



CHARITABLE FUNDS COMMITTEE
9.30am on Tuesday, 13 June 2017
Corporate Meeting Room - Headquarters - UHW

DRAFT AGENDA

PART 1: ITEMS FOR ACTION		
1	Welcome and Introductions	Oral – Martyn Waygood Chair
2	Apologies for Absence	Oral – Martyn Waygood Chair
3	Declarations of Interest	Oral – Martyn Waygood Chair
4 4.1	Minutes of the meeting held on 21 March 2017 and Minutes of Special Meeting held on 30 March 2017	Martyn Waygood Chair
5 5.1	Matters Arising: Action Log 21 March 2017 and Special Meeting 30 March 2017	Martyn Waygood Chair
6	Rookwood Hospital – Update	Oral - Chris Lewis Deputy Director of Finance
7	6 Month Marketing Report	Joanne Brandon Deputy Director of Communications
8	Recruitment Update	Oral - Alun Williams Finance Manager
9	Benchmarking Exercise	Oral- Alun Williams Finance Manager
10	Bids Panel Paper	Peter Welsh Director of Corporate Governance
11	Lookers Update	Oral – Alun Williams Finance Manager
12 12.1	Expenditure greater than £25k Supporting document	Alun Williams Finance Manager



PART 2: ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE Papers are available on the UHB website		
13	Finance Monitoring Report	Chris Lewis Deputy Director of Finance
14	Fundraising Report	Katie Mallam Fundraising and Communications Manager
15	Items to bring to the attention of the Board / other Committees	Oral - Martyn Waygood Chair
16	Date, time and venue of the next meeting of the Committee: 19th September 2017, Corporate Meeting Room, Headquarters, UHW	Oral – Martyn Waygood Chair

**UNCONFIRMED MINUTES OF THE
CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 21 MARCH 2017
CORPORATE MEETING ROOM, UNIVERSITY HOSPITAL OF WALES**

Martyn Waygood
Margaret McLaughlin
Akmal Hanuk
Christopher Lewis
Fiona Jenkins

Chair
Independent Member – Third Sector
Independent Member - Community
Deputy Director of Finance
Director of Therapies and Health Science

In Attendance:

Peter Welsh	Director of Corporate Governance
Katie Mallam	Fundraising and Communications Manager
Alun Williams	Head of Financial Services
Angela Hughes	Acting Assistant Director of Patient Experience
Joanne Brandon	Director of Communication and Engagement
Joanne Wilson	Directorate Manager, Mental Health Services for Older People

Apologies:

Robert Chadwick	Director of Finance
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Secretariat:

Glynis Mulford

CFC: 16/74 WELCOME AND INTRODUCTIONS

The Chair welcomed all present to the meeting.

CFC: 16/75 APOLOGIES FOR ABSENCE

Apologies for absence were noted.

CFC: 16/76 DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests in the proceedings. None were declared.

CFC: 16/77 UNCONFIRMED MINUTES OF THE MEETING HELD ON 20 DECEMBER 2016

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 20 December 2016 subject to the following:

To correct spelling of Ben Hope-Gill.

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CFC: 16/078 ACTION LOG FROM MEETING OF 20 DECEMBER 2016

The Committee **RECEIVED** the Action Log from the meeting of 20 December 2016 and **NOTED** the following:

CFC: 16/079 MATTERS ARISING

CFC 16/060: Investment – Update from Schroders: New password sent to Alex Bailey. **COMPLETE**. Gains on investment converted to cash through Chairs Action **COMPLETE**

CFC 16/067: Foodsense Wales - Since the last meeting further discussions had been helpful with regard to governance arrangements and the recommendation was to go ahead with the proposal clearly outlining responsibilities. A meeting had been arranged with Public Health Wales in relation to the liability issue in terms of the member of staff and flow of monies. The member of staff will be employed by Public Health Wales (PHW) and the liability sits with PHW. It was envisaged that placing this within the Charity would increase the income streams from other organizations.

There was a need to ensure that there was no cross cutting with UHB fundraising and that the Fundraising Manager should be informed of pending fundraising and grant applications. It was **CONFIRMED** this will be included in the written agreement with PHW. Members **AGREED** with the terms of agreement.

ACTION: Mr Martyn Waygood to take Chair's Action

AC: 16/080 ROOKWOOD HOSPITAL – UPDATE

Mr Christopher Lewis, Deputy Finance Director presented an update on Rookwood Hospital stating that the UHB had met with the Solicitor.

For the purpose of a new Independent Member joining the Committee, it was explained that as part of the Charity, Rookwood Hospital was no longer fit for purpose and the facilities did not match the high quality care provided by the staff. The Health Board had put a business case together which had been approved by WG, for a new facility on the Llandough site and the move was expected in the first quarter of 2019/20. The asset of the charity will no longer be needed for the

purpose initially donated and was therefore going through a change of purpose of the legacy.

The Charity Commission had written to the Health Board and the need to change the objectives was agreed. Eversheds Solicitors, who are acting on behalf of the Health Board, was formalizing these changes. The solicitors suggested a timeline of 6-9 months to draft the scheme and this was progressing.

The Committee:

NOTED the update

AC: 16/081 STAFF LOYALTY/BENEFITS CARD - UPDATE

Peter Welsh, Board Secretary gave an update on the Staff Loyalty/Benefits Card, stating that since the last meeting the Staff Benefits Group had met again with more information provided about the loyalty card. It was envisaged that delivery of cards would be by the end of April beginning of May and will be dispatched to staff personal addresses. Alternatives of distribution had been looked at but this was deemed the best process.

