



CHARITABLE FUNDS COMMITTEE

TUESDAY, 19 September 2017, 9.30AM

**CORPORATE MEETING ROOM
HEADQUARTERS, UHW**



CHARITABLE FUNDS COMMITTEE
9.30am Tuesday 19 September 2017
Corporate Meeting Room - Headquarters - UHW

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	Draft CFC minutes - 13 June 2017	Martyn Waygood Chair
5	Action log - 13 June 2017	Martyn Waygood Chair
6	Benefits of colour - enhancing the patient's meal time experience (phase 3).	Peter Welsh Director of Corporate Governance
6.1	Make it Better application form	
6.2	Appendix 1 Crockery evaluation	
6.3	Benefits of colour poster	
6.4	Coloured crockery UHL final	
7	Rookwood	Chris Lewis Deputy Director of Finance
8	NHS Charities & LHB/NHS Trust Statutory Accounts	Chris Lewis Deputy Director of Finance
9	Third sector framework	Oral - Margaret McLaughlin Independent Member
10	Small bids process	Oral - Peter Welsh Director of Corporate Governance
11	CFC away day 2017-2018	Oral – Peter Welsh Director of Corporate Governance
12	Proposed affinity deal with Griffin Mill	Oral – Peter Welsh Director of Corporate Governance
13	Schroders update	Oral - Alex Baily Schroders
14	Marketing strategy update	Oral - Simone Jocelyn



PART 2: ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE		
Papers are available on the UHB website		
15	Finance Monitoring Report – July 2017	Chris Lewis Deputy Director of Finance
16	Fundraising Report – July 2017	Katie Mallam Fundraising Manager
17	Branding Guidelines	Katie Mallam Fundraising Manager
18	Annual Report and Accounts	Alun Williams Finance Manager
19	Internal Audit Report	Alun Williams Finance Manager
19.1	Final Internal Audit Report	
20	Cardiff and Vale Health Charity Annual Report	Martyn Waygood Chair
21	Items to bring to the attention of the Board / other Committees	Oral - Martyn Waygood Chair
22	Date, time and venue of the next meeting 19 December 2017 – 9.30am Corporate Meeting Room, Headquarters, UHW	Oral – Martyn Waygood Chair

**UNCONFIRMED MINUTES OF THE
CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 13 JUNE 2017
CORPORATE MEETING ROOM, UNIVERSITY HOSPITAL OF WALES**

Martyn Waygood	Chair
Margaret McLaughlin	Independent Member – Third Sector
Akmal Hanuk	Independent Member - Community
Stuart Egan	Independent Member – Trade Union
Christopher Lewis	Deputy Director of Finance

In Attendance:

Peter Welsh	Director of Corporate Governance
Katie Mallam	Fundraising and Communications Manager
Alun Williams	Head of Financial Services
Mike Jones	Chair, Charitable Funds Bids Panel
Joanne Brandon	Assistant Director of Communication and Engagement
Alison Watkins	Communications Programme Manager

Apologies:

Robert Chadwick	Executive Director of Finance
Fiona Jenkins	Director of Therapies and Health Science

Secretariat:

Leanne Miles

CFC 16/100 WELCOME AND INTRODUCTIONS

The Chair welcomed all present to the meeting.

CFC 16/101 APOLOGIES FOR ABSENCE

Apologies for absence were noted.

CFC 16/102 DECLARATIONS OF INTEREST

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

CFC 16/103 UNCONFIRMED MINUTES OF THE MEETING HELD ON 21 MARCH 2017

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 21 March 2017.

UNCONFIRMED MINUTES OF THE SPECIAL MEETING HELD ON 30 MARCH 2017

The Committee **RECEIVED** and **APPROVED** the minutes of the special meeting held on 30 March 2017.

CFC 16/104 ACTION LOG - MEETING OF 21 MARCH 2017

The Committee **RECEIVED** the Action Log from the meeting of 21 March 2017 and **NOTED** the following:

CFC: 16/083 6 month marketing report – **ONGOING**. Peter Welsh to organize a meeting to review situation before September 2017.

ACTION LOG - SPECIAL MEETING OF 30 MARCH 2017

The Committee **RECEIVED** the Action Log from the meeting of 30 March 2017 and **NOTED** the following:

CFC: 16/098 Provision of Support Workers from Mental Health Matters to provide therapeutic activities for cognitively impaired inpatients on C7 UHW - **ONGOING**

CFC 16/105 ROOKWOOD HOSPITAL – UPDATE

Christopher Lewis, Deputy Finance Director presented an oral update on Rookwood Hospital and gave an overview of the position for Alison Watkins, Communications Programme Manager. Chris Lewis suggested that an updated paper should be presented to the next meeting of the Trustees to brief them on the anticipated outcome of the sale of Rookwood, to discuss and suggest how the money is to be managed separately to the rest of the charitable funds. Chris Lewis suggested setting up a separate investment portfolio so that there is a clear demarcation between Rookwood funds and the rest of the investment portfolio.

