashflow 202526.pdf (1 pages)

📄 2.1c - Copy of Attachment 2 General Purpose (002).pdf (1 pages)

2.2. Health Charity Fundraising Report

5 mins

Joanne Brandon

📄 2.2 - Fundraising Report.pdf (6 pages)

2.3. Draft Charity Annual Report and Annual Accounts

5 mins

Joanne Brandon

📄 2.3a - Draft Health Charity Annual Report and Financial Accounts.pdf (2 pages)

📄 2.3b - Health Charity AR 2025 V3.pdf (47 pages)

2.4. WAO Health Charity Audit Plan

5 mins

Rachel Freitag

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- 📄 2.4a - Wales Audit Plan Annual Accounts 2024 2025a (002).pdf (3 pages)
- 📄 2.4b - C&VUHB Charitable Fund Audit plan 2024-25.pdf (15 pages)

10:40 - 10:40 3. Items for Approval / Ratification

0 min

3.1. Over £25k Endowment Expenditure Approvals:

5 mins Pearl Costello

i) Appointment of Communications Contractor for Food Cardiff

- 📄 3.1a - Board & Committee Covering Report 2024-25 final (1).pdf (3 pages)
- 📄 3.1b - Charitable Funds Endowment Funds - application for over 25k expenditure (005).pdf (3 pages)
- 📄 3.1c - 252706-D01-pc Communications Contract Specification of Requirements - Appendix C.pdf (8 pages)

10:40 - 10:40 4. Items for Noting and Information

0 min

Ceri Phillips

No items.

10:40 - 10:40 5. Any Other Business

0 min

Ceri Phillips

10:40 - 10:40 6. Private Items

0 min

Ceri Phillips

- i. Private Minutes from 23.01.2025
- ii. Rookwood Sale Update

10:40 - 10:40 7. Review of the Meeting & Confirmation of Any Actions

0 min

Ceri Phillips

10:40 - 10:40 8. Date and time of next meeting

0 min

Ceri Phillips

22nd January 2026: 10am via MS Teams

**Minutes of the Board of Trustee Meeting
Thursday 23rd January 2025
Via MS Teams**

Please click here to view the meeting: [CAVUHB Board of Trustee Meeting 23.01.2025](#)

Chair:		
Charles Janczewski	CJ	UHB Chair
Present:		
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
Mike Jones	MJ	Independent Member – Trade Union
Robert Mahoney	RM	Deputy Director of Finance
Matt Phillips	MP	Director of Corporate Governance
Catherine Phillips	CP	Executive Director of Finance
Susan Lloyd-Selby	SLS	Independent Member – Local Authority
Richard Skone	RS	Deputy Executive Medical Director
David Thomas	DT	Director of Digital & Health Intelligence
Rachel Gidman	RG	Executive Director of People and Culture
Ceri Phillips	CP	UHB Vice Chair
Suzanne Rankin	SR	Chief Executive Officer
Jason Roberts	JR	Executive Nurse Director
John Union	JU	Independent Member - Finance
Mark Jones	MJ	Audit Manager – Audit Wales
Rachna Upadhyia	RU	Independent Member - General
Rebecca Holliday	RH	Head of Financial Services
Helen Lawrence	HL	Assistant Director of Finance
Helen Parkhouse	HP	Senior Auditor – Audit Wales
Secretariat:		
Rachel Chilcott	RC	Corporate Governance Officer
Apologies:		
Emma Cooke	EC	Executive Director of Allied Health Professionals, Health Scientists and Community Services Development
Sara Moseley	SM	Independent Member – Third Sector
David Fluck	DF	Executive Medical Director
Akmal Hanuk	AH	Independent Member - Community
Rhian Thomas	RT	Independent Member – Capital and Estates
David Edwards	DE	Independent Member - ICT
Marie Davies	MD	Interim Executive Director of Strategic Planning

BT 25/01/001	Welcome & Introductions (click to view) To view the minute: https://youtu.be/oYjxaCmGn4k?t=1 The UHB Chair welcomed everyone to the meeting in English and Welsh.	Action
BT 25/01/002	Apologies for Absence To view the minute: https://youtu.be/oYjxaCmGn4k?t=3 Apologies for absence were noted.	

BT 25/01/003	<p>Declarations of Interest</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=42</p> <p>No declarations of interest were raised.</p>	
BT 25/01/004	<p>Minutes of the Board of Trustee Meeting held on 24th September 2024</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=47</p> <p>The minutes of the Board of Trustee (BoT) Meeting held on 24th September 2024 were received.</p> <p>The Board of Trustee (the Trustees) resolved that:</p> <p>a) The minutes were approved as an accurate and true record of the meeting held on 24th September 2024.</p>	
BT 25/01/005	<p>Action Log following the meeting held on 24th September 2024</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=85</p> <p>The action Log was received and all actions were discussed.</p> <p>The Trustees resolved that:</p> <p>a) The Action Log was noted.</p>	
BT 25/01/006	<p>Chair's Action taken since last meeting</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=100</p> <p>No Chair's Actions had been taken since the last meeting.</p>	
BT 25/01/007	<p>Health Charity Annual Report / Financial Accounts 2023/24</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=108</p> <p>The Deputy Director of Finance (DDF) and the Assistant Director of Finance (ADF) presented the following:</p> <ul style="list-style-type: none"> • The BOT was asked to receive and consider for approval the Health Charity Annual Report 2023/24 which incorporated the final accounts, the response provided to the audit enquiries to those charged with governance and management, the Letter of Representation and the ISA 260 Audit Report. • The Auditor General was scheduled to certify the Annual Report incorporating the accounts on 27th January 2024, subject to The Board of Trustees meeting approval. • The Annual Report of the Charity had been prepared in accordance with recommended practice. These were subject to external review by Audit Wales. • Audit Wales concluded within the ISO 260 report that the annual accounts showed a true and fair view for the financial year 2023/24. During the audit there were a number of misstatements and errors 	

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	<p>identified. The corrections made to the accounts are detailed in the ISA 260 report.</p> <p>The ADF highlighted the key points to note in the accounts:</p> <ul style="list-style-type: none"> • The overall value of the Charity as at 31st March 2024 has decreased from an opening balance of £10.259m to £9.354m • This movement of £0.905m is represented by net expenditure of £1.068m, investment gain of £0.246m and indexation of (£0.0825m) <p>Two recommendations were raised in relation to the accounts under matters arising, both related to potential over disclosure:</p> <ul style="list-style-type: none"> • Members must ensure that they disclose all interests in accordance with the guidance in a timely manner. Only interests which represents significance influence should be declared to avoid over disclosure • The charity should only disclose the audit fees under note 10 (Allocation of support costs), rather than duplicate information in note 12 (Auditors remuneration). <p><u>Welsh Audit Office Comment on 2023/24 Annual Report</u></p> <p>The Audit Manager – Audit Wales (AM-AW) highlighted the following:</p> <ul style="list-style-type: none"> • It was important for an unqualified audit opinion to be issued on the accounts. • Subject to approval, the accounts would be certified on the 27th of January at 11:30am, ahead of the Charity Commission deadline on January 31st 2025. • The audit continued until certification, and any post-balance sheet events that are material would be considered. • The Letter of Representation (Appendix 2) was signed by the Chair and the Independent Member – Finance (IM-F) to be sent to the Auditor General for Wales, providing necessary assurances. <p>The Executive Director of Finance (EDF) commended the accounts to the Committee and the BoT for approval.</p> <p>The Trustees resolved that:</p> <ol style="list-style-type: none"> CONSIDER the Cardiff and Vale Health Charity Annual Report for 2023/24, 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. RECOMMEND the approval of the Charity’s Annual Report 2023/24, based on the assurances given and the recommendation of Audit Wales. CONFIRM the statement made in the Letter of Representation to the Auditors and recommend approval of this document. 	
<p>BT 25/01/008</p> <p><i>Chilcott, Rachel 04/12/2025 13:20:20</i></p>	<p>Charitable Funds Financial Position Report for the 2024-25 Period to Date</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=778</p> <p>The DDF presented the report and highlighted the following:</p> <ul style="list-style-type: none"> • The value of the Charitable Funds had decreased by £0.109m from 1st April 2024 to 31st December 2024. This represented net expenditure of 	

	<p>£0.222m over income and a gain in the Investment Portfolio value of £0.113m.</p> <ul style="list-style-type: none"> • The General Reserve was currently in deficit, which with remaining commitments, was forecast to be in deficit by £0.774m by the 31st of March 2025. • Table 1 summarised the financial position of the Charity for the period to 31st December 2024. • Table 2 analysed the income received by the charity for the year, and compared income received for the same period over the previous 2 years. However, when considering legacies and Food Sense Wales income, the net underlying income was slightly lower than in previous years, despite what the table presents. • Table 3 provided the Summary Balance Sheet as of 31st December 2024. It was noted that whilst there had been an increase in the value of investments, they had to sell investments during the year to maintain the cashflow. • <u>Cashflow forecast</u> - £0.525m had been realised from the investment portfolio to the period ending December 2024. It was projected that a further cash release from investments of £125k would be required to further support the cash position to the end of the financial year. • Due to the General Reserve Fund's deficit position, they had frozen any new commitments on the General Fund and the Task & Finish Group (T&FG) had developed options to address the financial stability of the Funds Held on Trust. <p>The DDF highlighted the following key financial risks:</p> <ul style="list-style-type: none"> • The performance of the investment portfolio which currently supported 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 was forecast to be £0.774m in deficit by year end. • The work programme to restore the health and resilience of the General Fund would be considered in the Private BoT session. <p>The Trustees resolved that:</p> <ul style="list-style-type: none"> • 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 	
<p>BT 25/01/009</p>	<p>Any Other Business</p> <p>To view the minute: https://youtu.be/oYjxaCmGn4k?t=1286</p> <p>The CC welcomed the Independent Member – General (IM-G) to their first BoT meeting.</p>	
<p>BT 25/01/010</p> <p><i>Chilcott, Rachel 04/12/2025 13:20:20</i></p>	<p>Items being received at the private meeting:</p> <ul style="list-style-type: none"> i) <i>Private Minutes from 24.09.2024</i> ii) <i>Rookwood Disposal Proposals</i> iii) <i>More Partnership Review Presentation and Q&A</i> iv) <i>Update on General Fund Deficit Actions</i> 	

BT 25/01/011	Date & Time of Next Meeting <i>8th May 2025: 10am via MS Teams</i>	
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Action Log
Following Board of Trustee Meeting held on
23 January 2025
(Updated for October 2025 Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	LEAD	DATE	STATUS/COMMENT
Actions Completed					
<i>No actions.</i>					
Actions referred <u>to/from</u> Committees of the Board/Board Development					

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Report Title:	Health Charity Financial Position & Investment Update		Agenda Item no.	2.1
Meeting:	Board of Trustees	Public	x	Meeting Date: 09.10.25
		Private		
Status:	Assurance	x	Approval	Information
Lead Executive:	Executive Director of Finance			
Report Author:	Deputy Director of Finance			

Background and current situation:

The financial update report provides:

- Information on the annual financial performance of the Charity for the period 1st April 2025 to the period 31st August 2025.
- The forecast financial position of the Charity including existing commitments.
- An assessment of the current position and future trajectory of the General Fund Reserve

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

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

- The value of the Charitable Funds has increased by £0.292m in the period from 1st April 2025 to 31st August 2025. This incorporates net income of £0.089m over expenditure and a gain in the Investment Portfolio value of £0.203m. In the current market environment the value of the Investment Portfolio value is highly volatile.
- The General Reserve is currently in deficit to the value of £0.662m and is forecast to be in deficit by £0.846m at 31st March 2026.

Draft Financial Performance to 31st August 2025

The year to date financial position of the charity is summarised in Table 1.

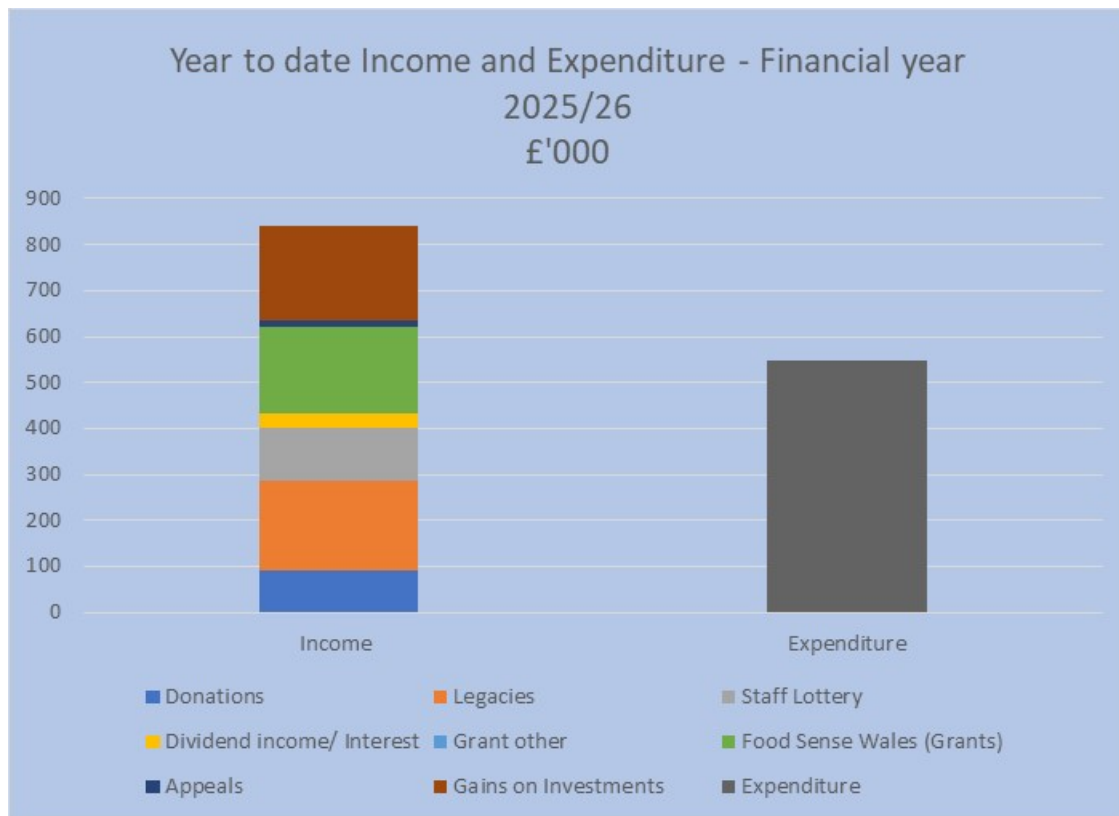
The opening position of the financial tables remains draft until the completion of the Funds Held on Trust annual accounts and the audit scrutiny process (Audit Wales).

Table 1: Draft Financial position of the Charity for the period to 31st August 2025

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	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2025	2,243	2,464	4,188	8,895
Total Income Resources	218	418	0	636
Total Resources Expended	-346	-188	-13	-547
Net Incoming/(Outgoing) Resources	-128	230	0	89
Gains / (Losses) on Investment Assets	203	0	0	203
Transfer between funds	0	0	0	0
Fund Balances carried forward to 31st August 2025	2,318	2,694	4,175	9,187
Net Movement in Funds	75	230	-13	292

Table 1 shows the charity generated £0.636m in income and spent £0.547m for the financial year to date, resulting resulted in net income of £0.089m. In addition, the charity has seen market value gains on its investments of £0.203m for the period to 31st August 2025. The combined effect of income, expenditure and investment gains led to a net increase in fund balances of £0.292m for the period ending 31st August 2025.



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

Table 2 Schedule of Income for the period to 31st August 2025

Income	Unrestricted £000	Restricted £000	Total Year to Date £000	24/25 To August £000	23/24 To August £000
Legacies	106	89	195	256	0
Grants (Other)	0	0	0	10	142
Donations	78	17	95	67	309
Staff Lottery	6	109	115	54	98
Appeals	0	14	14	13	14
Dividend Income / Interest	28	0	28	40	44
Sub-total	218	229	447	440	607
Food Sense Wales (Grants)	0	189	189	203	0
Total	218	418	636	643	607

In accordance with the new distribution of income process, the sum of £23k has been top-sliced from the above funds and reallocated to the General Purpose Fund. The top slicing exercise is completed on a quarterly basis and therefore the £23k represents the position at Quarter 1 (June 2025).