The background and use of the cards was explained. The card, which is specifically branded to the Health Board, will be dispatched with literature explaining usage and will also highlight the Charity and how staff can get involved. This will be monitored through the Staff Benefits Group and give assurance through reporting to the Local Partnership Board.

In terms of recruitment, it was stated this was one of the key benefits and demonstrates the value the card brings to staff.

The Committee:

NOTED the update oral report

AC: 16/082 COMMUNITY HEALTH COUNCIL REPORT ON BOREDOM AND LONELINESS IN HOSPITALS

The Chair presented the national report received from the Community Health Council stating it had gone before Quality, Safety and Experience Committee. The minute from Committee was read out: *"It was agreed and suggested that the Charitable Funds Committee consider that the Boredom and Loneliness Scheme be used to help determine the allocation of Charitable Funds"*.

It was noted and discussed:

- To allocate funding as reflected in the paper to avoid boredom and loneliness was an effective way of encouraging departments and wards to apply for funding.
- It was stated that the Charity had contributed to a number of departments but there was a need for promotion as there were a number of events that had transpired but had not been publicized. There was a need to talk to

staff about the smaller things that can be done to make a difference to patient experience using small amounts of money.

- There was a need to point people to a source of funding and raise awareness.
- It was within the gift of wards to use monies for smaller projects but for bigger needs they could apply to the Bids Panel for consideration.
- To ensure that communication goes back to the Clinical Boards highlighting there are ward based funds to use to their QSE Committees.
- It was stated while preparing funds for public scrutiny they could include the names of funds on the website so that people can choose who and what to donate to. This was currently only available to wards in UHW and UHL.
- There was a need to revisit the names of some of the funds.
- It was suggested that a menu be produced of what can be bought by wards where a cost can be attached to the items enabling wards to make a choice of what can be purchased. This could be linked back to the report.
- To ensure there was a governance process for those who do not have funding.
- It was emphasised that each of the expenditure requests had to be counter signed by the Clinical Board Head of Operations and Delivery and that communication should go out to these people in their areas.
- In response to whether there was a link for feedback from patients asking for their experience and need, it was stated that a number of surveys are sent out each month. Feedback was received from both patients and volunteers with useful information about where the target was needed and whether these were being met.
- The focus currently was on patients with dementia but there was a need to meet needs of the wider community within the Health Board.
- It was suggested to review this on patient walk rounds and added to questionnaires.

ACTION:

- **K Mallam to liaise with J Brandon and A Hughes to write to Clinical Board Directors of Operations**
- **Attach a suggested menu for wards' use, and for this to be disseminated throughout the relevant wards**

The Committee:

RECEIVED the report issued by the Community Health Council

NOTED the progress made to provide engagement and activities for patients

NOTED the challenges identified in providing engaging activities for patients

CFC: 16/083

6 MONTH MARKETING REPORT

Ms Joanne Brandon, Director of Communications gave a verbal update on the 6 Month Marketing Report. An overview was given of the Away Day about developing a marketing plan, there was discussion on the overall mission and

vision of the charity, what the opportunities were and how these could be exploited more looking at key areas. It was stated that intelligence gathering was still ongoing.

There had been discussion on how to find gaps in the market and further discussion on becoming commercially focused, whether this was the right direction and how to improve patient and staff experience as part of an overall plan. It was recognized that while it was an important piece of work, there was difficulty in allocating time to the project. It was suggested there was a need to appoint someone for a period of time to work on this aspect.

The Chair raised the issue of delay with the marketing strategy and suggested there was a need for someone to be brought in do to specialist work due to the processes involved. It was stated this could only be achieved quickly if approved by the Committee.

It was highlighted that the recent changes in the HMRC process had to be adhered to. It was therefore suggested this go through the procurement department.

ACTION:

- **L Barrett to liaise with M Waygood, M McLaughlin, K Mallam, J Brandon, P Welsh to arrange meeting date to revisit draft strategy**
- **Process for appointment to go through procurement**

The Committee:

- **SUPPORTED** the proposal for a marketing specialist to be brought in and
- **NOTED** the update

CFC: 16/084 CHARITABLE FUNDS TIME OUT – BRIEF NOTES

The Chair asked for the Time Out notes to be rolled out to members.

ACTION: P Welsh to bring progress report against actions to next meeting

AC: 16/085 DRAFT COMMITTEE WORKPLAN 2017/18

The Committee **NOTED** the draft Committee Workplan.

AC: 16/087 FINANCIAL PLANNING REPORT PAPER 2017/18

Mr Christopher Lewis, Deputy Director of Finance set out the Financial Planning Report for the forthcoming year. Based upon historic trends there was nothing of concern for the Charity to note. The Committee was informed that the Charity had a successful year. This was largely driven by the investment portfolio and the net

value of the Charity had increased considerably. The charity was now in a position to make additional funds available to support the Bids Panel.

Mr Alun Williams explained the funding source and how the income was generated for the Charity Funds Bids Panel; this was linked to the staff lottery.

In response to the availability of funds to the third sector, it was stated that in July the Panel will be reviewing bids at an Away Day and will bring all the feedback from the last third sector bids and have a discussion to consider these.