The Committee:

- **NOTED** the verbal update.

CFC 16/106 6 MONTH MARKETING REPORT

Joanne Brandon, Assistant Director of Communications tabled a Six Month Marketing Report and gave an oral overview of the report that had been written by Alison Watkins, Communications Programme Manager. Joanne Brandon stated that Alison Watkins had been working with the Communications Team for five weeks and set out the objectives. The purpose is to develop a marketing strategy fit for purpose.

There was an in-depth discussion on the report with the following being noted:

- **Strategic Direction:** Joanne Brandon stated that there is currently no clear marketing strategy or action plan in place and no defined audiences, A plan needed to be developed to examine these three key areas as part of the strategic overview in line with priorities. Joanne Brandon also stated a clearly defined vision and mission was a must to move forward.
- **Website:** The website was discussed and there was a recommendation to review and launch the new website as a matter of urgency. Katie Mallam stated that the website needed some tweaking. It now accommodated a lot of the priorities that were required. The recommendation was to launch the website and review to fix any issues. The Committee agreed a launch date of 30th June 2017 and a beta version (offline version) to be available to the Communications Team and members of the Committee within seven days to test functionality. .
Action: Katie Mallam to inform the website provider of deadlines.
- **Visibility of the charity** was discussed across the UHW sites. The recommendation is to work with estates and communications to identify opportunities for raising the profile of the charity. Joanne Brandon stated that a Health Charity banner will be put in the Concourse in place of the Noah's Ark poster. A number of areas are being looked at with regards to increasing the visibility of the Charity.
- **Branding** was discussed and it was stated that the branding guidelines should be made visible to everyone on the Committee. Recommendation is to review the current branding and mascot and a final version of the branding guidelines to be taken to the committee for approval.
Action: Katie Mallam to bring branding guidelines to the next meeting.

- WiFi was also discussed and a copy of the landing page was tabled. It was stated that there was no reason why the landing page couldn't go live. Alison Watkins stated that when you now log on the only network that comes up is the Cav Health Charity Free WiFi.

The Committee:

- **NOTED** the oral report.
- **APPROVED** the recommendations

CFC 16/107 RECRUITMENT UPDATE – FUNDRAISING OFFICER

Alun Williams, Finance Manager, presented an oral update on recruitment. He stated that there had been 38 applications received and 13 would be interviewed. Katie Mallam stated that the additional Fundraising Officer position had been designed to further support the development of the charity. Katie outlined the structure of the team and the role that the new Fundraising Officer would undertake. The position was advertised as a band 5.

The Committee:

- **NOTED** the oral update.

CFC 16/108 BENCHMARKING EXERCISE

Alun Williams gave an oral update on the Benchmarking Exercise. He stated that he, Katie Mallam and Lucie Barrett visited Southampton Hospital to see how they relocated from their Finance Department to a space similar to our concourse. The move gave the Fundraising Team more presence, visibility and a greater identity. Footfall had also grown with an increased number of people visiting the office. Alun stated that they had undertaken the visit as the PFI agreement of our Concourse is ending in 2018 and a marker was being put down for this charity to have a presence in Concourse. Mike Jones expressed his disappointment that Landough still had three empty shop spaces and would assist as much as possible to get the charity based in the concourse. He also felt the charity should not pay any money to the Health Board for a space in the Concourse due to the good causes that we fundraise for. Peter Welsh stated that there are opportunities to build charity presence into any future planning for a revamped concourse.

Action: Peter Welsh to approach Geoff Walsh regarding using a vacant space at Landough for Charity use and make him aware of the intention for space for the charity in a revamped Concourse. Update at the next meeting.

The Committee:

- **NOTED** the oral report

CFC 16/109 BIDS PANEL PAPER

Mike Jones presented a Bids Panel Paper. He reiterated that we are working on the lower limit of £10,000. Mike stated that several bids were approved at the last meeting in April 2017. Mike also stated that Katie Mallam and Lucie Barrett did a night shift walk around to drum up support for the lottery and signed up an additional 30 people.

Martyn Waygood thanked Mike Jones for the work that he and the Bids Panel are doing and is a good example of how we deal with these bids in a prudent and considered manner. He also commented on the way the bids are managed evenly between staff and patients. Akmal Hanuk asked if there was any information regarding where the bids were coming from? Katie Mallam and Mike Jones to provide the information.

ACTION: Katie Mallam/Mike Jones to bring information regarding where bids are coming from.

The Committee:

- **APPROVED** the expenditure outlined in the application.

CFC 16/110 LOOKERS UPDATE

Alun Williams gave an oral update on Lookers.

The Committee:

- **NOTED** the oral update.

CFC 16/111 EXPENDITURE GREATER THAN £25K

Alun Williams presented a paper on Expenditure greater than £25k - purchase of 17 blood pressure monitors £30,000. The money for the funding of the monitors has been specifically donated to our Charity from the South Glamorgan Special Care Baby Association Charity (511056) and the staff at UHW advise the group of what equipment is needed. These monitors are specifically for the new "Daisy Special Care Nursery" within the Neo natal intensive Care Unit.