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

Table 3: Draft Summary Balance Sheet as at 31st August 2025

	Opening Balance £000 01.04.25	Closing Balance £000 31.08.25	Change in Financial Year £000
Fixed Assets			
Investment Portfolio	5,162	5,365	203
Rookwood Hospital	4,205	4,205	0
Net Current Assets / Liabilities			
Cash	453	329	(124)
Debtors	176	4	(172)
Liabilities	(1,101)	(716)	385
Total Net Assets	8,895	9,187	292
Unrestricted Funds	2,243	2,318	75
Restricted Funds	2,464	2,694	230
Endowment Funds	4,188	4,175	(13)
Total Funds	8,895	9,187	292

The portfolio value as at 31st August 2025 was £5,365k which represents an increase of £203k from the March valuation.

The charity's investment manager, Rathbone, expects continued volatility but aims to invest in companies with both strong balance sheets and profit margins to continue the rebuild of the portfolio value.

The balance sheet, including the investment portfolio and all other assets and liabilities, has increased by £0.292m in the period, due to £0.089m excess income over expenditure in year combined with the £0.203m investment gain.

Cashflow Forecast

A cashflow forecast for 2025-26 is included as **Attachment 1**. Based on current spending plans and trajectory, the committee will note that the forecast cashflow projects the requirement to raise an estimated £125k from sales of the investment portfolio in this financial year. This is subject to the Charity's income performance and the Finance Team will continue to monitor the situation and liaise with the investment advisors accordingly.

Forecast Financial Position of the Charity's General Fund Reserve

I&E Outlook analysis of the General Reserve Fund

In prior financial years, whilst investment portfolio values remained buoyant, the General Fund was in surplus and this position supported the decision of the Charity to support a number of initiatives funded from the General Fund. However, a period of lower growth in the investment portfolio value has exposed the lack of general income to meet the net operating costs of the Charity and has caused the General Fund to decline into a deficit position.

From 1st April 2025 following the approval of the Charitable Funds Committee, the following recharges and income are now posted to the General Purpose fund.

- Charge - Administrative & Management Costs
- Charge - Audit Costs
- Charge - Investment Management Fees

- Income - 10% of income received by funds
- Income - 5% of income from Food Sense Wales
- Income - Dividend & Interest Income
- Income/Charge movement on the value of investments

These measures were introduced to restore the General Fund to financial health over a period of years. There are still some legacy commitments outstanding against the fund and these are included in Table 4

Table 4: Outstanding commitments against General Reserve

Commitments	Approved £'000	Outstanding £'000	Detail
Welsh Transplant Team	40	16	
Neurological Gardens - On - Going Maintenance Cost	94	75	8 years remaining
Total	134	91	

Attachment 2 is a current forecast of the General Purpose Fund to 2028/29.

The draft out-turn valuation of the General Fund is projected to be £0.846m in deficit at 31st March 2026.

This projection is based on existing Income & expenditure trends and forecasts the General Purpose Fund to be £713,997 in deficit at the end of 2028/29.

Prior to the actions taken, in 2024/25 which included the right-sizing of the Charity Team and a change in the income distribution process, the General Purpose Fund had been projected to be £1.309m in deficit by the end of 2028/29.

Key points for the attention of Committee:

- The draft 2025-26 position of the General Fund and the projected deficit on the General Fund in future financial years.
- The cashflow projection for 2025-26 and the associated impact on the Investment Portfolio.
- The on-going restructure of the Charity Team and the Financial Framework which aims to enhance future resilience and sustainability of the General Funds and the Funds Held on Trust as a whole.





The Board are requested to:

NOTE

- a) The projected deficit on the General Fund in this and future financial years.
- b) The impact of the Investment Portfolio that results from the request to support the cashflow of the Charity.

Link to Strategic Objectives of Shaping our Future Wellbeing:

<https://shapingourfuturewellbeing.com/>

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	<input checked="" type="checkbox"/>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>	<input checked="" type="checkbox"/>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	<input checked="" type="checkbox"/>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>	<input checked="" type="checkbox"/>

Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term	x	Integration		Collaboration		Involvement	
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Quality Impact Assessment Completed?

<p>Yes – (please provide completed QIA document)</p>		<p>No –Not Required</p>		
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Impact Assessment:

Risk: No
Safety: No
Financial: Yes
<i>Financial implications outlined in the main body of the report.</i>
Workforce: No

Legal: No	
Reputational: No	
Socio Economic: No	
Equality and Health: No	
Decarbonisation: No	
Welsh Language: No	
Approval/Scrutiny Route <i>(please note anywhere else this paper has been before):</i>	
Committee/Group/Exec	Date:

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Cardiff and Vale Health Charity Cash Flow Forecast - Financial Year 2025-26

	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Total
Brought forward balance	432,979	429,381	474,813	509,425	396,284	324,962	325,273	144,281	136,233	91,382	90,040	115,328	223,047
	ACT	ACT	ACT	ACT	ACT	EST	EST	EST	EST	EST	EST	EST	
Receipts													
Staff Lottery	28,654	28,690	28,690	28,562	28,684	29,337	28,690	28,690	28,690	28,690	28,690	28,690	344,757
Grants													
Legacies	79,398	1,602	20,000		82,200	56,196						20,000	259,397
Investment Income			32,424			32,424			32,424			32,424	129,696
Food Sense Wales	30,614	175,875	35,609	21,438		60,000	12,000	12,000		12,000		12,000	371,536
VAT Reclaim				4,933			4,933			4,933			14,799
Other Donations	27,522	6,704	23,732	10,406	20,617	19,853	19,853	19,853	19,853	19,853	19,853	19,853	227,952
Bank Account Interest	1,535	1,370	1,819	1,611	1,575	1,461	1,461	1,461	1,461	1,461	1,461	1,461	18,137
Gift Aid						768		768				768	2,304
JustGiving	6,278	13,991	10,851	9,764	4,115	7,825	7,825	7,825	7,825	7,825	7,825	7,825	99,774
Paypal	897	250	64	457	504	795	795	795	795	795	795	795	7,737
Stripe	570	2,070	1,309	1,917	1,496	1,999	1,999	1,999	1,999	1,999	1,999	1,999	21,356
Much loved			40		548	109	109	109	109	109	109	109	1,350
Operational Receipts	175,468	230,552	154,538	79,090	139,739	210,767	77,665	73,500	93,156	77,665	60,732	125,924	1,498,795
Cash Withdrawal Rathbone Sale of Investments											125,000		125,000
Total Cash Receipts	175,468	230,552	154,538	79,090	139,739	210,767	77,665	73,500	93,156	77,665	185,732	125,924	1,623,795
Payments													
Christmas Allocation									(10,000)				(10,000)
Food Sense Wales	(114,303)	(5,585)	(5,796)	(50,938)	(64,302)		(48,344)		(25,000)		(56,430)	(56,430)	(427,128)
Grow Cardiff													0
Rookwood Fees		(14,915)		(5,936)	(8,939)								(29,791)
Horatios Gardens			(9,418)										(9,418)
Other Creditors	(51,375)	(65,962)	(36,466)	(70,852)	(23,624)	(98,000)	(157,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(728,280)
Staff Lottery Database						(3,756)							(3,756)
Transfer to Revenue													0
Social Prescribing Project (Child Health)													0
Staff Lottery Approvals	(7,388)	(250)	(2,806)	(652)	(3,296)	(5,640)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(38,032)
Investment Management Fees		(7,747)				(8,140)		(8,144)				(7,821)	(31,853)
Other Salaries - various funds													0
Staff Lottery Prizes	(6,000)	(3,000)	(12,000)	(4,000)	(4,000)	(4,000)	(5,000)	(4,000)	(29,000)	(5,000)	(4,000)	(4,000)	(84,000)
C&V Quarterly Salary Recharges (Admin)		(23,573)	(23,573)	(47,146)	(47,146)	(23,615)							(117,907)
C&V Quarterly Salary Recharges (Internal Audit)													0
C&V Charity Wales Audit charges						(25,791)							(25,791)
C&V Quarterly Health Charity Salaries		(64,088)	(29,866)	(59,853)	(59,754)	(41,514)	(45,313)	(21,404)	(26,007)	(26,007)	(52,014)	(26,007)	(451,826)
Total Payments	(179,067)	(185,119)	(119,926)	(192,231)	(211,060)	(210,456)	(258,657)	(81,547)	(138,007)	(79,007)	(160,444)	(142,258)	(1,957,781)
In Month Movement	(3,599)	45,432	34,612	(113,141)	(71,322)	311	(180,992)	(8,047)	(44,851)	(1,342)	(99,712)	(16,334)	(333,986)
Balance carried forward	429,381	474,813	509,425	396,284	324,962	325,273	144,281	136,233	91,382	90,040	115,328	98,994	98,994

2024/2025	CHANGE
223,047	
Total	Total
248,005	96,752
120,785	(120,785)
505,524	(246,127)
115,019	14,677
367,110	4,426
48,931	(34,132)
304,819	(76,867)
31,861	(13,724)
4,782	(2,478)
78,835	20,939
7,071	666
16,755	4,601
981	369
1,850,478	(351,683)
650,000	
2,500,478	(351,683)
(10,000)	0
(323,101)	(104,027)
(79,160)	79,160
0	0
(9,418)	0
(1,171,829)	443,549
(38,634)	34,878
(14,404)	0
(175,204)	175,204
(49,314)	11,282
(33,039)	1,186
0	0
(64,000)	(20,000)
(23,573)	(94,334)
0	0
(23,784)	(2,007)
(275,085)	(176,741)
(2,290,545)	348,151
209,933	(3,532)
432,979	

Opening Balance	432,979
Net cash deficit	(458,986)
Realised Investment cash	125,000
Closing Balance	98,994

Cardiff and Vale Health Charity
04/12/2024 13:20:20

Cardiff and Vale Charity General Reserve Profile

	B/FWD	2024/25	2025/26	2026/27	2027/28	2028/29
Balance Brought Forward		(605,128)	(891,325)	(988,743)	(1,106,161)	(1,210,579)
Income (Legacies, Donations - Not Restricted)		0	0	0	0	0
Transfers (From Dormant Funds)		0	10,000	10,000	10,000	10,000
Total Income		0	10,000	10,000	10,000	10,000
Gross Cost of Fundraising Team		(255,000)	(270,000)	(270,000)	(270,000)	(270,000)
Expenditure - General Reserve Commitments		(14,197)	(17,418)	(17,418)	(9,418)	(9,418)
Total Expenditure - Operational		(269,197)	(287,418)	(287,418)	(279,418)	(279,418)
Operational Sub Total		(269,197)	(277,418)	(277,418)	(269,418)	(269,418)
Unrealised change in Investment Values - Increase / (Decrease)		23,000	180,000	160,000	165,000	170,000
Balance of General Reserve		(851,325)	(988,743)	(1,106,161)	(1,210,579)	(1,309,997)

MEMORANDUM - Cumulative impact on General Fund of operational cost and movements in investment value						
Change in fund value arising from operations	(2,297,329)	(2,566,526)	(2,883,944)	(3,161,362)	(3,430,780)	(3,700,198)
Change in fund value arising from movement in Investments	1,692,200	1,715,200	1,895,200	2,055,200	2,220,200	2,390,200
Balance of General Reserve	(605,128)	(851,325)	(988,743)	(1,106,161)	(1,210,579)	(1,309,997)

RECOVERY ACTIONS TAKEN

1 Restructure of Charity Team			108,000	108,000	108,000	108,000
2. Allocation of all dividend income to General Fund (based on 4 year average)			112,000	120,000	120,000	120,000
3. Recharge of all other relevant annual costs to General Fund (Audit, Finance & Investment Managers)			(167,000)	(167,000)	(167,000)	(167,000)
4. 10% on all income received by FHoT (estimated where allowable)			90,000	90,000	90,000	90,000
Commissioning of professional external review of strategy	(40,000)					

Sub Total of Options	(40,000)	143,000	151,000	151,000	151,000	151,000
Revised Surplus / Deficit in year	(286,197)	45,582	33,582	46,582	51,582	

Revised Cumulative Forecast Value if all options are realised in line with the values forecast	(891,325)	(845,743)	(812,161)	(765,579)	(713,997)	
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CUMULATIVE CHANGE RESULTING FROM ACTIONS TAKEN	(40,000)	143,000	294,000	445,000	596,000	
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MEMORANDUM - Cumulative impact on General Fund of operational cost and movements in investment value after applying options		2024/25	2025/26	2026/27	2027/28	2028/29
Change in fund value arising from operations	(2,297,329)	(2,606,526)	(2,740,944)	(2,867,362)	(2,985,780)	(3,104,198)
Change in fund value arising from movement in Investments	1,692,200	1,715,200	1,895,200	2,055,200	2,220,200	2,390,200
Balance of General Reserve	(605,128)	(891,325)	(845,743)	(812,161)	(765,579)	(713,997)

Report Title:	Health Charity Fundraising Report			Agenda Item no.	2.2
Meeting:	Board of Trustees	Public	√	Meeting Date:	9th October 2025
		Private			
Status:	Assurance	X	Approval	Information	√
Lead Executive:	Executive Director of Finance				
Report Author:	Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					

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

The day-to-day work related to the Health Charity is performed by the Health Charity Team and the Charity Office. The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity.

Income

During this **April-June** reporting period, income reached **£395,102**

The Health Charity Fundraising Team has continued to strengthen donor engagement and support endowment fundraising across Clinical Boards. Key highlights include successful Health Charity and supporter led events and increased lottery participation.

Fund	Unrestrictive	Restrictive	
Make it Better Fund	£4,309		
Staff Lottery		£57,484	
Other Funds- Designated	£41,648	£24,299	
Grants Food Sense Wales		£166,007	
Legacies	£1,771	£99,583	
Total	£47,729	£347,373	£395,102

The Health Charity team has provided hands-on support for a range of fundraising events during this quarter, including but not limited to:

- Cardiff City Football Match – Expected income over £34,000
- Brecon 10 Peaks Challenge – £8,017
- 10YFan Challenge – £6,300
- Breast Centre Ladies Day – Raised £1,150

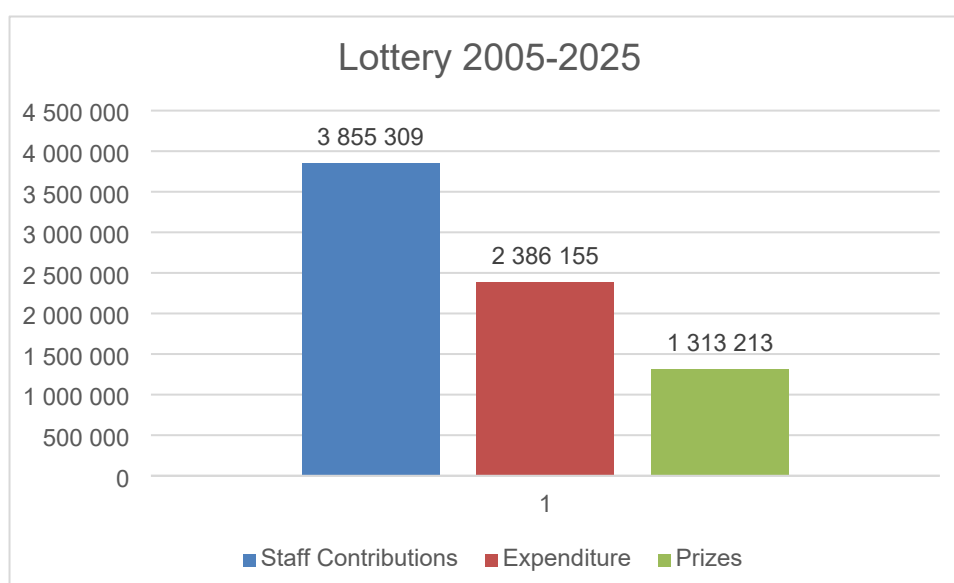
Legacy Donations

Legacy income totalled **£101,354** in the first quarter and included the following beneficiaries:

Site	Dept	Donation
University Hospital Llandough	Cystic Fibrosis Unit	£79,398
University Hospital of Wales	Cardiology Services	£1,771
University Hospital Llandough	Undesignated Legacy	£20,000
University Hospital Llandough	MHSOP	£185

Staff Lottery

This year marks a remarkable milestone, 20 years of our Staff Lottery Scheme, an example of how small contributions can make a big difference. Since its launch in 2005, the scheme has not only created countless winners but has also raised vital funds for our Charity, helping to enhance patient care, fund life-changing projects, and support staff wellbeing across Cardiff and Vale University Health Board.