It was queried whether the Charity had explored the corporate sector in relation to the larger donors' Corporate Social Responsibility (CSR) and whether there was an opportunity to approach this area as the Health Board had demonstrated they had a good track record of generating their own funds.

There was robust discussion on this and it was agreed that more could be done externally to get to a different platform and be more visible. It was suggested once the website was up and running the corporate sector could be approached with the prospectus and could be incorporated into the marketing strategy.

The Committee:

- **NOTED** the Financial Plan

CFC: 16/088 RECRUITMENT – UPDATE AND FUNDRAISING REPORT

Miss Katie Mallam, Fundraising and Communications Manager, gave an update on recruitment stating the additional post was for a Fundraising Officer who would have good links with community fundraising.

In relation to the Fundraising Report, there was a request that the Committee agree the Staff Lottery Summer Super Prize Draw proposal, following the success the £10k January mega draw. The Committee was informed that in January the position for membership numbered 4,070.

Other elements of the report were highlighted, such as the Easter run on 9 April, the official launch of Our Orchard on 7 April, the half marathon on 2 April, which raised a considerable sum, and will shortly be promoting 'In For a Penny'.

There was awareness that membership would plateau at some point and between corporate induction and night shift walkabouts the fundraising team were trying to increase numbers.

The Committee:

- **Noted** and **APPROVED** the progress and activities outlined
- **AGREED** the Staff Lottery Summer Super Draw Prize proposal

AC: 16/089 IN FOR A PENNY PROPOSAL

Miss Katie Mallam, Fundraising and Communications Manager, presented the proposal stating this was a project to take on within the team's current scope of activity.

It was noted and discussed:

- The paper made reference that we have been using Pennies from Heaven to support two local charities and proposed that it supports one external charity, Wales for Africa.
- Under the re-launch more funding will be available.
- There was a need to have an external view.
- Funding was being made available for specific projects for third sector grant schemes.
- Opting in and out had been discussed with staff side and explained how they came to a decision of the proposal to opt in and those already in the scheme would be asked if they wanted to opt out.
- Staff side was positive but did require a name change.
- If staff are signing up to 'In for a Penny' there was a need to work out a system where they did not feel compelled.

The Committee:

- **AGREED** the 'In For A Penny' roll out **SUBJECT** to including Wales for Africa

CFC: 16/090 WIFI EXTENSION - UPDATE

Dr Fiona Jenkins, Executive Director of Therapies and Health Sciences gave a verbal update on the WiFi extension.

The Committee was informed that St David's and Barry Hospitals did not have any WiFi and there were also particular hotspots around the Health Board.

It was stated that they had identified year end capital slippage money in the sum of £250k, which had been utilized by Capital Estates, Medical Equipment and IT. This was used to wire up St David's and Barry Hospitals and the weak areas on UHW. WiFi is now available on all sites.

Members were informed that the Digital Strategic Outline Plan (SOP) submitted to Welsh Government, was a 10 year plan and the Health Board put forward an initial 3 year plan. Currently there had been no feedback from Welsh Government on the SOP. Looking forward to 2017/18, the IT team's budget remained standard and there was no extra funding at present.

Miss Mallam informed the Committee that the registration page went live today (21 March). The design was modeled from the Charity website and gave a seamless set of branding illustrating the Wifi User Experience. The landing page was also described and will be launched on Friday, 31 March.

It was discussed and noted:

- In response for accessibility for people with visual impairment, it was stated that the tablet will recognize settings and if using a screen reader or using very large type it will recognize and automatically shuffle around.
- To look at the accessibility link for those who are visually impaired.
- The landing page will be reviewed in four weeks' time to look at performance.
- Work will commence on Welsh translation.
- Wifi will be improved in areas. The speed of downloading should be improved. If specific areas are not working properly to go back to the IT department.
- The Committee was reassured that security was in place.
- It was stated that this should have a link with boredom and loneliness as previously discussed.

The Committee:

NOTED the Wifi extension Update

CFC: 16/091 EXPENDITURE > £25K MURPHY LEGACY

Joanne Wilson, Directorate Manager presented the report on the Murphy Legacy.

An amendment was made to the lease cost stating that the sum of £3,642 was an annual cost and not monthly as in the paper. This legacy was donated several years ago to the unit specifically for the social aspect of patients. A few options regarding vehicles had been looked at in the past and noted that day services had changed significantly since the donation.

The Unit had looked at purchasing two vehicles to be used by three sites across the Health Board's day services where the use of vehicles was explained. The carers group would also benefit from the use of the cars and were considering vehicles that were not stigmatized.

It was discussed and noted:

- It was commented that this would make a big difference to the community
- Concerns were raised over parking arrangements and the committee were informed that they were currently talking with the Head of Transport.
- Both options of buying and leasing had been looked at but concluded that leasing was a better option as this gave flexibility stating the service may change in the near future.
- The Unit had not looked at other companies as deadlines were tight.

- It was suggested to contact ALAS who had specialist knowledge in equipping vehicles and seek their advice.
- There was a need to ensure that staff was covered by the Health Board insurance to drive the vehicles.
- To explore looking at the difference of two year or three year contracts. Members were informed there was no upfront payment but they had a strict cancellation clause.
- It was suggested to look at volunteer drivers.