- The next SuperDraw is coming this November, and one lucky colleague will take home a £25,000 prize.
- We've held positive discussions with NWSSP, People and Culture to explore the proposal to extend the Staff Lottery to colleagues employed via NWSSP who provide services to Cardiff and Vale. The proposal has now been escalated to the Director of Finance and Corporate Services, and we are currently awaiting a response. Subject to approval, amendments should be made to the Gambling Policy to reflect the changes to membership.

Staff Lottery Bids Panel Report

No updates as there has been no meeting since the June CFC meeting.

Planned Events 2025

The following is a high-level view of planned events. Further information on appeals, events and good news stories can be found on the Health Charity [website](#)

Cardiff Half Marathon

Schedule for 5th October, 50 Health Charity spaces have been purchased, and registrations are complete. Fundraising target set for £15,000.

Prop Blue Tie Ball

Date and venue agreed for 24th October @ Parkgate Hotel, Cardiff.

Christmas Gifts for Looked after Children

A Christmas campaign centred around a donation drive for our Looked After Children services who cater to our most vulnerable young people throughout Cardiff and the Vale of Glamorgan. Donations will be centred around gifts rather than monetary value.

Gifts In Wills Fundraising Campaign:

World Heart Day - 29th September:

Thanks to the generosity of legacy donors, several key staff areas within the Cardiothoracic Directorate have undergone extensive refurbishment, significantly improving morale, collaboration, and ultimately, patient care. [Gifts in Wills transform Cardiac Services staff areas at University Hospital of Wales](#)

Free Wills Month – takes place twice a year in March and October to give anyone aged 55 and over the chance to have their Will written or updated for free. Promotion will active during the month.

Planned Events 2026

Grow Cardiff- Spring Campaign 2026

The 'Grow Well' project, part of Grow Cardiff, is an award-winning social prescribing initiative that promotes the health and wellbeing of individuals facing mental and physical health challenges, as well as social isolation, through therapeutic community gardening.

Over the past four years, Cardiff & Vale Health Charity has funded this impactful work through grant support from NHS Charities Together. However, current funding is nearing its end. A new grant application of up to £25,000 is being prepared for submission by early September 2025 to hopefully secure some continued support.

Looking ahead, the Health Charity's fundraising team is planning to launch a dedicated campaign in Spring 2026 to further sustain and expand the Grow Well project, keeping it accessible for all those that use it.

London Marathon. April 2026

Cardiff & Vale Health Charity has secured a Bronze Package for the London Marathon, providing four charity places across four years (2026–2029). Runners for the 2026 event have been selected through an application and panel review process. The fundraising team is actively supporting the chosen participants through dedicated stewardship, with a collective fundraising target of £10,000.

Inflatable 5K Run- June 27th

An Inflatable 5K run is a fun, non-competitive running event that features a course filled with large inflatable obstacles. Instead of just running on a flat path, participants navigate through a series of bouncy, colourful inflatables, like slides, tunnels, climbing walls, and giant bouncy balls, spread out over a 5-kilometer route. The inflatables are designed to be playful and challenging, but not too difficult, making them suitable for all fitness levels and they are completely family friendly. The event will be held in Heath Park on Saturday 27th June 2026 with the Health Charity as a main charity partner.

The headline package will cost £5,000 and includes

- 50 free charity spaces.
- Dedicated 'Charity of the Year' page on the event website
- Exclusive charity on the donation cart where people are promoted to leave £5-£20 donation when signing up to the event
- Charity presence on event day

Breast Centre Strictly Top Dancer with a new Bollywood-themed format. June 13th

This prestigious event will feature eight teams, each comprising eight dancers, competing in a vibrant celebration. Proceeds from the event will be used to support breast cancer patients by funding complementary therapies such as reflexology, providing essential undergarments, and purchasing equipment to enhance patient care.

Operational and Governance

Digital Fundraising

- Procurement of Dot Digital, a marketing tool that will be used for operational and marketing materials.
- A contactless donation station device is being installed at UHW, in the corridor between Aroma and Radiology a high footfall area.

Marketing and Promotion

- The Health Charity is partnering with Radio Glamorgan to promote fundraising opportunities, including general donations and gifts in wills, both via its radio transmissions and digital screens, running from August 2025 - July 2026.
- A Charity campaign message is being included in Cardiff@Home, a locally published magazine which targets different postcode areas in Cardiff North and will be promoted over a three-month period.
- The Health Board has recently awarded a contract to Wheelshare, for the provision of wheelchairs, based at UHW Concourse. The Health Charity has negotiated the inclusion of a donation option via Wheelchair, promoted through advertising and on its branded equipment in situ.

Health Charity Hub, Concourse, UHW

- The proposal to create a dedicated, permanent Health Charity Hub at the Concourse, UHW has received initial approval from Capital, Planning and Estates. Negotiations are currently progressing to co-locate the Hub with the Health Board's parking office and capital costs for refurbishment will be shared, with the Health Charity portion taken from UHW specific endowments and unrestricted funds. An update on indicative costs will be provided to the December Charitable Funds Committee meeting.

The Hub will ensure a visible presence and optimisation of footfall on the UHW site, as identified by the More Partnership review and endorsed by the CFC/ and BoT in February 2025.

Remote Society Lottery Operating Licence Requirements- Annual Information Security Audit (ISA)

Chilcott, Rachel
04/12/2025 16:00

- The first audit, conducted by third-party auditors Evailan, Data Protection and Cyber Security Consultants, has been completed and successfully passed.

The ISA report should only be submitted to the Gambling Commission if it identifies any major non-conformities. In this instance, we are required to retain a copy on file, ensuring it is readily available should the Gambling Commission request it.

Fundraising Policy

- The Fundraising Policy is due for renewal in 2025. The policy will be reviewed in line with recommendations/actions from the MORE review, as directed by the CFC Task & Finish Group. A draft policy will be submitted to the December CFC meeting.

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

- The fundraising activities undertaken since the last report reflect a proactive approach by the Health Charity Team in its engagement with fundraisers, supporters and partners, to increase visibility, promotion and potential income.
- The diversity of events, from high-profile partnerships like the Cardiff City Football Match to physically challenging initiatives such as the Brecon 10 Peaks and 10YFan, contribute significantly to income generation and enhance the visibility and reputation of the Charity across the Health Board and wider community.
- The introduction of digital fundraising and marketing streams marks a significant and strategic advancement in the Health Charity’s approach to income generation and supporter engagement. These platforms offer cost-effective and data-driven methods to reach wider audiences, enhance the donor experience, and diversify income sources.
- The development of a dedicated Health Charity Hub in the Concourse of UHW will provide the fundraising team with an excellent opportunity to further increase visibility, direct engagement and potential income raising, both internally and externally.

Recommendation:

The Board is requested to:

- a) **Receive** the Health Charity Fundraising Report for information.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>1. Putting People First</p> <p>Click the objective above to view more detail.</p>	<p>√</p>	 <p>2. Providing Outstanding Quality</p> <p>Click the objective above to view more detail.</p>	
 <p>3. Delivering in the Right Places</p> <p>Click the objective above to view more detail.</p>		 <p>4. Acting for the Future</p> <p>Click the objective above to view more detail.</p>	<p>√</p>

Five Ways of Working (Sustainable Development Principles) considered							
Prevention	Long term	Integration	Collaboration	√	Involvement	√	
Quality Impact Assessment Completed?							
No		not required		n/a			
Impact Assessment:							
Risk: No							
Safety: No							
Financial: No							
Workforce: No							
Legal: No							
Reputational: No							
Socio Economic: No							
Equality and Health: No							
Decarbonisation: No							
Welsh Language: No							
Approval/Scrutiny Route (please note anywhere else this paper has been before):							
Committee/Group/Exec	Date:						

DRAFT

Chilcott, Rachel
04/12/2025 13:20:20

Title:	DRAFT Health Charity Annual Report and Financial Accounts			Agenda Item no.	2.3
Meeting:	Board of Trustees	Public	x	Meeting Date:	9th October 2025
		Private			
Status:	Assurance	x	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	Director of Communication, Health Charity and Engagement				

Main Report

Background and current situation:

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

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

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

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

The attached Draft report (Appendix 1) covers the activities of the Health Charity for the period 1st April 2024 - 31st March 2025. The audit will be conducted between November 2025 - January 2026, and it is anticipated that the final report will be available for presentation to the Board of Trustees meeting on 22nd January 2026.

In the meantime, the draft paper will also be presented to the Charitable Funds Committee in its next meeting on 16th December.

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

I support the Draft Annual Report for information and welcome the Board’s comments.

Recommendation:



The Board of Trustees is requested to:

- a) Receive for information the draft version of the Cardiff & Vale Health Charity Annual Report and Financial Accounts 2024-2025.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>1. Putting People First</p> <p><small>Click the objective above to view more detail.</small></p>	X	 <p>2. Providing Outstanding Quality</p> <p><small>Click the objective above to view more detail.</small></p>	
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04/12/2025 13:20:20

 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>		 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>	X
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Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term		Integration		Collaboration		Involvement	
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Quality Impact Assessment Completed?

Yes – <i>(please provide completed QIA document)</i>	No – <i>(Please provide reasoning, e.g. not required)</i>	n/a
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Impact Assessment:

Risk: No
Safety: No
Financial: No
Workforce: No
Legal: No
Reputational: No
Socio Economic: No
Equality and Health: No
Decarbonisation: No
Welsh Language: No

Approval/Scrutiny Route *(please note anywhere else this paper has been before)*:

Committee/Group/Exec	Date:

Chilcott, Rachel
04/12/2025 13:20:20

Cardiff & Vale Health Charity Annual Report 2024-2025



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- 3 Fundraising Highlights
- 6 Focus on Appeals
Breast Centre Appeal - £1million milestone
PROP Appeal
- 11 Staff Lottery
- 12 How We Spent Your Donations
- 14 Looking forward
- 15 Financial Accounts

Chilcott, Rachel
04/12/2025 13:20:20

Welcome to Cardiff & Vale Health Charity's Annual Report 2024-2025.

In last year's Annual Report, we noted the economic challenges facing the Health Charity in a post-pandemic, cost-of-living-crisis world. The subsequent extensive review of the Charity and its overall financial position presented a challenging situation, requiring a restructure of our fundraising and administration team, which unfortunately resulted in a reduction in team capacity.

Despite the adversity this presented, the charity team has remained steadfast and dedicated to improving and enhancing the patient experience and supporting staff wellbeing at Cardiff and Vale University Health Board. It has done so by reassessing its commitments and exploring new fundraising opportunities, including increased use of digital technology to support contactless donations and broadening its direct engagement with clinical board colleagues.

Throughout this report, you will see wonderful stories of colleagues' raising funds to support the services in which they work, and ex-patients plus their families and friends who wish to say thank you to the Health Board for the incredible (often lifesaving) services they've received, by taking on amazing challenges.

A fantastic example of this is the monumental milestone reached by the Breast Centre Appeal of £1million in donations. This incredible achievement would not have been possible without the kindness, generosity and hard work of colleagues, fundraisers, donors, partners and charity champions.

As we look to the year ahead, the Health Charity moves forward with renewed commitment and determination to explore and develop exciting opportunities in partnership with the Health Board, to increase our engagement and visibility and potentially increase fundraising through new ways of working.

Your continued commitment and contributions to support our charitable fundraising in this challenging financial climate is invaluable, and we would like to extend a heartfelt thank you to you all.



Charles (Jan) Janczewski
Chair of the Health Charity Trustees



John Union
Chair of the Charitable Funds

Fundraising Highlights

In 2024/25, our dedicated and generous supporters organised wonderful events and took on incredible challenges to raise funds to support Cardiff and Vale University Health Board, providing additional support where they need it most and improving care for patients and communities.

Thank YOU
for everything
you do!

These are just some examples of the amazing ways you supported us:

Children's Hospital for Wales

Remembering Henry

In memory of their son Henry, who sadly passed away at just five days old, the Sparkes family raised funds for the Paediatric Critical Care Unit at the Children's Hospital for Wales. Their fundraising events include two skydives and various donations to the ward's family room, helping other parents stay close to their children during difficult times. Motivated by the care and compassion they received from the Children's Hospital teams, the family continues to support the unit, turning their experience into meaningful action that makes a difference for others.



A Family's Dedication

Long-time supporter Hannah Godwin visited the Children's Hospital for Wales with her twin daughters, Leia and Thea, to present 10 smartwatches to Professor Orhan Uzun. The devices provide mobile ECG monitoring for children, which is part of Hannah's wider fundraising efforts for telemedicine equipment to support remote diagnosis of heart conditions. The Godwin family has raised thousands of pounds for Paediatric Cardiology services, and their journey is deeply personal. Whilst Leia was born with a healthy heart, she developed a lifelong heart condition; Paediatric Inflammatory Multisystem Syndrome after contracting Covid-19 in 2020 and continues to receive care from the cardiology team.



IronKids Raise £2,800 for Critical Care

The Critical Care Unit at University Hospital of Wales (UHW) continues to face high demand, requiring ongoing support for equipment and patient care. Carys Callan took on the IronKids Run in Tenby, raising an incredible £2,800 through sponsorship and donations.



"We wanted to give something back to the people who save lives every day – and we had fun doing it!" -

IronKids Team Member

Chloe, Rachel
09/12/2025 13:20:20

Fundraising in Action

Going the Distance: Gareth's 500km Tribute Run

In a remarkable show of dedication and endurance, Gareth Jenkins set himself a 500-kilometre running challenge throughout October and exceeded the target by adding another 158 kilometres and almost doubling his fundraising goal! This extraordinary feat was undertaken in memory of his late friend and colleague, Paul, a passionate advocate for the Health Charity.



Team Health Charity at the Cardiff Half Marathon

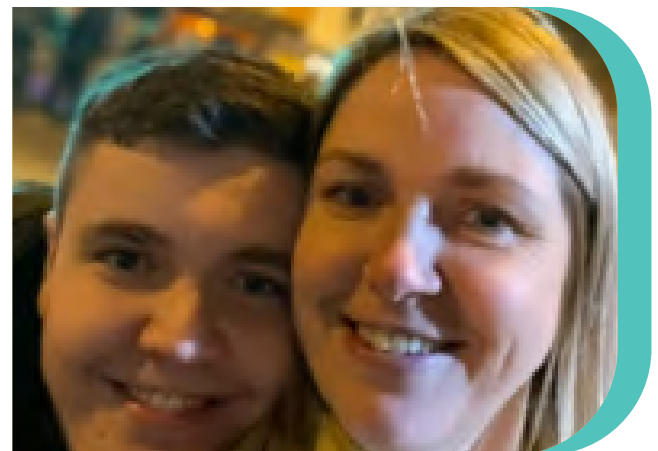
Over 40 incredible runners represented Team Health Charity at this year's Cardiff Half Marathon, bringing energy, passion, and purpose to the streets of the capital. Their efforts raised vital funds and awareness, making a real impact for our cause. A huge thank you to every runner - you made us so proud!



Walk This May

Inspired by her son Cieran, who lives with Drug Resistant Epilepsy, Kathryn walked 100 miles in May to support the Welsh Epilepsy Unit for the exceptional care he receives. Equivalent to walking from Cardiff to Pembrokeshire, Kathryn's fundraising will contribute to groundbreaking epilepsy research.

Chilcott, Rachel
04/12/2025 13:20:20



Brave the Shave

Emma Grant, Deputy Ward Manager at University Hospital Llandough, took on a courageous challenge—shaving her head to support dementia patients. Her initiative is helping fund sensory boxes to enhance patient care and create a quiet space for families and staff wellbeing. She also donated her hair to the Little Princess Trust, extending her impact even further.



Cardiff Sprint Triathlon

A team of Paediatric Emergency Medicine Consultants from the University Hospital of Wales, participated in the Cardiff Sprint Triathlon to raise funds in support of staff wellbeing in the Emergency Unit. Led by Dr. Nikola Creasey, Consultant and Wellbeing Lead, the team—comprising Hannah Murch, Sara Edwards, Helen Newsome, and Andora Webster—took on the challenge to highlight the importance of proactive mental health support for frontline staff.



CarTen100: Pedalling with Purpose

Morgan, Olly, Stephen, and Frank completed the CarTen100 ride in honour of their friend Sarah who was hospitalised in intensive care with a life-threatening brain infection.

What began as a personal challenge became a fundraiser, inspired by the extraordinary care she received, and the cycling team surpassed their goal by 600%.



Focus on Appeals

Thanks to the dedication and commitment of colleagues and supporters, our dedicated Appeals raise thousands of pounds each year, supporting specialist services within Cardiff and Vale University Health Board.

This year's Annual Report spotlights two of these incredible Appeals:

Breast Centre Appeal - £1Million milestone -

In 2024, the Breast Centre Appeal for breast cancer services at University Hospital Llandough celebrated an incredible milestone with over £1million raised to date.

Raising awareness and funds for breast cancer services is a year-round priority, especially for service users and local community groups who are passionate about supporting women's healthcare. Celebratory events and individual fundraising activities included:

August for Allison: 100km Challenge

In a heartfelt show of support for their colleague Allison, who received treatment at the Breast Centre, teams from Bad Wolf, Screen Alliance Wales, and IJPR Cymru took on a 100km challenge throughout August - raising over £6,713.62. Their efforts will directly benefit the 450 - 500 new breast cancer patients seen at the Centre each year, helping provide compassionate, streamlined care when it is needed most.



30 Days for Emma

During Breast Cancer Awareness Month, Emma Sibbick, a breast cancer patient, set out to raise funds for the Breast Centre team that supported her recovery. Inspired by the exceptional care she received, Emma committed to a 30-day physical challenge, completing a different activity each day, including Pilates, swimming, CrossFit, and cycling. Emma's motivation was deeply personal:



"Physiotherapy support transformed my recovery - boosting my strength, mobility, and confidence."

Emma Sibbick

Dinas Powys WI: Picture-Perfect Fundraising



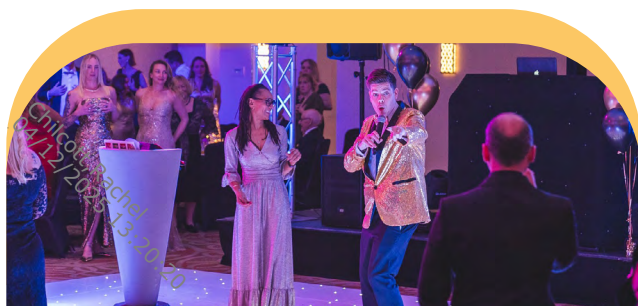
The Dinas Powys Women's Institute (WI) hosted a series of events and sold calendars to raise funds for The Breast Centre Cardiff & Vale. Their efforts raised over £6,640.58 helping to support the provision of patient services, specialist equipment, and exercise wellbeing programmes.

"We are proud to stand together for such an important cause - and we'll keep going until breast cancer is beaten."

WI Member

Gold Tie Gala Ball

The annual Gala Ball shimmered in gold in late November, and was filled with sparkle, celebration, and heartfelt generosity, as colleagues, ex-patients and supporters marked the incredible achievement.



Michaela's Story: Courage, Care, and Community

Michaela Virgill, a mum-of-three from Barry, has overcome breast cancer three times since 2015. Her treatment at the Llandough Hospital Breast Centre included multiple surgeries, chemotherapy, radiotherapy, and hormone therapy. Michaela has been a passionate fundraiser and active participant in Breast Centre Appeal activities and credits the "amazing" staff for their unwavering support. Her journey was featured on the BBC's "Saving Lives in Cardiff" series, in which she shared her experience and praised Clinical Lead Eleri Davies for her care.



We are incredibly grateful to all colleagues, patients, and their families and friends who have supported the Breast Centre Appeal to raise an incredible £1 million, and who continue to fundraise tirelessly for this wonderful service.

Prop Appeal

The Prop Appeal raises funds to support patients who have a serious and life changing disability relating to acquired brain injuries and often must cope with re-learning all aspects of daily living.



These are just some of the Prop fundraising events held in 2024/25, which has contributed to this Appeal.

Thanks to our inspirational patients, their families, friends and supporters, the Prop Appeal has raised an incredible **£285,826.84** since the campaign commenced.

Afternoon Tea

An afternoon tea event at The Vista Lounge, Hugh James Building, Cardiff in May was a fantastic success. Thanks to the generosity of guests, local businesses, and the hosts Hugh James Solicitors, these funds helped provide vital therapies, including music and dance sessions and equipment which promotes independence and aids rehabilitation and recovery.



Autumn Fayre Brings Community Spirit to Llandough Hospital

The Neurological Rehabilitation Unit at University Hospital Llandough hosted a vibrant Autumn Fayre, uniting patients, families, and staff for an afternoon of crafts, cakes, and live music. Lucie from Nordoff Robbins added a special touch with live music, echoing the therapeutic sessions she leads on the ward.



The Neurological Rehabilitation Unit's IRONMAN Challenge

Patients and colleagues at the Neurological Rehabilitation Unit embarked on their own inspiring version of an IRONMAN fundraiser. As part of their rehabilitation journey, participants collectively ran, swam, and cycled the equivalent distance of a full IRONMAN -showcasing remarkable resilience, teamwork, and dedication to both recovery and a great cause.

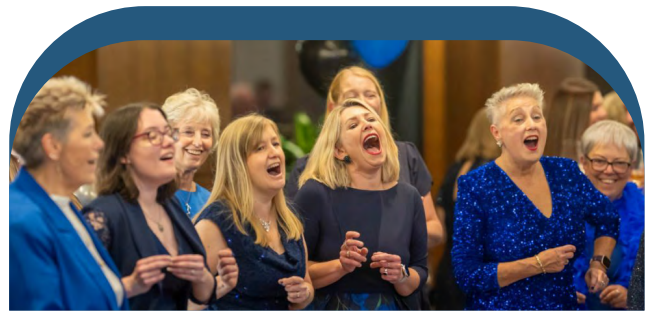
“I started volunteering on the ward to show patients and their families that there is life beyond a brain injury.”

David White,
patient-turned-volunteer



PROP Appeal Annual Blue Tie Ball

Held at the Parkgate Hotel and hosted by Health Charity Patrons, Wyburn & Wayne, the event was an amazing success with support from the Prop Appeal Committee, sponsors TrakCel, Case Management Cymru, and 30 Park Place.



The Prop Appeal is immensely grateful to all fundraisers and supporters, and is especially thankful to Prof Dr Len Nokes, his family and friends who work tirelessly to raise funds, in memory of Mr & Mrs Nokes beloved daughter, Claire, with generous support from Cardiff City Football Club.

Cardiff City FC players Joe Ralls and Sean Morrison made a surprise appearance at the Autumn Fayre, assisting with the raffle and delighting attendees.



Staff Lottery - A Win for Everyone

We are extremely grateful for the support and engagement from our wonderful colleagues across Cardiff and Vale University Health Board, which continues to grow our successful Staff Lottery.

The Staff Lottery continues to be a valued source of charitable funding, offering colleagues the chance to win weekly cash prizes whilst supporting a wide range of patient care and staff wellbeing projects

Weekly £1,000 winners were celebrated across the Health Board, bringing regular moments of joy and recognition, with the additional fantastic Super Draws of £8,000 in May and £24,000 in November.

“It’s a win-win - I support the charity and got a lovely surprise!”

Mark Smith, Lottery Winner

“The win is lifechanging. Thank you so much!”

£24K winner, anonymous

Over 4,000 staff members participate in the Staff Lottery, and in 2024/25 colleague contributions raised:

£254,556



How We Spent your Money

In 2024/25, grants approved by the Staff Lottery Bids Panel funded additional assistance for clinical areas to manage the stress experienced by health service colleagues, and support positive mental, emotional, and physical health and wellbeing.

Pentwyn Community Mental Health Team

The staff rest area at Pentwyn Community Mental Health Team was transformed into a far more comfortable working environment. A much-needed upgrade to the area now provides colleagues with a welcoming space to relax and recharge.

“The Health Charity has had a huge impact on team morale and wellbeing. This has positively contributed to them being able to deliver excellent quality care. A massive thank you from the team.”

Sarah Howell, Pentwyn CMHT



Celebrating Excellence

We were proud to support the Mental Health Clinical Board Staff Recognition Awards 2024, held at the beautiful Cornerstone venue. Congratulations to all the winners and runners-up—your dedication and achievements truly inspire us. Events like these are a wonderful way to celebrate the incredible contributions of our colleagues, and we are delighted the Staff Lottery Fund could play a part in making it happen for several areas across the Health Board this year.



Yoga Session Boosts Pharmacy Team Wellbeing

The Pharmacy Team at University Hospital Llandough held a one-off yoga and mindfulness session. After a challenging period of staff shortages and limited social interaction, the early morning session offered a welcome opportunity to reconnect, relax, and recharge. The event was well-received, with colleagues highlighting its positive impact on morale and team bonding.



Gifts In Wills

We are extremely grateful to everyone who chooses to leave a legacy donation to Cardiff and Vale University Health Board. All donations are administered through the Health Charity, and our Gifts In Wills campaign continues to raise awareness and share information on this wonderful opportunity to leave a gift of support to patients and staff.

In 2024/25, generous legacy donations of **£505,521** enabled the Health Board to develop projects which make a lasting difference.

Generous legacy donations to Older Adults Mental Health Services at University Hospital Llandough have enabled the provision of a variety of wonderful projects which include.

- Support towards a co-produced intergenerational pop-up therapeutic community for people accessing services who hear voices, see visions, have unshared beliefs, or have received a diagnosis of 'Psychosis'.
- Rubicon Dance sessions for inpatients in Wards and Ash Neuropsychiatry unit.
- Dream Start programme; a 6-session intervention, completed with carers to help understand and treat sleep disturbance in those with dementia.
- Sensory equipment and rehabilitation items for an assisted kitchen
- Preparation of the Gerald Payne Memorial Garden in readiness to transform the space into a sensory space that patients, staff, and families can use. Development of this space will continue in Spring 2026, with patients from the Mental Health Services Clinical Board supporting with the design and work.
- Reintroduction of music and art therapy across Mental Health Services for Older People.

The phenomenal legacy donation received from the Late Mr Gerald Payne's Estate is a transformational amount, which we intend to use to support enhancements to therapeutic environments, the development of new person-centred initiatives, and the expansion of specialist interventions that promote dignity, independence, and recovery across our services.

Joanne Wilson. Directorate Manager

Looking Forward

We extend our sincere gratitude to all fundraisers and colleagues for the unwavering support and generosity shown to Cardiff & Vale Health Charity throughout 2024-2025. Your financial and practical contributions have played a vital role in helping us advance our mission and deliver meaningful impact to support the delivery of healthcare services across Cardiff and The Vale of Glamorgan.

As we look to the year ahead, we remain committed to working in close partnership with the Health Board, ensuring we continue to meet the evolving needs of those we serve. To learn more about Cardiff & Vale Health Charity, and to explore the many ways you can support Cardiff and Vale University Health Board, including through donations, fundraising, or volunteering—please visit:

www.healthcharity.wales



www.healthcharity.wales



#TeamHealthCharity
Find us @health_charity

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Annual Accounts

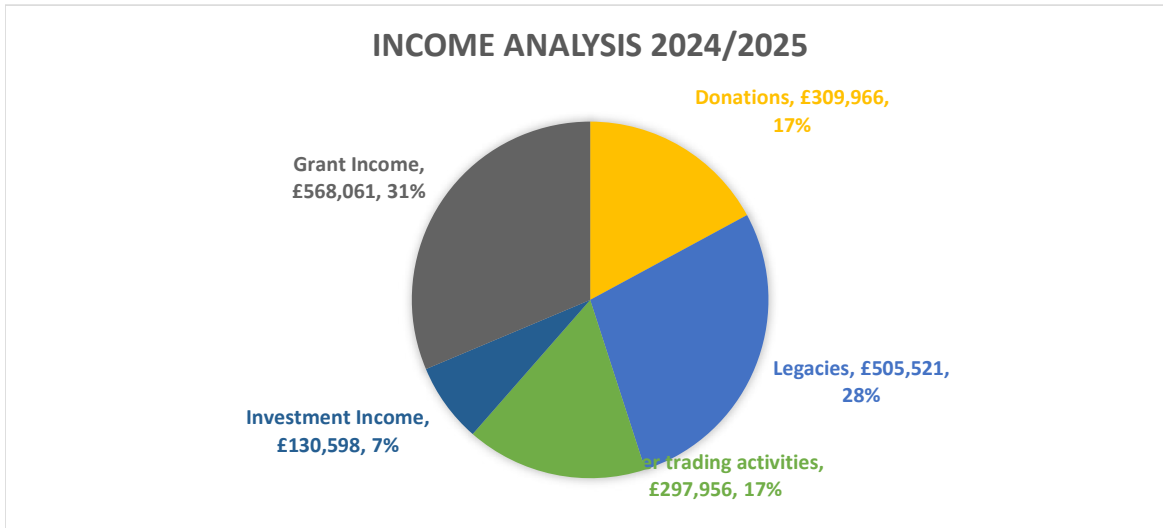
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Financial Achievements and Performance

Income Summary

Incoming resources for the year 2024-2025 totalled £1.812m which represents an increase of £0.283m from the previous financial year.

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



Donations (17% - £0.310m)

The Charity is very grateful to have received donations of £0.310m to help us achieve our goals and objectives.

Legacies (28% - £0.505m)

The Charity received £0.505m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

Other Trading Activities (17% - £0.298m)

The Charity generated £0.255m from the Cardiff and Vale Staff Lottery and a further £0.043m from other trading activities.

Investment Income (7% - £0.131m)

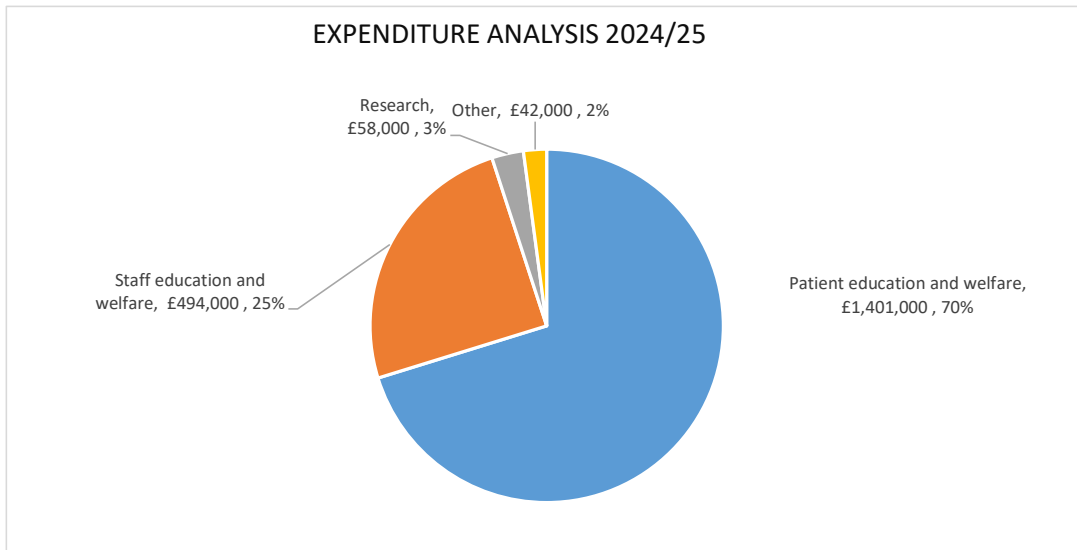
Dividends and interest from the Charity's Investment Portfolio was £0.131m.