ACTION: J Wilson to explore with ALAS if they consider the vehicles suitable and whether a cheaper contract can be procured

The Committee:

APPROVED the expenditure outlined in the application

AC: 16/092 FINANCE MONITORING REPORT

Mr Christopher Lewis, Deputy Director of Finance stated the report showed the financial position to December 2016. It was reported that the investment portfolio had risen over the last financial year and the expectation was that this would increase again at end of financial year. The Committee was informed that the Legacy income was also substantially higher for the period to December and period to February.

The Chair thanked the Fundraising team for the effort and work they have put in in raising funds for the Charity and commented that this was the first time the global assets had exceeded £10m.

The Committee:

- **NOTED** the financial position of the charity

AC: 16/106 ITEMS TO BRING TO THE ATTENTION OF THE BOARD / OTHER COMMITTEES

- The extension of WiFi and launch of website and landing page and
- 'In for a Penny' and continued funding of Wales for Africa

AC: 16/109 DATE OF NEXT MEETING

The next Charitable Funds Committee meeting is scheduled to take place on **Tuesday, 13 June 2017, at 9.30am** in the Corporate Meeting Room, Headquarters, UHW.

**UNCONFIRMED MINUTES OF THE
SPECIAL CHARITABLE FUNDS COMMITTEE MEETING**

**HELD ON TUESDAY 30 MARCH 2017, 9.00AM
CORPORATE MEETING ROOM, UNIVERSITY HOSPITAL OF WALES**

4.1

Present:

Martyn Waygood	Chair
Maria Battle	Chair of Cardiff and Vale UHB
Margaret McLaughlin	Independent Member – Third Sector
Stuart Egan	Independent Member – Trade Union
Mr Akmal Hanuk	Independent Member - Community
Christopher Lewis	Deputy Director of Finance
Fiona Jenkins	Director of Therapies and Health Science

In Attendance:

Peter Welsh	Director of Corporate Governance
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Secretariat:

Glynis Mulford

CFC 16/051 WELCOME AND INTRODUCTIONS

Martyn Waygood, Chair, welcomed everyone to the meeting.

CFC 16/052 APOLOGIES FOR ABSENCE

Apologies for absence were noted.

CFC 16/053 DECLARATIONS OF INTEREST

The Chair, invited Members to declare any interest in the proceedings on the agenda – none were given.

**CFC 16/054 PROVISION OF SUPPORT WORKERS FROM MENTAL
HEALTH MATTERS TO PROVIDE THERAPEUTIC ACTIVITIES
FOR COGNITIVELY IMPAIRED INPATIENTS ON C7N, UHW**

The Chair of the Health Board presented the paper. It was explained that BIG 1 was one of the main improvement goals and a day care audit conducted last March identified that 46% of patients in UHL and 23% in UHW did not meet the criteria for secondary care.

The Executive Programme Director of Unscheduled Care sent out an email asking for support and for volunteers for the programme to help those patients who no longer

needed secondary care. The pilot commenced in January 2017 through the Integrated Care Fund slippage but this was for only half a ward. There were plans to expand the service by moving onto another site, such as St David's or Barry Hospital. Feedback and comments had been received via letters and website from patients and family stating how valuable a service this had been and the difference it had made.

It was recognised that the service needed to grow but due to the financial constraints of the Health Board, there was a need to look at alternative funding streams whilst keeping the service going. Support was requested for the programme for one year.

It was discussed and noted:

- Concerns were initially raised of a commitment of £73k and what would happen at the end of 2018 when this funding ran out.
- The programme was doing valuable work with the services provided which made a difference to lives and had to consider the impact it would have on the service users.
- It was clarified that there was a partial exit strategy as there has not been time to recruit volunteers.
- Whilst not yet possible to predict, the Charity should see if there was any ICF slippage in 17/18 that could be used to meet these costs (and reimburse the charity).
- The pilot demonstrated the skills required therapeutically. There was a need to consider the model on the ward as the service will be rolled out to other wards.
- There was a need to use learning and work out what best fits for the site, to maintain the care and dignity of patients and to ensure there was a right skill mix.
- It was highlighted that the Union would argue the point of not allowing volunteers to do work of paid staff.
- It was emphasised this was short term support for a long term strategy.
- There was an onus on local government of picking up some of the funding and a need for discussions around this.
- There was a need to look at the marketing strategy and how this was being showcased and uploaded onto the charity website.
- It was suggested that this should be encouraged to go forward for an award where it could promote and illustrate the positive contributions made to service users.
- Members of the Committee were happy to support taking into account the points raised.
- It was **AGREED** that the Charity would fund the initiative for 12 months with the potential of recovering back from slippage.

ACTION: For a report to be submitted in six months stating what added value the funding brought to the initiative and another report in nine months stating how the service would be funded in future.

4.1

CFC 16/073 DATE, TIME, VENUE OF THE NEXT MEETING

Tuesday, 13 June 2017, 9.30am – 1.00pm, Corporate Meeting Room, University Hospital of Wales

Pre-Meeting: 8.30 – 9.30am



UPDATED ACTION LOG FOLLOWING MEETING 21 MARCH 2017

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/082	21.03.17	CHC Report on Boredom and Loneliness in Hospitals (Allocation of Criterion Funds)	To Liaise with J Brandon and A Hughes to write to Clinical Board Director of Operations stating this had been raised at QSE and passed to Charitable Funds due to the potential to support the scheme. Attach a suggested menu stating it was not exclusive but to point in right direction to be disseminated throughout the relevant wards.	K Mallam	COMPLETE
CFC 16/083	21.03.17	6 Month Marketing Report	To liaise with contacts to suggest candidates To liaise with M Waygood, M McLaughlin, K Mallam, J Brandon and P Welsh to arrange meeting to revisit draft strategy	J Brandon L Barrett	
CFC 16/091	21.03.17	Expenditure >£25k Murphy Legacy	To explore with ALAS if vehicles suitable and whether a cheaper contract can be procured	J Wilson	COMPLETE