Grant Income (31% - £0.568m)

The Charity received £0.568m in grants from external organisations.

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Expenditure Analysis 2024 /2025



Investments and performance

During 2024/2025 the Charity had market value gains of £0.023m.

Overall financial position

The overall value of the Charity as at 31st March 2025 has decreased from an opening balance of £9.354m to £8.894m. This movement of £0.460m is represented by net expenditure of £0.531m, investment gain of £0.023m and indexation of £0.048m.

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CARDIFF & VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Foreword

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

Statutory Background

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

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

Main Purpose of the Funds Held on Trust

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

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Structure, Governance and Management

The Charity

The Health Charity was created on 3rd June 1996 by Declaration of Trust and following reorganisations of health services, was amended by Supplementary Deed on 12th July 2001 and 2nd December 2010. Cardiff and Vale University Local Health Board (UHB) is the Corporate Trustee for the Health Charity. The UHB delegates responsibility for the management of the funds to the Charitable Funds Committee. The aim of the Corporate Trustee (Trustee) is to raise and use charitable funds to provide the maximum benefit to the patients of Cardiff and Vale UHB and associated local health services in Cardiff and the Vale of Glamorgan, by supplementing and not substituting government funding of the core services of the NHS.

Registration

The Charitable Funds held by the Cardiff and Vale NHS Trust transferred to the Cardiff and Vale UHB by virtue of Statutory Instrument 2009 No. 1558 The National Health Service Trusts (Transfer of Staff, Property, Rights and Liabilities) (Wales) order 2009. The supplemental deed dated 2nd December 2010 formally changed the name of the Health Charity to Cardiff and Vale University Local Health Board General Purpose Charity – Registered Charity number 1056544. The Health Charity has a number of constituent charities and these are listed below:

- Catherine Jenkins
- Education and Training General Charity
- Rookwood Hospital Charity
- Rookwood Hospital General Charity
- Research and Development General Charity
- Staff and Patient Welfare and General Charity
- Training Research and Education Fund
- UHW General Charity

The registration also encompasses Cardiff and Vale University Health Board (Expendable Funds) Common Investment Fund. This combines the funds of the Health Charity into one pool for investment purposes.

Constitution

Cardiff and Vale University Local 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 membership of the board was as follows at the time the annual report was approved.

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Officer Members

Suzanne Rankin	Chief Executive
Jason Roberts	Executive Interim Nurse Director
Paul Bostock	Chief Operating Officer
Catherine Phillips	Executive Director of Finance
Rachael Gidman	Executive Director of People & Culture
Claire Beynon	Executive Director of Public Health
Marie Davies	Interim Executive Director of Strategic Planning effective from 01/04/2024 -31/01/2025
Richard Skone	Interim Executive Medical Director effective from 01/04/2024 - 06/10/2024
David Fluck	Executive Medical Director effective from 07/10/2024
Emma Cooke	Deputy Executive Director of Allied Health Professionals, Health Scientists & Community Service Development effective from 01/06/2024. Following an interim position from 01/05/2024.

Other Directors

Matt Phillips	Director of Corporate Governance
David Thomas	Director of Digital and Health Intelligence
Joanne Brandon	Director of Communications, Arts & Health Charity & Engagement

Independent Members

Charles Janczewski	Chair
Ceri Phillips	Vice Chair
John Union	Independent Member - Finance
David Edwards	Independent Member – Information Communication & Technology
Sara Moseley	Independent Member – Third (Voluntary Sector)
Susan Lloyd-Selby	Independent Member – Local Authority
Rhian Thomas	Independent Member – Capital Estates
Mike Jones	Independent Member – Trade Union
Stephen Riley	Independent Member – University effective from 01/10/2024
Rachna Upadhya	Independent Member – General effective from 01/01/2025
Akmal Hanuk	Independent Member – Local Community until 31/03/2025

Associate Members

Lani Tucker	Chair, Stakeholder Reference Group
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Charitable Funds Committee

The Committee is empowered with the responsibility to:

- Control, manage and monitor the use of the funds resources for the public benefit, having regard for the guidance issued by the Charity Commission
- Agree Governance arrangements for standards and monitoring
- Review strategy to maximise benefits to the Health Charity
- Determine the Health Charity's investment strategy
- Agree expenditure plans
- Determine fundraising objectives and strategy

The members of the committee who served during 2024/25 are listed below:

John Union	Independent Member, Chair
Catherine Phillips	Executive Director of Finance
Rachel Gidman	Executive Director of People and Culture
Matt Phillips	Director of Corporate Governance
Susan Lloyd-Selby	Independent Member – Local Authority
Sara Moseley	Independent Member - Third Sector
Joanne Brandon	Director of Communications, Arts & Health Charity & Engagement
Emma Cooke	Deputy Executive Director of Allied Health Professionals, Health Scientists & Community Service Development effective from 01/06/2024. Following an interim position from 01/05/2024.

Charitable Funds

Our Charity is made up of more than 300 different funds, each with a specific purpose whether for research, training or for a specific area of a hospital or department. All money received is allocated to these funds. The general purpose fund is used where the donor wishes the Charity to allocate money to support projects and activities most in need of support across the whole of the UHB. Each fund is managed by a specialist fund holder – generally a specialist in the particular field relevant to the fund. The Charity is responsible for providing guidance, financial information and advice to fund holders.

We manage three types of funds:

Unrestricted funds – these are general funds and are those funds that may be spent at the discretion of the Trustees to enhance the services across the UHB

Restricted funds – these can only be spent in accordance with the restrictions imposed when the funds were donated, granted or raised by the Charity.

Endowment funds – where capital funds are made available to our Charity and the Trustees are legally required to invest or retain them. Where a permanent endowment exists, Trustees have no automatic power to spend the capital. If the fund is an expendable endowment, Trustees have the power to convert capital to income.

The day to day administration of funds is undertaken by:

Charitable Fund Department, Cardiff and Vale University Health Board
2nd Floor, Woodland House,
Cardiff, CF14 4HH

Investment Risk Management

The Investment Management Company screen the investments prior to purchase for compliance with the ethical policy. In addition existing holdings are screened on a regular basis to ensure continued compliance. If the fund were to purchase a position in a holding which did not comply and was identified as part of the post purchase process, the investment would be subsequently sold.

The portfolio does not have investments in companies whose principal manufacturing activities are tobacco, alcohol, armaments and pornography / adult entertainment related. This includes common investment funds (and similar products) that incorporate these in their portfolio.

Reserves Policy

The strategy of the Corporate Trustee is to apply charitable funds within a reasonable time of receipt, ideally within one to two years, unless there are specific requirements attached to income. Historically, the level of expenditure has been generally approximated to the level of income, with greater than required reserves held to manage any fluctuations.

The current reserves policy states that the Charity should hold the following reserves:

- A separate fixed asset investment reserve, based on 10% of the value fixed asset investments (circa £550,000)
- A minimum of £500,000 to ensure that there are sufficient funds for on-going commitments

From a process point of view there is no individual fund that holds all the reserves, however the current level of reserves is considered more than adequate for current needs. Going forward the Charity will review the reserves policy to reflect any changes to the Charity's financial position.

Investment Contract Risk

Cardiff and Vale Health Charity's Investment Managers are Rathbone Investment Management, which commenced on the 1st June 2021 for a period of three years with an option to extend for a further two years.

The Charity seeks to maximise the total return on funds while adopting a conservative policy on risk and flexible structure in respect of Asset Class Distribution. The portfolio is structured to enable a range of investments in order to yield a competitive rate of return. The investment director has delegated authority to purchase and sell investments as market opportunities arise. The Investment Managers formally attend and report to the Charitable Funds Committee twice a year.

Financial Control Risk

A financial control procedure, expenditure guideline, governance framework and strategy have been developed to ensure that there are sufficient management controls in place to:

- Ensure that spending is in accordance with objects and priorities agreed by the Charitable Funds Committee
- Ensure the criteria for spending charitable monies are fully met
- Ensure that accounting records are maintained
- Ensure devolved decision making is within specific parameters.

Internal Audit also undertakes annual reviews to evaluate the adequacy of procedures and controls, to ensure compliance and to provide reasonable assurance over:

- Achievement of management objectives for the systems
- Economic and efficient use of resources
- Compliance with policies and procedures
- Safeguarding of assets

The Internal Audit reports are presented to both the Charitable Funds Committee and the Health Board's Audit and Assurance Committee, and this is a key measure in mitigating control risk.

Advisors

Bankers	Government Banking Service Southern House 7th Floor Wellesley Grove Croydon CF9 1WW
Investment Managers	Rathbone Brothers Plc 8 Finsbury Circus London EC2M 7A2
External Auditors	Auditor General for Wales 1 Capital Quarter Tyndall Street Cardiff CF10 4BZ
Internal Auditors	NWSSP Internal Audit Department 1st Floor, Woodland House Cardiff CF14 4HH
VAT Advisors	Ernst & Young LLP The Paragon Counterslip Bristol BS1 6BX

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

Statement of Financial Activities for the year ended 31st March 2025

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Total 2024-25 £000
Incoming resources from generated funds:					
Donations and Legacies	4	673	142	0	815
Grants	4	4	564	0	568
Other trading activities	5	0	298	0	298
Investments Income	6	79	52	0	131
Total incoming resources		756	1,056	0	1,812
Expenditure on :					
Raising funds	7	271	77	0	348
Charitable activities	8	837	1,116	42	1,995
Total expenditure		1,108	1,193	42	2,343
Net gains / (losses) on investments	13	23	0	0	23
Net income / (expenditure)		(329)	(137)	(42)	(508)
Transfer between funds		40	0	(40)	0
Net movement in funds		(289)	(137)	(82)	(508)
Gains / (losses) on revaluation of fixed assets	12	0	0	48	48
Reconciliation of Funds		(289)	(137)	(34)	(460)
Total Funds brought forward as at 1 April 2024	19	2,937	2,195	4,222	9,354
Total Funds carried forward as at 31 March 2025		2,648	2,058	4,188	8,894

Cardiff and Vale University Local Health Board Charities Accounts 2023/2024

Statement of Financial Activities for the year ended 31st March 2024

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Total 2023-24 £000
Incoming resources from generated funds:					
Donations and Legacies - (Restated)	4	255	271	0	526
Grants - (Restated)	4	0	454	0	454
Other trading activities	5	9	386	0	395
Investments Income	6	92	61	1	154
Total incoming resources		356	1,172	1	1,529
Expenditure on :					
Raising funds	7	381	94	0	475
Charitable activities	8	756	1,342	25	2,123
Total expenditure		1,137	1,436	25	2,598
Net gains / (losses) on investments	13	246	0	0	246
Net income / (expenditure)		(535)	(264)	(24)	(823)
Transfer between funds		0	0	0	0
Net movement in funds		(535)	(264)	(24)	(823)
Gains / (losses) on revaluation of fixed assets	12	0	0	(82)	(82)
Reconciliation of Funds		(535)	(264)	(106)	(905)
Total Funds brought forward as at 1 April 2023	19	3,472	2,459	4,328	10,259
Total Funds carried forward as at 31 March 2024		2,937	2,195	4,222	9,354

Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

Statement of Cash Flows for the year ending 31 March 2025

	Note	Total Funds 2024-25 £000	Total Funds 2023-24 £000
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	17	(552)	(488)
Cash flows from investing activities:			
Dividend, interest and rents from investments	6	131	154
Movement in Investment Cash	13	225	(213)
Proceeds from the sale of investments		1,248	1,156
Purchase of investments	13	<u>(825)</u>	<u>(943)</u>
Net cash provided by (used in) investing activities		779	154
Change in cash and cash equivalents in the reporting period		227	(334)
Cash and cash equivalents at the beginning of the reporting period	15	226	560
Cash and cash equivalents at the end of the reporting period	15	<u><u>453</u></u>	<u><u>226</u></u>

The notes on page 27 to 43 form part of these accounts

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

Balance Sheet as at 31 March 2025

	Note	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 31 March 2025 £000	Total 31 March 2024 £000
Fixed assets:						
Tangible Assets	12	0	0	4,205	4,205	4,182
Investments	13	3,070	2,092	0	5,162	5,789
Total fixed assets		<u>3,070</u>	<u>2,092</u>	<u>4,205</u>	<u>9,367</u>	<u>9,971</u>
Current assets:						
Debtors	14	37	135	0	172	139
Cash and cash equivalents	15	199	254	0	453	226
Total current assets		<u>236</u>	<u>390</u>	<u>0</u>	<u>626</u>	<u>365</u>
Non Current assets						
Debtors	14	4	0	0	4	11
Liabilities:						
Creditors: Amounts falling due within one year	16	662	424	17	1,103	992
Net current assets / (liabilities)		<u>(422)</u>	<u>(34)</u>	<u>(17)</u>	<u>(473)</u>	<u>(617)</u>
Total net assets/ (liabilities)		<u><u>2,648</u></u>	<u><u>2,058</u></u>	<u><u>4,188</u></u>	<u><u>8,894</u></u>	<u><u>9,354</u></u>
The funds of the charity:						
Endowment Funds	19	0	0	(17)	(17)	40
Revaluation Reserve	19	0	0	4,205	4,205	4,182
Restricted income funds	19	0	2,058	0	2,058	2,195
Unrestricted income funds	19	2,648	0	0	2,648	2,937
Total funds		<u><u>2,648</u></u>	<u><u>2,058</u></u>	<u><u>4,188</u></u>	<u><u>8,894</u></u>	<u><u>9,354</u></u>

Director of Finance

Mrs Catherine Phillips

Date.....

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NOTES TO THE ACCOUNTS

1. Accounting policies

a) Basis of Preparation

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

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

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

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

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

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

- A restricted fund or
- An endowment fund

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

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

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

the trustees' discretion, including the general fund which represents the charity's reserves.

c) **Incoming resources**

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

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

d) **Income resources from legacies**

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

Receipt is probable when:

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

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

e) **Income resources from endowment funds**

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

f) **Resources expended and irrecoverable VAT**

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

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

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A constructive obligation arises when:

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

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

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

g) Allocation of support costs

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

h) Fundraising costs

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

i) Charitable Activities

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

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j) Debtors

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

k) Cash and cash equivalents

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

l) Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt. Amounts which are owed in more than a year are shown as long-term creditors.

m) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later).

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

n) Fixed Assets

Investments are stated at market value at balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Tangible fixed assets are valued as follows:

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1st April 2022, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.
- ii) Assets in the course of construction are valued at current cost.
- iii) Capitalisation threshold is £5,000
- iv) Movements in revaluation are recorded in the revaluation reserve on the balance sheet
- v) The charity has a policy to donate purchased assets to the Cardiff and Vale Health Board

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the Welsh Government and HM Treasury. The basis of the Valuer's valuation, is Existing Use Value (EUV), and it is on this basis that Rookwood has been valued. Movements in revaluations are recognised in the Revaluation Reserve.

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Depreciation

- i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- ii) Impairments, where incurred in the year, are separately identified in note 13 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.
- iii) The useful economic life of Charity buildings has been determined on an asset-by-asset basis by the District Valuer. These lives are reviewed by the Charity on an annual basis to ascertain their appropriateness and are reviewed every five years by the District Valuer.

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

2. Related party transactions

Cardiff and Vale University Local Health Board is the Corporate Trustee of the Charity. During the year, other than noted below, there are no other material related party transactions involving the Corporate Trustee, board members or senior key management staff.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not benefit personally from such decisions. Declarations of personal interest have been made and are available to be inspected by the public.

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

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Note 2.