CFC 16/067	21.03.17	Food Sense Wales	Governance arrangements had been ascertained and to go ahead with proposal outlining responsibilities.	Peter Welsh	M Waygood to take Chair's Action – COMPLETE
	20.12.16		Peter Welsh to contact Dr Tom Porter, for Food Sense Wales to take responsibility of producing a proposed agreement that would outline each other's responsibilities, which would then be reviewed by the Committee for comment.	Peter Welsh	COMPLETE

ACTIONS COMPLETED SINCE LAST MEETING

CFC 16/056	20.12.16	Update on Wifi	Information to be brought to the next meeting to outline the benefit of future WiFi funding and the Landing Page to the Charity.	Katie Mallam	COMPLETE
CFC 16/060	20.12.16	Investment – Update from Schroders	Deputy Director of Finance to consider the current level of investments and expenditure and recommend to the voting members of the Committee if gains on investments should be realized and what level should be traded. Time critical so should be done between Chair's Action.	Chris Lewis	COMPLETE
			To provide Alex Bailey from Schroders with a new password regarding data protection.	Chris Lewis	COMPLETE



UPDATED ACTION LOG FOLLOWING SPECIAL MEETING 30 MARCH 2017

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/098	30/03/17	Provision of Support Workers from Mental Health Matters to provide therapeutic activities for cognitively impaired inpatients on C7N, UHW	For a report to be submitted in six months stating what added value the funding brought to the initiative and another report in nine months stating how the service would be funded in future.	A Casey	Ongoing

5.1

CHARITABLE FUNDS BIDS PANEL
Name of Meeting : Charitable Funds Committee Date of Meeting 13 th June 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : £0.082m
Quality, Safety, Patient Experience impact :
Health and Care Standard Number
CRAF Reference Number
Equality and Health Impact Assessment Completed: Yes / No / Not Applicable

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

The Board is asked to:

- **APPROVE** the bids supported by the April meeting of the Charitable Funds Bids Panel.

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SITUATION

The Charitable Funds Bids Panel has delegated responsibility from the Charitable Funds Committee in overseeing the financial management of the Charitable Funds Bids Panel. This paper provides details of the approved bids on the 12th April 2017.

BACKGROUND

The Board of Trustees of the Cardiff and Vale Health Board Charity had previously given responsibility to the Charitable Funds Bids Panel for consideration of bids up to a maximum of £10,000.

Following a Charitable Funds away in November 2015 it was recommended that the limit be increased to £20,000. This increase was formally approved by the Charitable Funds Committee at their meeting on 8th March 2016.

A paper was presented to the Charitable Funds Committee at their meeting of 21st March 2017 which recommended a reduction back to the original upper limit of £10,000. The committee will note that some of the bids approved were based on the previous upper limit of £20,000 however these bids were received prior to the Charitable Funds Committee decision to lower the upper limit. Therefore the panel felt that it was appropriate to put forward to the panel for a decision.

ASSESSMENT AND ASSURANCE

The criteria in determining whether a bid should be approved are based on the following guiding principles:-

- Is the bid within the values determined by the Charitable Funds Committee and is the expenditure non recurrent;
- Does the expenditure deliver an enhanced service provision over and above statutory or core NHS responsibilities;
- Is there demonstrable public benefit;
- Does it meet one of the agreed priorities:
 - Patient and Staff environment, including art and other aesthetic and betterment improvements;
 - Patient dignity and respect including amenity improvements and cultural awareness;
 - Promote health and wellbeing;
 - Promote quality and safety;
 - Staff development, training and education to support these themes.
 - Innovation and training to support these themes
- Does it represent an effective use of monies?

Charitable Fund Bids Panel

There were a total of twenty three bids to the value £136,958 received for consideration and the panel approved applications to the value of £81,670. Five bids were rejected and two bids were requested to be re-submitted.

Summary of Bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patients	Staff	Status	Amount Approved
BP490	Maria Tredget	Park Road House	£4,953	3 x Sofa Unit & 9 Chest of Drawers	100%		Approved	£4,953
BP500	Oliver Williams	Patient Experience	£835	Printing of Falls Poster to display in waiting rooms and Clinical Areas	50%	50%	Approved	£835
BP501	Kirsty Hook	Women & Children	£500	Provide Refreshments for the Women & Children Clinical Board Employee Reward & Recognition Event		100%	Approved	£500
BP502	Jane Rowlands-Mellor	Patient Experience	£929	Refurbish Discharge Lounge	100%		Approved	£929
BP503	Natalie Prosser	Mental Health	£250	Christmas Decorations	50%	50%	Approved	£250
BP504	Jayne Tottle	Corporate Nursing	£4,000	Marketing Materials for Nurse Recruitment Events		100%	Approved	£4,000
BP505	Beverly Evans	Corporate Nursing	£20,000	Patient and Visitor Information Boards	50%	50%	Approved	£20,000
BP506	Karen Hughes	CAVOC	£1,138	Staff Dining Table and Chairs		100%	Approved	£1,138
BP507	Helen Bennett	IM&T	£12,823	The Rainbow LGBT Fflag Network Outreach and Leadership Training	50%	50%	Part Approved	£3,057
BP508	Joanne Wilson	St Barracs Ward Barry	£4,568	Garden Furniture	50%	50%	Approved	£4,568
BP509	Jessie Powell	Clinical Research	£1,320	Coffee Machine for Patient Waiting Area	50	50	Rejected	
BP510	Alice Richards	Home Ventilation Service	£5,068	i-Stat Equipment-Portable Gas Analyser	50%	50%	Rejected	
BP511	Samantha Owen	Adult Physiotherapy	£4,332	Chairs and Lockers	50%	50%	Approved	£4,332
BP512	Judith Smith	Short Stay Surgical Unit	£4,414	Replacement Staff Restroom Chairs		100%	Approved	£4,414
BP513	Simone Joslyn	Strategic Planning	£10,860	Music to Our Ears Choir Project	50%	50%	Part Approved	£9,780
BP514	Lisa Waters	Emergency and Acute Medicine	£2,436	Communication Tools and Stress Relieving Activity Items and Patient Chairs	100%		Part Approved	£1,318
BP515	Lisa Waters	Emergency and Acute Medicine	£1,755	Staff TDSI Access to Staff Room		100%	Rejected	
BP516	Ceri Price-Smith	Assessment Unit	£1,596	Activities to Improve Dementia Care within the Emergency Directorate	50%	50%	Approved	£1,596
BP517	Caroline McArdle	Medicine, Workforce & Organisational Development	£3,927	Publicity Materials for Nurse Recruitment Events		100%	Rejected Resubmit Bid. Further Information Required	
BP518	Margaret Coakley	Anaesthesia	£10,985	Video Laryngoscopes for Team Training	50%	50%	Rejected	
BP519	Debbie Woodwood	Psychology & Counselling	£19,800	User Friendly Video Presentations	50%	50%	Rejected	
BP520	Peter Welsh	Executives	£20,000	Staff Loyalty - Discount Card		100%	Approved	£20,000
BP521	Lesley McNeil	Paediatric Emergency Unit	£469	Resuscitations Mannequins for Education and Training	50%	50%	Rejected Resubmit Bid. Further Information Required	
			£136,958					£81,670

CHARITABLE FUNDS EXPENDITURE APPROVAL - PURCHASE OF 17 BLOOD PRESSURE MONITORS - £30,000
Name of Meeting: Charitable Funds Committee Date of Meeting: 13 th June 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : £30,000
Quality, Safety, Patient Experience impact :
Health and Care Standard Number
CRAF Reference Number
Equality and Health Impact Assessment Completed: Yes / No / Not Applicable

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- External funding from Charity to support purchases.

The Charitable Funds Committee is asked to:

- **APPROVE** or **REJECT** the expenditure outlined in the application.

12

SITUATION

The current scheme of delegation requires that items of expenditure greater than £25,000 will need to be approved by the Charitable Funds Committee.

BACKGROUND

The Trustees at their meeting of the 2nd July 2013 increased the Charitable Funds approval limit from £10,000 to £25,000. The increase still provides key financial controls, whilst also incorporating flexibility in the purchase to pay process.

ASSESSMENT

The application is for 17 blood pressure monitors for the nursery at University Hospital for Wales. The monitors would enhance the current level of monitoring and are extremely practical from a patient and staff point of view as they can be easily removed from the docking station.

The money (£30k) for the funding of these monitors has been specifically donated from the South Glamorgan Special Care Baby Association Charity (511056). The Special Care Infant Parent Support (SCIPS) is a group of Parents and Staff who work with SCIPS to fundraise for agreed items of equipment.

The staff at UHW advise the group of what equipment is needed and these monitors are specifically for the new “Daisy Special Care Nursery” within the Neo Natal Intensive Care Unit.

The committee will note that the application states there are no revenue consequences associated with this purchase.

Root[®]

With Noninvasive Blood Pressure and Temperature Monitoring



Root offers multiple high-impact innovations for use across the continuum of care:

- > Integrates Masimo's breakthrough measurements from the Radical-7[®] handheld or Radius-7[®] patient-worn monitor
- > Instantly interpretable, high visibility display with intuitive, multi-touch navigation for easy and adaptable use in hospital environments
- > Flexible measurement expansion through Masimo Open Connect[™] (MOC-9[™])
 - > ISA[™] CO₂ capnography for sidestream monitoring featuring Nomoline[™] technology for cost-effective consumables
 - > Designed to enable third-party measurement expansion
- > Integrated noninvasive blood pressure and temperature monitoring
- > Automates the calculation of Early Warning Scores (EWS)
- > Root with Patient SafetyNet[™] version 5.0.0.0 or higher enables clinicians to document vital signs data, measured from any connected device or manually entered on Root, in patients' Electronic Medical Records (EMR)

12.1

* The use of the trademark PATIENT SAFETYNET is under license from University Health System Consortium.



RECEIVED
22 MAY 2017



APPLICATION FOR FUNDS >25K

Once completed please send this form to :

Charitable Funds Department, Finance Dept, Brecknock House, UHW

Applicant's Name: (capital letters)Joanne Clements.....

Designation:Senior Nurse NICU.....

Hospital/Base: UHW

Department: Acute Child Health.....

Telephone No:45178.....

Email :.....joanne.clements@wales.nhs.uk.....