The table below relates to the related party financial transactions for financial year 2024/2025

Related Party	Income related party 2024/25 £000	Expenditure related party 2024/25 £000	Amounts owed to related party 2024/25 £000	Amounts due from related party 2024/25 £000
Cardiff Council	100	8	0	61
Welsh Government	149	0	0	0
University of South Wales	0	4	0	0
Cardiff Metropolitan University	0	9	0	0
Vale of Glamorgan	0	1	0	0
Cardiff and Vale Health Board	29	1,832	870	29
Cardiff University	1	28	0	1
Totals	279	1,882	870	91

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

Board Member	Related Party Relationship
Suzanne Rankin	Suzanne Rankin is Chief Executive Officer of Cardiff and Vale University Health Board and Director of the Welsh Wound Innovation Centre and is a Lay Member (NHS) of Cardiff University Council.
Susan Lloyd - Selby	The Vice Chair, Emergency Ambulance Services Committee (EASC), which from 1st April 2024 formed part of NWJCC.
Stephen Riley	Dr Stephen Riley was appointed on 1st October as an Honorary Independent Member (Universities) of Cardiff and Vale Health Board.Pro- Vice Chancellor (Cardiff University Executive Board).
Claire Beynon	Claire Beynon is Executive Director of Public Health for Cardiff and Vale Health Board. She is employed on an ad hoc basis to teach for Cardiff University, Cardiff Metropolitan University, Swansea University, University of South Wales and the Faculty of Public Health. She is a reservist and is paid for those additional duties. She undertakes roles for the Faculty of Public Health as an examiner. Her Husband is a lecturer at Cardiff Metropolitan University.
Ceri Phillips	Professor Ceri James Phillips is an independent member and Vice Chair of Cardiff and Vale Health Board.He is Emeritus Professor at Swansea University and Honorary Professor at Cardiff University.

Note 3.

Detailed below are the comparative figures for Financial Year 2023/2024

Related Party	Income related party 2023/24 £000	Expenditure related party 2023/24 £000	Amounts owed to related party 2023/24 £000	Amounts due from related party 2023/24 £000
Cardiff Council	14	2	2	6
Welsh Government	50	2	0	0
University of South Wales	3	11	2	3
Cardiff Metropolitan University	0	1	0	0
Glamorgan Voluntary Services	2	0	0	0
Vale of Glamorgan	1	0	0	0
Cardiff and Vale Health Board	30	1513	806	25
Cardiff University	1	54	15	1
Totals	101	1583	825	35

Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

4. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2024-25 £000	Total 2023-24 £000
Donations	226	84	0	310	320
Legacies	447	58	0	505	206
Grants	4	564	0	568	454
	<u>677</u>	<u>706</u>	<u>0</u>	<u>1,383</u>	<u>980</u>

5. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2024-25 £000	Total 2023-24 £000
Staff lottery	0	255	0	255	305
Other trading	0	43	0	43	90
	<u>0</u>	<u>298</u>	<u>0</u>	<u>298</u>	<u>395</u>

6. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2024-25 £000	Total 2023-24 £000
Fixed asset equity and similar investments.	79	52	0	131	154
Short Term Investments	0	0	0	0	0
Deposits and cash on deposit	0	0	0	0	0
	<u>79</u>	<u>52</u>	<u>0</u>	<u>131</u>	<u>154</u>

7. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2024-25 £000	Total 2023-24 £000
Fundraising office	255	0	0	255	364
Fundraising events	0	66	0	66	83
Investment management fees	16	11	0	27	28
	<u>271</u>	<u>77</u>	<u>0</u>	<u>348</u>	<u>475</u>

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

8. Analysis of charitable activity

	Activities taken £000	Support costs £000	Total 2024-25 £000	Total 2023-24 £000
Patient education and welfare	1,322	79	1,401	1,762
Staff education and welfare	467	27	494	287
Research	55	3	58	41
Other	9	8	17	9
Depreciation	25	0	25	24
	<u>1,878</u>	<u>117</u>	<u>1,995</u>	<u>2,123</u>

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

9. Grants

During 2024/2025, 3 grants were distributed from the Food Sense Wales fund to the below organisations however no grants were approved by Charitable Funds Committee from the general purpose fund.

During 2023/24 no grants were approved by the Charitable Funds Committee.

The table below provides the details of the grant payments.

Organisation	2024-25 £000	2023-24 £000
Cardiff Third Sector Organisation	1	0
Social Farms & Gardens	19	0
Glamorgan Voluntary Services	0	(2)
Total	20	(2)

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

10. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2024-25 £000	Total 2023-24 £000
Governance	0	0	0	0
Audit Wales	0	26	26	25
Internal Audit	0	0	0	0
Investment Management Fees	27	0	27	28
Total governance	27	26	53	53
Finance and administration	0	95	95	95
	27	121	148	148

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

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2024-25 £000
Raising funds	15	12	0	27
Charitable activities	66	51	0	117
	81	63	0	144

11. Trustees' remuneration, benefits and expenses

The Charity does not provide any remuneration or reimburse expenses to its Trustees for duties carried out in their capacity as Trustees.

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

12. Tangible fixed assets

	Freehold Land and Buildings 2024-25 £000	Freehold Land and Buildings 2023-24 £000
<u>Cost or valuation</u>		
Opening Balance	4,229	4,311
Additions	0	0
Revaluations	0	0
Indexation	48	(82)
Disposals	0	0
Impairments	0	0
Closing Balance	4,277	4,229
<u>Accumulated depreciation</u>		
Opening Balance	47	23
Disposals	0	0
Revaluations	0	0
Impairments	0	0
Charge for year	25	24
Closing Balance	72	47
Opening NBV	4,182	4,288
Closing NBV	4,205	4,182

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

Sale terms were agreed during the year for Rookwood. The Board of Trustees ratified the decision to sell and the Charity Commission has been duly notified. However, legal completion has not yet occurred and is unlikely to take place before 31st March 2026.

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

13.Fixed asset investments

Movement in fixed assets investments

	Investments Listed on Stock Exchange £000	Cash Held in Investment Portfolio £000	Total 2024-25 £000	Total 2023-24 £000
Market value brought forward	5,538	251	5,789	5,546
Restatement to reflect MV Bid Price	0	0	0	(3)
Add: additions to investments at cost	825	0	825	943
Less disposals at carrying value	(1,255)	0	(1,255)	(1,174)
Add any gain / (loss) on revaluation	28	0	28	264
Movement of cash held as part of the investment portfolio	0	(225)	(225)	213
Market value as at 31st March 2025	5,136	26	5,162	5,789

The loss on revaluation relates to the unrealised gain, however the overall gain £23,000 (2023-24 £0.246m gain) as shown in the Statement of Financial Activities is calculated by also adjusting for realised loss of £0.005m. (2023-2024 £0.018m realised loss).

The movement of cash held as part of the investment portfolio includes a withdrawal of £650,000 from the investment portfolio.

As of 31st March 2025, the investment with the largest percentage weighting (12.2%) in the portfolio is the Treasury 7/8% Green Gilt, maturing on 31st July 2033, with a total value of £629,882

The Charity's investments are handled by investment advisors appointed by the Charity using the appropriate Health Board purchasing contract process. The Charity operates an investment policy that provides for a high degree of diversification of holdings within investment asset classes. A large proportion of investments are made with companies listed on a UK stock exchange or incorporated in the UK. The majority of expenditure is financed from donations and legacies and there are no borrowings, therefore the Charity is not exposed to significant liquidity risk. The Investment Management Company attends the Charitable Funds Committee twice a year to discuss all aspects of investment performance and the factors influencing the performance. The asset class allocation is an integral part of the discussion as this is intrinsically linked to minimising risk within the portfolio.

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

14. Analysis of debtors

Debtors	Total	Total
	31 March	31 March
	2025	2024
	£000	£000
Other debtors	77	12
Long-term prepayments > 1 year	4	11
Short-term prepayments < 1 year	44	72
Accrued Income	51	55
Total debtors	176	150

15. Cash at bank and in hand

	31 March	31 March
	2025	2024
	£000	£000
Cash at bank	453	226
Total	453	226

16. Analysis of liabilities

Creditors under 1 year	Total	Total
	31 March	31 March
	2025	2024
	£000	£000
Other creditors	1,073	962
Accruals	30	30
Total creditors	1,103	992

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

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

	Total 2024-25 £000	Total 2023-24 £000
Net income / (expenditure) (per Statement of Financial Activities)	(508)	(823)
Adjustment for:		
Depreciation charges	25	24
(Gains) / losses on investments	(23)	(243)
Dividends, interest and rents from investments	(131)	(154)
(Increase) / decrease in debtors	(26)	365
Increase / (decrease) in creditors	111	343
Net cash provided by (used in) operating activities	<u>(552)</u>	<u>(488)</u>

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18. Role of Volunteers

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

The Charity has begun working more closely with the Health Board volunteers to develop and support more specific Charity Champion roles, including supporting our runners at organised events and supervising the charity collection tins. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

19. Analysis of Funds

a. Analysis of endowment funds

	Balance 31 March 2024	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2025
	£000	£000	£000	£000	£000	£000
Catherine Jenkins	40	0	0	(40)	0	0
Rookwood Sale Costs	0	0	(17)	0	0	(17)
	<u>40</u>	<u>0</u>	<u>(17)</u>	<u>(40)</u>	<u>0</u>	<u>(17)</u>

b. Analysis of restricted most significant fund movements

	Balance 31 March 2024	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2025
	£000	£000	£000	£000	£000	£000
9447 9447 Cystic Fibrosis Better Life Appeal	292	30	(67)	0	0	255
9149 9149 Breastcare Unit	187	65	(67)	0	0	185
9726 9726 Food Sense Wales Restricted	85	464	(383)	0	0	166
9699 9699 Ponting Legacy Lung Services	156	4	(4)	0	0	156
9678 9678 Trust Staff Lottery	151	258	(263)	0	0	146
9692 9692 Drew-Smith Legacy Asthma Clinic	114	3	(3)	0	0	114
9479 9479 Phillips Legacy - Asthma Research	206	5	(7)	0	0	204
9478 9478 May Phillips Legacy Asthma Research	130	3	(4)	0	0	129
9690 9690 Gould Legacy - Bone Marrow Unit	91	2	(2)	0	0	91
Other	783	222	(393)	0	0	612
	<u>2,195</u>	<u>1,056</u>	<u>(1,193)</u>	<u>0</u>	<u>0</u>	<u>2,058</u>

c. Analysis of unrestricted and most significant designated fund movements

	Balance 31 March 2024	Income	Expenditure	Transfers	Gains and losses	Balance 31 March 2025
	£000	£000	£000	£000	£000	£000
Unrestricted Funds						
9809 Unrestricted Non Delegated	(605)	0	(309)	0	23	(891)
	<u>(605)</u>	<u>0</u>	<u>(309)</u>	<u>0</u>	<u>23</u>	<u>(891)</u>
Designated Funds						
9737 9737 Payne Legacy MHSOP	0	410	(8)	0	0	402
9600 9600 UHW Nurses	335	17	(28)	0	0	324
9644 9644 Hughes Legacy Cardiology	233	4	(83)	0	0	154
9524 9524 Leukaemia & Lymphoma Dev. (UHW)	142	4	(4)	0	0	142
9231 9231 Intensive Care Gift (UHW)	102	18	(12)	0	0	108
9649 9649 Bale Covid Donation	71	2	(6)	0	0	67
9679 9679 C&V Teenage Cancer Ward	69	12	(18)	0	0	63
9153 9153 Geriatric Research (UHW)	60	1	(2)	0	0	59
9646 9646 Williams Legacy Renal Unit	60	1	(4)	0	0	57
9116 9116 Child Health NICU	61	1	(9)	0	0	53
Other	2,409	286	(625)	40	0	2,110
	<u>3,542</u>	<u>756</u>	<u>(799)</u>	<u>40</u>	<u>0</u>	<u>3,539</u>
Total	<u>2,937</u>	<u>756</u>	<u>(1,108)</u>	<u>40</u>	<u>23</u>	<u>2,648</u>

d. Revaluation Reserve

	Balance 31 March 2024	Income	Expenditure (Depreciation)	Transfers	Gains and losses	Balance 31 March 2025
	£000	£000	£000	£000	£000	£000
Rookwood	4,182	0	(25)	0	48	4,205
	<u>4,182</u>	<u>0</u>	<u>(25)</u>	<u>0</u>	<u>48</u>	<u>4,205</u>

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Cardiff and Vale University Local Health Board Charities Accounts 2024/ 2025

Additional Notes

20. Commitments

	2024/2025
	£000
The funds have the following commitments:	
Charitable projects	91
	<hr/>
Total	<u>91</u>
	<hr/>
Name of commitment	£000
Welsh Transplant Team (CFC 21/12/011) (1-5 years)	16
Neurological Gardens Maintenance Cost(BT 20/07/013) (10 years)	75
	<hr/>
	<u>91</u>

	2023/2024
	£000
The funds have the following commitments:	
Charitable projects	110
	<hr/>
Total	<u>110</u>
	<hr/>
Name of commitment	£000
Neurological Gardens Maintenance Cost(BT 20/07/013) (10 years)	85
UHB Transport Solutions (CT/19/03/007) (1-4 years)	1
Welsh Transplant Team (CFC 21/12/011) (1-5 years)	24
	<hr/>
	<u>110</u>

21. Donated Assets

During the year the Charity purchased assets to the value of £0.313m (2023/24 £0.147m). These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the UHB Financial Statements

22. Post Balance Sheet Events

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2024 and the date the financial statements are approved. The fair value of the investments held by the Charity at 31st March 2025 has changed in the intervening period as follows:

	31st March 2025	TBC January 2026
	£000	£000
Investment	5,162	xxxxx

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STATEMENT OF TRUSTEE RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS

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

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

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

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

By order of the trustee

Signed:

Trustee.....

Dated

*Chilcott, Rachel
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Report Title:	Health Charity Annual Audit Plan			Agenda Item No:	2.4
Meeting:	Board of Trustees	Public	x	Meeting Date:	9 th October 2025
		Private			
Status	Assurance	Approval		Information/Noting	x
Lead Executive Title:	Catherine Phillips				
Report Author Title:	Rebecca Holliday to be presented by Rachel Freitag Wales Audit Health Charity Wales Audit Annual Audit Plan 2024/2025				

Main Report

Background and Current Situation:

Cardiff & Vale University Local Health Board General Purpose Charity – (Registered Charity Number 1056544) is the official charity of Cardiff & Vale University Health Board. The charity exists to support and enhance patient care and staff wellbeing across the Health Board's services, through the effective management and distribution of charitable funds.

This paper provides the Board of Trustees with a summary of the Wales Audit Plan as it relates to the audit of the Health Charity annual report for 2024-25. It outlines the key audit areas of focus, audit timetable, and materiality levels, and is presented for noting.

Executive Director Opinion & Key Issues to bring to the attention of the Board

Contents of the Audit Plan

The Wales Office Audit Plan sets out the Auditor General's responsibilities, approach, and key priorities for the financial audit of the charitable funds

Key Audit Areas of Focus

Significant Risk:

- Management Override of Controls
As required by auditing standards, the risk of management override is always treated as a significant risk.

Other Areas of Focus:

- Related Party Disclosures
Due to their sensitivity and materiality by nature, related party transactions will be a key focus area. There is a risk of incomplete or inaccurate disclosures, especially where relationships may not be well known.
- Classification of Prepayments and Creditors
Following an issue identified in the prior year, the audit will again examine the appropriate classification and accuracy of prepayments and creditors to avoid duplication and ensure correct accounting treatment.

Financial Statements Audit Timetable

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Stage	Activities	Timing
Planning	Planning meeting, risk assessment, IT review, fraud and estimates discussions	November 2025
Fieldwork	Financial audit testing, evaluation of findings, closure meeting	November 2025
Reporting	Audit report, improvement recommendations, presentation to governance, certification	December 2025
	2024/2025 Annual Report presented to Board of Trustees for sign off	22 nd January 2026

Financial Statements Materiality

- Planning Materiality: £51,960 (2% of gross expenditure based on 2023/24 figures)
- Reporting Threshold (Trivial Errors): £2,298 (5% of materiality)
- Lower Materiality Area: Related party disclosures – £5,000

Materiality levels guide audit scope, testing, and reporting of errors. The team will reassess these throughout the audit.

Audit Fee

- Estimated Audit Fee for 2024-25: £25,730

Appendices (please list all appendices that accompany this report. Do not embed)

Attachment 1 - 2.4b - C&VUHB Charitable Fund Audit plan 2024-25





Recommendations:

The Board is requested to:

NOTE

- The contents of the audit plan.
- Key audit areas of focus.
- Financial statements audit timetable.
- Financial statements materiality.

Link to Strategic Objectives of Shaping our Future Wellbeing:

1.	 Putting People First	2.	 Providing Outstanding Quality	X
3.	 Delivering in the Right Places	4.	 Acting for the Future	

Five Waves of Working (Sustainable Development Principles) considered:

Prevention	Long Term	Integration	Collaboration	Involvement
------------	-----------	-------------	---------------	-------------

Quality Impact Assessment Completed?

Yes (please include)	No (please provide reasoning e.g. not required)	X	Noting ONLY Health Charity audit plan
----------------------	---	---	---------------------------------------

the complete QIA document)				
Impact Assessment				
Risk: n/a				
Safety: n/a				
Financial: n/a				
Workforce: n/a				
Legal: n/a				
Reputational: n/a				
Socio Economic: n/a				
Equality & Health: n/a				
Decarbonisation: n/a				
Welsh Language: n/a				
Approval/Scrutiny Route (please list all other Committees/Groups this report has been to)				
Name of Committee/Group/Exec			Date:	

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Cardiff and Vale University Health Board Charitable Fund Audit Plan 2025

Audit year: 2024-25

Date issued: August 2024



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Supporting you	14

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For further information, or if you require any of our publications in an alternative format and/or language, please contact us by telephone on 029 2032 0500, or email info@audit.wales.

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

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Introduction



Adrian Crompton

Auditor General for
Wales

I am pleased to share my 2025 Audit Plan. The Plan sets out how I will undertake your audit.

My audit team has developed the Plan following a structured and risk-based planning process, which will remain ongoing throughout the audit. My Code of Audit Practice provides further detail on how my audit and certain other functions are to be carried out by my auditors.

At the core of all our work is our commitment to maintaining the highest standards of professional integrity, objectivity, independence and audit quality. Our three

lines of assurance model (page 13) sets out how we will ensure those standards of quality are met. Our latest annual quality report, Audit Quality Report 2024, provides more information about our audit quality arrangements.

My audit team will work constructively with your staff to understand the issues you are facing, ensure the audit process operates as smoothly as possible, and provide valuable insights about any areas for improvement.




My work programme, as outlined in this Plan, sits alongside other national audit work that may include coverage of your organisation.

Should you have any questions about your audit my audit team will be happy to discuss them with you. They will also keep you regularly updated as work progresses.





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Our aims and ambitions




Our purpose

-  Assure people that public money is being managed well
-  Explain how that money is being spent
-  Inspire the public sector to improve

Our vision

-  Fully exploiting our unique perspective, expertise and depth of insight
-  Strengthening our position as an authoritative, trusted and independent voice
-  Increasing our visibility, influence, and relevance
-  Being a model organisation for the public sector in Wales and beyond

Our areas of focus

-  A strategic, dynamic, and high-quality audit programme
-  A targeted and impactful approach to communications and influencing
-  A culture and operating model that enables us to thrive

You can find out more about Audit Wales in our [Annual Plan 2024-25](#) and [Our Strategy 2022-27](#).

Chilcott, Rachel
04/12/2025 13:23:20

Financial audit work

Audit of financial statements

I am required to issue a report on your financial statements which includes an opinion on their 'truth and fairness' and their proper preparation in accordance with accounting standards and legal requirements.

I will also report by exception on a number of matters which are set out in more detail in our [Statement of Responsibilities](#).

There have been no limitations imposed on me in planning the scope of this audit.

Financial statements materiality

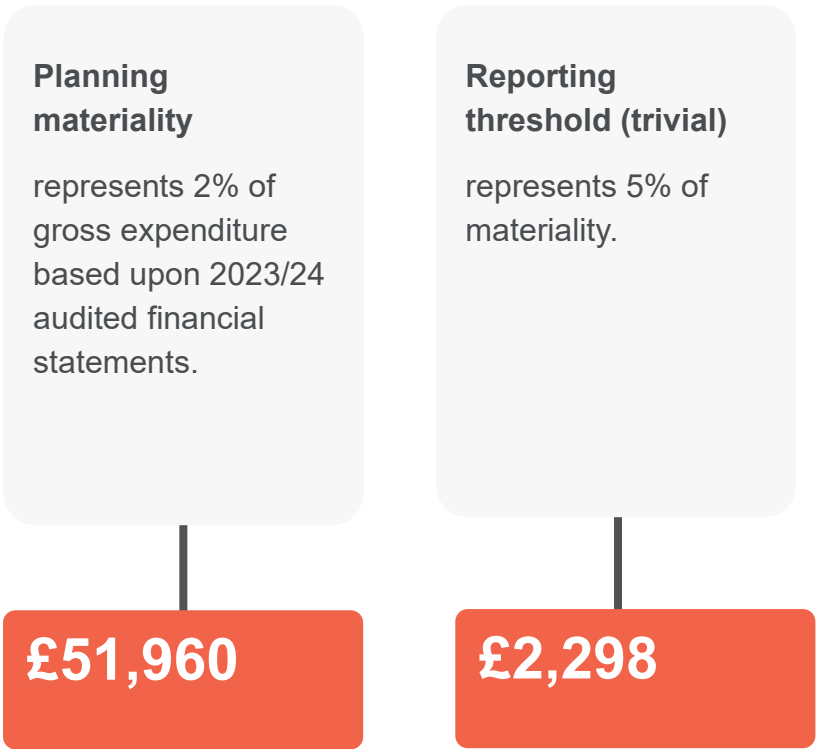
I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality. My aim is to identify material and correct misstatements, that is, those that might result in a reader of the accounts being misled. Materiality applies not only to financial misstatements, but also to disclosure requirements and adherence to the applicable accounting framework and law.

I set planning and performance materiality to:

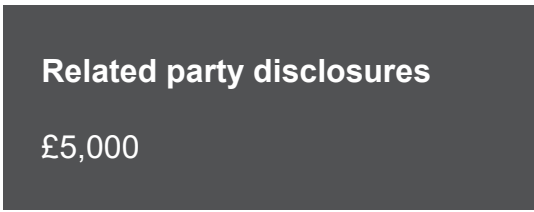
- Determine the level of misstatement that could cause the user of the accounts to be misled;
- Assist in the scoping of our audit approach and resultant audit tests;
- Determine sample sizes;
- Assess the effect of known and likely misstatements in the financial statements; and
- Report to those charged with governance any unadjusted misstatements above a trivial level, our reporting threshold.

The levels at which I judge such misstatements to be material is set out below.

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09/12/2025 13:20:20



There are some areas of the accounts that may be of more importance to the user of the accounts, and we have set a lower materiality level for these:



My audit team will assess materiality levels throughout the audit.

Chilcott, Rachel
04/12/2025 13:20:20

Significant financial statements risks

Significant risks are identified risks of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk or those which are to be treated as a significant risk in accordance with the requirements of other International Standard on Auditing (ISAs). The ISAs require us to focus more attention on these significant risks.

Risk of management override

The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.32-33].

Our planned response

My audit team will:

- test the appropriateness of journal entries and other adjustments made in preparing the financial statements;
- review accounting estimates for bias; and
- evaluate the rationale for any significant transactions outside the normal course of business.

Other areas of focus

I set out below other identified risks of material misstatement which, although not determined to be significant risks as above, I would like to bring to your attention.

Related party disclosures

The financial statements must disclose any related party relationships along with the transactions and balances between the Health Board and the other party.

The Health Board has many relationships that could be considered a related party. Many are well known for example, Welsh Government as funder.

However, where related party relationships arise via individual officer or member relationships, there is likely to be less transparency regarding these relationships. These transactions are of high interest and are considered to be material by their nature

There is a risk of material misstatement due to incomplete or inaccurate disclosures, even where these are of relatively low value.

Our planned response

My audit team will:

- review management's process for identifying related party relationships and associated transactions and balances;
- undertake procedures to confirm the completeness of related party relationships; and
- ensure disclosures are complete, accurate, consistent with evidence and are in accordance with accounting requirements.

Classification of Prepayments and Creditors

Last year we identified an invoice that had been incorrectly included as both a prepayment and a creditor despite not being paid until after the year-end and not relating to the financial year.

Our planned response

My audit team will:

- Review prepayment and creditor listings to ensure none have been included in both populations in error.
- Test a sample of prepayments to ensure they have been paid before the year-end and correctly included within the accounts.
- Test a sample of creditors to ensure they relate to 24-25 financial year.

Chilcott, Rachel
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Financial statements audit timetable

Below is a timetable showing the key stages of the audit and our key audit deliverables that we will provide to you.

Exhibit 1: Financial statements audit timetable

Planning	Planning meeting Risk assessment procedures Information flows Fraud risk assessment Accounting estimates planning IT environment risk assessment and controls review Develop Testing strategy Indicative audit fee
November 2025	
Fieldwork	Update risk assessment Audit of financial statements to include narrative report and annual governance statement Complete audit testing Evaluate audit findings Audit closure meeting
November 2025	
Reporting	Audit of Accounts Report Recommendations for improvement Present findings to those charged with governance Auditor General certification
December 2025	

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Audit fee

In January 2025 we published our 2025-26 Fee Scheme following approval by the Senedd Finance Committee which details the average increase to fee rates of 1.7%.

The actual fee that any individual audited body will pay depends not just on our fee rates but on the quantum of work and the skill mix required.

Your fee for the 2024-25 audit reflects a 1.7% uplift on the 2023-24 estimated fee, however it is lower than the 2023-24 actual where an additional bill of £4,300 was raised.

Your fee is exclusive of VAT.

Planning will be ongoing, and changes to my programme of audit work, and therefore my fee, may be required if any key new risks emerge. I shall make no changes without my auditors first discussing them with the Executive Director of Finance.

Your estimated audit fee: £25,730 (2023-24 £25,300)

I base my audit fee on the following assumptions:

- The agreed audit deliverables set out the expected working paper requirements to support the financial statements and include timescales and responsibilities.
- No matters of significance, other than as summarised in this plan, are identified during the audit.

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Audit team

My audit team will continue to work and engage remotely using technology, but some on-site audit work will resume where it is appropriate to do so.

Audited bodies have a responsibility to ensure the safety and wellbeing of Audit Wales staff when they are on your premises.

The main members of my team, together with their contact details, are summarised in **Exhibit 2**.

Exhibit 2: My local audit team

Engagement Lead	Gareth Lucey gareth.lucey@audit.wales
Audit Manager	Rachel Freitag rachel.freitag@audit.wales
Audit lead	Jayana Williams jayana.williams@audit.wales

I can confirm that my team members are all independent of Cardiff & Vale UHB Charitable Fund and your officers. I am not aware of any potential conflicts of interest that I need to bring to your attention.

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Audit quality

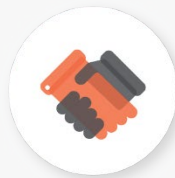
Our commitment to audit quality in Audit Wales is absolute. We believe that audit quality is about getting things right first time.

We use a three lines of assurance model to demonstrate how we achieve this. We have established an Audit Quality Committee to co-ordinate and oversee those arrangements. We subject our work to independent scrutiny by the Institute of Chartered Accountants in England and Wales and our Chair of the Board, acts as a link to our Board on audit quality. For more information see our [Audit Quality Report 2024](#).



Our People

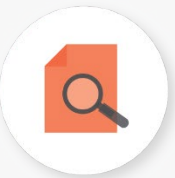
- Selection of right team
- Use of specialists
- Supervisions and review



Arrangements for achieving audit quality

Selection of right team

- Audit platform
- Ethics
- Guidance
- Culture
- Learning and development
- Leadership
- Technical support



Independent assurance

- EQRs
- Themed reviews
- Cold reviews
- Root cause analysis
- Peer review
- Audit Quality Committee
- External monitoring

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Supporting you

Audit Wales has a range of resources to support the scrutiny of Welsh public bodies, and to support them in continuing to improve the services they provide to the people of Wales.

Visit our [website](#) to find:



Our [publications](#) which cover our audit work at public bodies.



Information on our upcoming work and forward work programme for [performance audit](#).



[Data tools](#) to help you better understand public spending trends



Details of our [Good Practice](#) work and events including the sharing of emerging practice and insights from our audit work.



Our [newsletter](#) which provides you with regular updates on our public service audit work, good practice, and events.

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Audit Wales

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

We welcome correspondence and telephone calls in Welsh and English.

Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

Report Title	Appointment of Communications Contractor for Food Cardiff – Charitable Funds Application Over £25,000		Agenda Item no.	3.1
Meeting:	Charitable Funds Committee	Public	x	Meeting Date: 9/10/25
		Private		
Status:	Assurance	Approval	x	Information
Lead Executive:	Claire Beynon Executive Director Of Public Health			
Report Author:	Pearl Costello Sustainable Food Places Manager			

Main Report

Background and current situation:

Food Cardiff is a city-wide sustainable food partnership coordinated by Food Sense Wales with core partners Cardiff & Vale University Health Board and Cardiff Council. To maintain momentum in delivering the Cardiff Good Food Strategy (owned by the Food Cardiff Strategy Board, which includes C&VUHB), we seek approval to fund a communications contractor between 1 September 2025 and 31 March 2027 (with potential extension to 31st March 2028) using Charitable Fund 9726.

The contractor will deliver a targeted bilingual campaign across digital and press channels, focused on the five Good Food Goals. This includes monthly social media content, press engagement, blogs, newsletters, and final reporting aligned with NHS Wales accessibility and Welsh Language Standards.

The campaign supports the Well-being of Future Generations (Wales) Act, the Cardiff Well-being Plan, and the UHB's prevention and sustainability objectives. It specifically supports C&VUHB's Shaping our Future Wellbeing Strategy, by minimising inequality in healthy behaviours and building the foundational economy. It builds on the success of previous Food Cardiff comms contracts and ensures continuity and impact through to 2027. It will create a more consistent approach to this work, which has previously been start/stop due to previous short-term funding. Funding is now available for a longer-term; enabling Food Sense Wales to propose this procurement. This will be procured through the standard route, out to full competition and that it is being brought to Charitable Funds Committee due to the size of the contract (up to £50,000 over 3 years).

Projected spend and funding situation:

31st September 2025 – 31st March 2026: up to £10,000 (*Food Cardiff has received grant funding via the Welsh Government Local Food Partnership Small Grants specifically for this work*)

1st April 2026 – 31st March 2027: up to £20,000 (*Food Cardiff will receive grant funding via the Welsh Government Local Food Partnership Development Grant to support this work – this is confirmed funding*)

1st April 2027 – 31st March 2028: up to £20,000 (*subject to funding and service need*)

The spend breakdown is based on previous spend on this project, increased in line with inflation and with some additional contingency to ensure the maximum spend is £50,000.

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





This is a strategically important communications function that reinforces Food Cardiff's role as a national leader in sustainable food systems and positively impacts public health in the Cardiff area specifically. It ensures visibility, inclusion, and behavioural change at city scale and meets both public engagement and compliance requirements. Approval is recommended.

Recommendation:

The Board is requested to:

- Approve the release of up to £50,000 from the Food Sense Wales Fund (Fund 9726)** for the procurement of a communications contractor to deliver Food Cardiff campaign activity from September 2025 for 18 months with an option to extend for a further year (specification attached).

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p> <p>The campaign engages communities and supports healthier lifestyles.</p>	<p>Yes</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p> <p>. Meets Welsh Language Standards, complies with NHS accessibility and supports health equity and informed decision-making</p>	<p>Yes</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p> <p>Messages promote food access at community level and support local resilience.</p>	<p>Yes</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p> <p>aligns strongly with prevention, sustainability, and the Well-being of Future Generations Act.</p>	<p>Yes</p>

The communications contract supports all four strategic objectives. It places people at the heart of the campaign, promotes high-quality, bilingual and inclusive messaging, delivers content at a local and community level, and aligns with long-term goals around health, sustainability, and prevention. The work meets Welsh Language Standards, complies with NHS accessibility guidance, and supports health equity and informed decision-making.