Details of proposal for application:
(Use the reverse side of form for additional information)

We wish to spend this money donated from SCIPS charity to fund 17 Masimo Rad 7s for the nursery.

Please detail link with approved themes:

This would bring the nursery up to a very good and appropriate level of monitoring without looking too technical. The monitors can easily be removed from the docking station which means the parents could sit comfortably with their baby without being restricted by the mains lead.

It is very probable that we would have a patient safety system thrown in which would mean they could be networked and monitoring could take place from a nursing station screen along with a link to the bleep system.

12.1

Does this application benefit:

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

Benefits to public/staff/patients:

Staff would be able to monitor all babies from 1 nursing station providing reassurance for all families.

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

No

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

This was a donation provided for SCIPS and we would not have funded these from other routes.

Funds Required
Name and number of Fund to be used

Neonatal fund 9116

Total: £ 30,000.07

Signed by Bid Proposer: Joanne Clements Designation: Senior Nurse

Name (capital letters): JOANNE CLEMENTS Date: 19.5.17.

Signed by Divisional Manager: R Burton Designation: Director of Operations

Name (capital letters): R BURTON Date: 22 May 2017

Application for Funds From Charitable Funds Committee

CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR MARCH 2017
Name of Meeting : Charitable Funds Committee Date of Meeting 13th June 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : Financial update
Quality, Safety, Patient Experience impact :
Health and Care Standard Number
CRAF Reference Number
Equality and Health Impact Assessment Completed: Yes / No / Not Applicable

<p>ASSURANCE AND RECOMMENDATION</p> <p>ASSURANCE is provided by:</p> <ul style="list-style-type: none"> • The financial strength of the charity. • Good financial performance during the period. <p>The Committee is asked to:</p> <ul style="list-style-type: none"> • NOTE the financial position of the charity.

SITUATION

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds. This report is provided to the Charitable Funds Committee on a quarterly basis. This report provides details of financial position and performance for the period to March 2017.

BACKGROUND

This report covers the financial performance for the 12 month period ended 31st March 2017.

ASSESSMENT AND ASSURANCE

Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31st March 2017. In addition to income and expenditure it also includes gains/losses on investments. A summary of the financial activities for the period is shown in the following table.

Statement of Financial Activities for the period ended 31st March 2017.

	Funds £'000	Funds £'000	Funds £'000	Funds £'000
Fund Balances brought forward April 2016	5,821	1,028	2,399	9,248
Total Incoming Resources	1,078	469	1	1,548
Total Resources Expended	-869	-369	-22	-1,260
Net Incoming/(outgoing) Resources	209	100	-21	288
Gains/(Losses) on Investment Assets	743	197	6	946
Gains/(Losses) on revaluation of fixed assets			66	66
Net Movement in Funds	952	297	51	1,300
Fund Balances carried forward March 2017	6,773	1,325	2,450	10,548

The above table shows the Charity generated £1.548m of income, it also spent £1.260m and therefore had net income of £0.288m.

In addition, the charity also had market value gains on its investments of £0.946m for the period compared to the March 2017 valuation. The committee will note that this gain of £0.946m includes £0.700m which was realised and paid to Cardiff and Vale Health Charity in February 2017.

The combined effect of these results is a net increase in fund balances for the year of £1.300m, represented by net income of £0.288m, investment gains of £0.946m and an asset revaluation of £0.066m.

Summary Balance Sheet as at 31st March 2017

	Opening Balance	Closing Balance
	1.4.16	31.03.17
	£'000	£'000
Fixed Assets	8,754	9,045
Net Current Assets / Liabilities	494	1,503
Total Net Assets	9,248	10,548
Unrestricted Funds	5,821	6,773
Restricted Funds	1,028	1,325
Endowment Funds	2,399	2,450
Total Funds	9,248	10,548

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.639m relating to the investment portfolio.

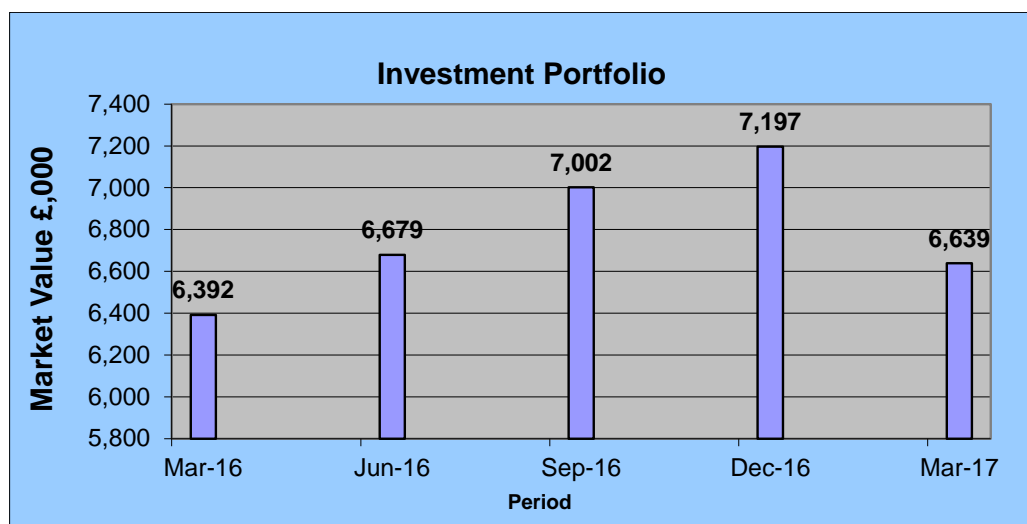
Of the net current assets closing balance of £1.503m, some £1.487m is supported with cash with the balance being net current assets of £0.016m.