Five Ways of Working (Sustainable Development Principles) considered

- Prevention Long term Integration Collaboration Involvement

Quality Impact Assessment Completed?

<p>Yes – (please provide completed QIA document)</p>	<p>-</p>	<p><input checked="" type="checkbox"/> No</p>	<p><i>not required (non-clinical campaign delivery)</i></p>
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Impact Assessment:

Risk: Yes

Without communications delivery, the visibility and effectiveness of the Good Food Strategy would be compromised, with an adverse knock-on impact on health behaviours and outcomes in Cardiff

Safety: No

No patient/staff safety implications.

Financial: Yes

Funding is available via Fund 9726. No NHS core budget implications.	
Workforce: No	
Contractor-based. Contractor will be managed by Sustainable Food Places Manager as part of core duties. No further UHB workforce impact.	
Legal: No	
Compliant with procurement guidance. No legal concerns anticipated.	
Reputational: Yes	
Communications delivery is critical to Food Cardiff’s visibility, stakeholder engagement, and retention of Sustainable Food Places Gold Award. Without this work there could be a reputational risk.	
Socio-Economic: Yes	
The campaign aims to reduce food-related inequality and support communities experiencing disadvantage through inclusive messaging and partnership action.	
Equality and Health: Yes	
All outputs will be bilingual and inclusive, supporting health equity and local engagement. The specification criteria includes a requirement to demonstrate how the communications approach will engage Cardiff’s diverse communities in an inclusive, accessible, and culturally sensitive way; which may include translation into other community languages for example.	
Decarbonisation: Yes	
No — the subject matter of this paper actively supports decarbonisation objectives. The proposed communications contract will promote sustainable food behaviours, local food sourcing, and reduction of food waste — all of which contribute directly to carbon reduction. Campaign messaging will align with population-level prevention strategies, reinforcing long-term health and environmental benefits.	
There is no risk that the proposal will undermine the UHB’s decarbonisation commitments.	
Welsh Language: Yes	
All materials will comply with the Welsh Language Standards.	
Approval/Scrutiny Route (please note anywhere else this paper has been before):	
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: (capital letters) **PEARL COSTELLO**

Designation: **SUSTAINABLE FOOD PLACES MANAGER**

Hospital/Base: **WOODLAND HOUSE**

Department: **FOOD SENSE WALES FUND 9726**

Telephone No: **07434 869682**

Email : **pearl.costello@wales.nhs.uk**

Details of proposal for application:

(Use the reverse side of form for additional information)

Food Sense Wales is seeking to appoint a communications contractor to deliver a targeted campaign for **Food Cardiff**, aligned with the Cardiff Good Food Strategy. The contract will run from **1 September 2025 to 31 March 2027**, with an option to extend for a further year (subject to funding).

This project is a specific grant-funded piece of work which needs to be delivered in order to meet the grant funding conditions.

The contractor will lead a bilingual campaign that supports strategic priorities in health, equity, and sustainability, and builds on previous successful Food Cardiff communications activity.

Key deliverables include:

- Monthly bilingual social media content
- Quarterly e-newsletters
- Six bilingual web articles or blogs
- Two short-form campaign videos
- Press/media engagement for 2–3 key campaign moments
- Bilingual end-of-contract evaluation report
- Coordination with stakeholders and adherence to NHS/Welsh Language Standards

This funding will secure expert delivery, continuity of messaging, and compliance with public sector standards.

Please detail link with approved themes:

This work supports Cardiff & Vale UHB's strategic goals through:

- Reducing health inequalities
- Preventing diet-related ill health

- Enhancing sustainable behaviours
- Promoting community wellbeing and equity

Food Cardiff is identified in the **Cardiff Well-being Plan 2023–28** and contributes directly to delivery of the UHB’s **Good Food & Movement framework**. This activity aligns with the **Well-being of Future Generations (Wales) Act 2015**, the **Sustainable Food Places programme**, and **Healthy Weight: Healthy Wales**.

Does this application benefit:

All: ✓

Benefits to public/staff/patients:

Raises awareness of good food principles, promotes healthier food choices, increases access and inclusion, and empowers individuals and communities to engage in sustainable change. Content will be bilingual, accessible, and targeted across the city.

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

***where the proposal for expenditure includes staffing resources, the applicant is required to confirm this has been discussed with People and Culture Services, for consideration of potential employment risks associated with the awarding of temporary contracts and/or extension of a current contract. Any future costs not included in the proposal, will need to be absorbed by the individual department.**

None. The contract is fixed-term and funded through secured charitable funds. No UHB revenue impact. Oversight remains with Food Sense Wales.

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

This contract is funded entirely from **Food Sense Wales Fund (9726)**. The specification has followed procurement guidance and is compliant with charitable fund governance. Competitive tendering will be used using Brava E-Tendering

Funds Required - Name and number of Fund to be used

Fund Number Cost Code: 002-9726
 Fund Name: FOOD SENSE WALES
 Fund Purpose: Co-creating a food system for Wales that’s good for people and the planet

Total: £50,000 (£30,000 OVER 18 MONTHS, WITH OPTION TO EXTEND FOR £20,000 IN 2027/28)

Signed by Fund holders:

Name **KATIE PALMER** Designation: Programme Manager Food Sense Wales Date:

Name **TOM PORTER** Designation: Consultant in Public Health Date:

Signed by Divisional HoS: _____ Designation: Executive Director of Public Health

Application for Funds From Charitable Funds Committee

Name **CLAIRE BEYNON** :

CBeynon

Date: 01.10.25

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GIG
CYMRU
NHS
WALES

Partneriaeth
Cydwasaethau
Gwasanaethau Caffael
Shared Services
Partnership
Procurement Services

Appendix C

Specification of Requirements

FOOD SENSE WALES - FOOD CARDIFF
COMMUNICATIONS CAMPAIGN
[CONTRACT REFERENCE – TBC BY
PROCUREMENT]

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1. Background

Food Cardiff is a city-wide partnership and one of several initiatives delivered by **Food Sense Wales** (fund number 9726), which is hosted by Cardiff & Vale University Health Board’s Local Public Health Team and supported by Cardiff & Vale Health Charity.

As a Sustainable Food Partnership, Food Cardiff acts as a hub to influence and connect food policy and practice across the city, working to make **good food accessible to all** and central to a healthier, fairer, and more sustainable Cardiff.

Since 2020, Food Cardiff has delivered a growing communications campaign aligned with the **Cardiff Good Food Strategy 2021–2024** and its five Good Food Goals. These goals reflect the city's priorities around health, sustainability, fairness, community empowerment, and local economic resilience.

The partnership’s work is guided by the **Well-being of Future Generations (Wales) Act 2015**, supporting national well-being goals such as:

- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

Food Sense Wales is issuing this tender to secure high-quality communications support for Food Cardiff between 14 November 2025 and 31 March 2027, with the option to extend up to 2028 (subject to funding availability). The successful supplier will reflect the values of the Cardiff Good Food Strategy and contribute to a thriving Good Food Movement through inclusive, bilingual, and impactful communications.

Digital Context

Food Cardiff’s digital presence plays a central role in amplifying campaign messaging. In 2021, the Food Cardiff website received over **22,000 page views**, including 18,000 unique views and an average time on page of 1 minute 23 seconds. Bilingual engagement is increasing, with the Welsh homepage (/cy/) representing 1.72% of visits. The most viewed pages included campaign content such as the Autumn Festival and School Holiday Enrichment Programme.

This communications contract will build on this digital footprint to grow reach, inclusivity, and behaviour-change messaging across the city.

2 Requirement

The Requirement

- Food Sense Wales is seeking a supplier to deliver a comprehensive communications service for Food Cardiff from **14 November 2025 to 31 March 2027**, with the potential to extend for a further **one year**, subject to funding.
- The service will be responsible for:
 - Developing, implementing, and monitoring a strategic communications campaign
 - Raising awareness of the Cardiff Good Food Strategy and the Five Good Food Goals
 - Inspiring and equipping individuals, communities, and organisations to take action
 - Delivering bilingual (English and Welsh) digital and press communications, social media content, stakeholder engagement, and campaign assets including videos and designed reports
- The successful supplier will be expected to demonstrate:
 - A strong understanding of food systems and sustainability in Cardiff and Wales
 - Experience working with multi-sector partnerships and community-based organisations
 - A proven track record of delivering communications aligned with public sector frameworks (e.g. the Well-being of Future Generations Act, Welsh Language Standards, NHS or Welsh Government-funded programmes)
- The supplier must demonstrate the ability to begin delivery swiftly, with minimal onboarding, and show strong familiarity with Cardiff's food systems landscape, communications priorities, and stakeholder environment.

Output Requirement

The successful contractor will be expected to:

- Develop and deliver a communications plan aligned with the Five Good Food Goals.
- Create and publish bilingual (English and Welsh) content for social media, newsletters, and the Food Cardiff website.
- Produce regular press releases and liaise with local and national media outlets.
- Create high-quality campaign assets, including video content, graphics, designed reports and supporting materials.
- Coordinate campaign activity, track progress, and contribute to the final evaluation.
- Work closely with Food Cardiff stakeholders and attend monthly check-ins to review and refine delivery.

All communications outputs must be **bilingual (English and Welsh)** in line with the **Welsh Language Standards** applicable to public sector bodies and organisations receiving Welsh Government funding. Where appropriate, the contractor may also be asked to support translation into additional community languages spoken in Cardiff — to be agreed on a case-by-case basis.

The contractor must ensure that:

- All digital and printed assets are equally visible, accessible, and accurate in both English and Welsh.
- Welsh is not treated less favourably than English in any form of communication.
- Social media posts are consistently published in both languages — either bilingually or in parallel.
- Website content, newsletters, press releases, and all campaign materials are delivered in English and Welsh.

- Sufficient time is built into the delivery schedule to support translation, proofreading, and formatting of bilingual outputs. Translation may be arranged through Food Sense Wales' existing services; however, the supplier is responsible for the timely delivery of source materials and ensuring layout readiness.

Expected Deliverables (November 2025 – March 2027):

The successful contractor will be expected to deliver the following as a minimum:

- Monthly bilingual (English and Welsh) content for social media (Facebook, Instagram, X)
- Quarterly bilingual e-newsletter content, including drafting, layout and publishing
- At least ten bilingual web stories or blog articles published on the Food Cardiff website
- Two short-form campaign videos to showcase key themes, events or impact
- Media engagement for two to three key campaign moments, including press releases and liaison with the media
- End-of-contract bilingual evaluation report, including social media performance, media reach, engagement data and recommendations
- At least two fully designed reports for public viewing

All deliverables must comply with NHS Wales accessibility standards and the Welsh Language Standards, and support the broader goals of the Cardiff Good Food Strategy.

3. Service Levels & Performance

The appointed contractor will be expected to meet the following service standards:

- Attend monthly project check-in meetings with the Food Cardiff lead.
- Deliver all campaign outputs bilingually (Welsh and English), either through in-house translation or in coordination with Food Sense Wales' preferred suppliers.
- Ensure full compliance with:
 - The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards
 - The Data Protection Act 2018 and GDPR
 - Food Sense Wales and NHS Wales branding, privacy and communications guidelines
 - NHS Wales accessibility standards, particularly for digital formats
- Treat both languages with parity in all outputs — ensuring equal quality, clarity, and visibility.
- Deliver content by an agreed-upon campaign plan and timeline.
- Provide monthly delivery updates and a final bilingual evaluation report by 31 March 2026.
- Meet quality and timeliness expectations; failure to do so may result in payment delays or contract termination.

Embed the five ways of working defined in the **Well-being of Future Generations (Wales) Act 2015**: long-term thinking, prevention, integration, collaboration, and involvement.

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- Reflect **Cardiff's cultural diversity and civic identity**, ensuring content is locally grounded, inclusive, and, where possible, co-produced with community partners.
- Demonstrate awareness of the **Sustainable Food Places framework** and familiarity with Food Cardiff's brand, messaging, and existing stakeholder relationships.

4. Evaluation Methodology

Criteria	Evaluation
Price	60%
Quality	40%

Quality Questions (40%)	Supplier Response
1) 10%	<p>Outline your approach to developing and delivering a bilingual (English and Welsh) communications strategy that aligns with the Cardiff Good Food Strategy and its Five Good Food Goals.</p> <p>Describe how your approach will contribute to the national well-being goals set out in the Well-being of Future Generations (Wales) Act 2015. Please explain how your proposed campaign will reflect Cardiff's communities, values, and priorities.</p> <p>Include examples of how you have previously contributed to national well-being goals, supported public health priorities in Wales, or worked with cross-sector food partnerships.</p>
2) 10%	<p>Explain your approach to delivering all campaign outputs bilingually (English and Welsh), ensuring full compliance with the Welsh Language (Wales) Measure 2011, Welsh Language Standards, and NHS Wales requirements.</p> <p>Provide examples of how you have previously delivered bilingual</p>

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	<p>communications in both digital and printed formats, treating Welsh and English equally in terms of visibility, quality, and timing.</p> <p>Please include evidence of measurable impact from similar campaigns, particularly those involving public sector, policy-based or community engagement work.</p>	
<p>3) 10%</p>	<p>Explain how your communications approach will engage Cardiff's diverse communities in an inclusive, accessible, and culturally sensitive way.</p> <p>Describe how you will ensure that tone, content, and delivery reflect the city's social and linguistic diversity, including full bilingual (English and Welsh) delivery in line with the Welsh Language Standards.</p> <p>How will your communications support behaviour change across different audience groups and reflect the values of the Five Good Food Goals (e.g. fairness, health, sustainability, empowerment, and local economy)?</p> <p>Please include relevant examples of inclusive campaigns you have delivered, and any methods you use to reach underrepresented or seldom-heard groups.</p>	
<p>4) 10%</p>	<p>Outline how you will ensure continuity, quality, and value for money in delivering the communications plan.</p> <p>Describe your approach to project management, including how you will meet agreed delivery timelines, manage relationships with stakeholders, and minimise delivery risks.</p>	

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	<p>Please explain how you will ensure compliance with NHS Wales and Welsh Government standards on:</p> <ul style="list-style-type: none"> • Accessibility (particularly for digital content) • Bilingual delivery in line with the Welsh Language Standards • Data protection and the Data Protection Act 2018 • Public sector financial governance requirements <p>Include examples of how you have delivered high-quality outputs on time and within budget in similar campaigns. Please also explain how your existing knowledge of Cardiff's food policy environment and stakeholders will support swift mobilisation and minimise risk.</p>
--	--

The lowest-priced Tender will be awarded a score of 60%

Other tenders will be given a score on a pro-rata basis, based on the value of the lowest-cost bid compared to the prices of the other tenders.

- Score of lowest cost bid = i.e. Tender A = 60%
- Score of other Tenders –

Tender B = [price of lowest cost Tender A] / [price of Tender B] x 60%

Tender C = [price of lowest cost Tender A] / [price of Tender C] x 60%

Qualitative Scoring Principles

Capability	Evidence Provided	Score	Remark
Bidder is likely to be able to meet the needs of the Specification	Evidence is consistent, comprehensive, directly relevant to all specification requirements, demonstrates strict compliance with GDPR, NHS financial governance, and charity regulations, and is highly credible.	10	Absolute Confidence

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	Evidence is sufficient, addresses regulatory compliance, and aligns with the specification requirements.	8	Confidence
There is a small risk that the bidder will not be able to meet the needs of the Specification	Evidence has minor gaps or does not fully address compliance with key regulations or specification requirements	6	Minor Concerns
There is a moderate risk that the bidder will not be able to meet the needs of the Specification	Evidence has moderate gaps, lacks credibility in addressing financial or regulatory requirements, or is partially irrelevant	4	Moderate Concerns
There is a significant risk that the bidder will not be able to meet the needs of the Specification	Evidence has substantial gaps, is unconvincing in addressing regulations, or is mainly irrelevant to the specification	2	Major Concerns
Bidder will not be able to meet the needs of the Specification.	No evidence provided, or misleading evidence, particularly regarding compliance with key regulations	0	Not acceptable

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