The fund balances increased by £1.300m in the period to £10.548m. Of this 64% relates to unrestricted funds, 13% to restricted funds and 23% to endowment funds. A summary of the key constituent fund balances is shown in the following table.

Summary of Fund Balances at 31st March 2017

	Fund Balances 31 March 2017 £'000
Unrestricted Non Delegated	1,129
Unrestricted Delegated	5,644
Total Unrestricted	6,773
Diabetes Investigation	12
UHW General	339
Education and Training	20
Staff and Patient Welfare	724
Research and Development	228
ECCO	2
Total Restricted	1,325
Catherine Jenkins	44
Rookwood Hospital	2,406
Total Endowment	2,450
Total Funds	10,548

The following graph shows the investment portfolio's performance over a twelve month period ended March 2017.



The investment portfolio started the year with a market value of £6.392m. The value has increased to £6.639m at the end of March, therefore taking into account the realised cash of £0.700m this resulted in a market value gain for the period of £0.946m.

The Portfolio is continually monitored by the Investment Managers in line with our current low to medium risk strategy. The Charitable Funds Committee also meets with the Investment advisors twice a year to review strategy and performance.

In summary the value of the Charitable Funds has increased by £1.300m in the current year to £10.548m. This increase represents net income of £0.288m market value gains of £0.946m and an asset revaluation of £0.066m.

FUNDRAISING REPORT
Name of Meeting : Charitable Funds Committee 13th June 2017
Executive Lead : Finance Director
Author : Fundraising and Communications Manager - 02921841802
Caring for People, Keeping People Well :
Financial impact :
Quality, Safety, Patient Experience impact :
Health and Care Standard Number ...
CRAF Reference Number
Equality and Health Impact Assessment Completed: Not Applicable

ASSURANCE AND RECOMMENDATION

The Charitable Funds Committee is asked to:

- **Note** the progress and activities outlined below

SITUATION

Income	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
	£,000	£,000	£,000	£,000	£,000
Legacies	83	137	84	181	485
Donations	71	111	103	175	460
Appeals	64	34	69	57	224
Lottery	45	46	47	55	193
Total	263	328	303	468	1362

Please note the above table excludes Investment Income of £186k for the period

Fund No	Appeal	£,000
9180	Stroke Services Appeal	4
9149	Breast Centre Appeal	84
9337	Bone Marrow Transplant Appeal	36
9447	Better Life Appeal	75
9448	Prop Appeal	11
9449	Parkinson Pursue Appeal	3
9639	Childrens's Video Telemetry Appeal	11
	Total	224

BACKGROUND / UPDATES

Cardiff and Vale Staff Lottery

We have ordered the Summer Super Draw prize of a brand new 'purple berry' Peugeot, to be given away on Friday 4th August 2017.

A reminder of the lottery, plus the deals available from Lookers car dealership has been included in payslip messages to all staff; this has generated interest. In the next few months we have two night walkabouts and a few stands booked in, and posters will be going up shortly.

Staff Recognition Awards

The Health Charity again supported the Staff Recognition Awards this year; the Chair of the Make It Better Panel presented an award, and the raffle raised £623.31. We look forward to supporting future events.

Our Orchard

Our Orchard had a successful launch on Friday 7 April, though we have sadly now come to the end of our year as the nominated charity of the Mayor of the Vale of Glamorgan. We have one more event for a cheque presentation, in the Orchard – date to be confirmed.

The Breast Centre Appeal

Congratulations to the Breast Centre Appeal committee – their annual 'Strictly Top Dancer' event on 13th May was a massive success and raised more than £32,000. Everyone had an amazing time – and interest in next year's event is very high!

Llandough Bunny Run

The Bunny Run this year enjoyed beautiful weather and raised £633.49 from many generous participants, to benefit the Breast Centre Appeal, Better Life Appeal and Our Orchard. Our special thanks to Martyn Waygood, who achieved an excellent time of 27:22.

We are looking to meet with the committee in the next month to make decisions about the long-term development of the event.



Social Media

The Health Charity has benefitted from increased engagement Facebook over the last several months, seeing an increase in page 'likes' from 520 on 1 March 2017 to 804 on 25 May 2017. We have also increased audiences for the Prop Appeal and Breast Centre Appeal Facebook pages, which are separate.

Food Sense Wales

A fund number has now been set up for Food Sense Wales, following the signing of the MOU between Public Health Wales and the Health Charity. The first meeting in May agreed the terms of reference, and PHW and the Health Charity continue to meet regularly to clarify procedures.

Southampton visit

The team visited our colleagues in Southampton in May; this opportunity to look in-depth at their branding, structure and processes was very valuable. Our thanks to the team there, particularly Ian Bradbury, for so generously giving their time to facilitate our learning.



Events

The Health Charity is continuing to promote our spaces for runners in the Cardiff Half Marathon, internally and via Facebook. We are currently up to 40 runners, and will soon start recruiting supporters to cheer our runners on.

Staffing

The Senior Fundraising Officer post application deadline has passed; we are delighted with both the quality and quantity of applications received. Shortlisting is ongoing.