The Committee:

- **APPROVED** the expenditure outlined in the application.

CFC 16/112 FINANCE MONITORING REPORT

Christopher Lewis, Deputy Director of Finance stated the importance of bringing this report to the attention of the Committee as it's the draft year-end report. Chris made reference to the Statement of Financial Activities on page 2 of the report and the fund Balance which now stands at £10.548m. This was the first time the Charity fund has been over the £10m mark. Chris also made reference to the investment portfolio information which showed market value gain for the period of £0.946m

The Committee:

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

CFC 16/113 FUNDRAISING REPORT

Katie Mallam, Fundraising and Communications Manager, presented the Fundraising Report.

Katie made particular reference to the Lottery income that has already increased by £37k this year and legacies are also doing well. With regard to appeals Peter Welsh stated that in one night for the Breast Centre an event raised £44k.

The Committee:

- **NOTED** the progress and activities outlined in the report.

CFC 16/114 ITEMS TO BRING TO THE ATTENTION OF THE BOARD / OTHER COMMITTEES

- Potential use of Concourse.
- Marketing and Strategy

CFC 16/115 DATE OF NEXT MEETING

The next Charitable Funds Committee meeting is scheduled to take place on **Tuesday, 19 September 2017 9.30am** in the Corporate Meeting Room, Headquarters, UHW.



UPDATED ACTION LOG FOLLOWING MEETING 13 JUNE 2017

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/083	21.03.17	6 Month Marketing Report	To liaise with contacts to suggest candidates	J. Brandon	Ongoing
CFC 16/106	13.06.17		To liaise with M Waygood, M McLaughlin, K Mallam, J Brandon and P Welsh to arrange meeting to revisit draft strategy.	L. Barrett	Ongoing
			Katie Mallam to inform website provider of deadlines.	K. Mallam	Ongoing
			Branding guidelines to be brought to the next meeting	K. Mallam	Update at September 2017 Meeting
CFC 16/108	13.06.17	Benchmarking Exercise	Geoff Walsh to be approached regarding the use of a vacant space at Landough for charity use and the charity's intention for a space for the charity in a revamped concourse.	P. Welsh	Update at September 2017 Meeting
CFC 16/111	13.06.17	Bids Panel Paper	Information from where bids originate	Katie Mallam/Mike Jones	As part of the next bids panel report

ACTIONS COMPLETED SINCE LAST MEETING					
CFC 16/083	13.06.17	6 Month Marketing Report	A meeting to be arranged to review the situation of the report before September 2017	P. Welsh	Complete

CHARITABLE FUNDS EXPENDITURE APPROVAL

Name of Meeting : Charitable Trust Committee

Executive Lead : Director of Therapies and Health Science

Author : Nutrition and Dietetics Services Manager UHL

Caring for People, Keeping People Well: Aiming to achieve outcomes that genuinely matter, working better together across the care sectors, valuing people and harnessing innovation and technology to make this a great place for patients and staff. The bid also underpins the Health Board's 'Sustainability' and 'Values' elements within its strategy in relation to care, respect and dignity

Financial impact : £28,000

Quality, Safety, Patient Experience impact: We have continued responsibility to provide the highest level of care possible for patients, including the quality and nutritional value of food being served and eaten, and to create the right environment at mealtimes to enhance the mealtime experience. We would wish this to be the experience of all patients regardless of their hospital site within the UHB

Health and Care Standard Number: 2.5

CRAF Reference Number : 5.1,5.18,5.7

Equality and Health Impact Assessment Completed:

No (can be if required), but evaluation has shown positive impact for those with protected characteristics due to design of crockery

ASSURANCE AND RECOMMENDATION

ASSURANCE

The Charitable Funds Committee is asked to:

- **APPROVE** the expenditure outlined in the application from the Cardiff and Vale UHB Health Charity funds.

SITUATION

Enhancing the patient mealtime experience - Introduction of Phase 3 of the 'Benefits of Colour' project

Following a successful Phase 1 introduction of blue coloured melamine crockery we are looking to extend the use of the crockery across the remaining locations within the Health Board. In addition to this bid funds have

6.1

already been received (Phase 2) to purchase the crockery for the Children's Hospital for Wales UHW.

Evaluation of Phase 1 has already shown an enhancement of the patient experience compared to the existing plain white plates and has been commended by the CHC (attached appendix 1)

BACKGROUND

Evidence has shown that using colour has a positive impact; food served against a coloured background resulted in the elderly, particularly those with dementia, eating nearly a third more food. This improves patient's nutrition, reducing malnutrition risk whilst impacting on general health and well being, and reducing food waste. Improved food intake can result in better clinical outcomes and shorter hospital stay. All patients will benefit through using the brightly coloured, vivid crockery which shows off all types of food to its advantage and will impact on the enhancement of the mealtime experience.

In September 2016 the Charitable Funds Panel agreed to support the phased introduction of coloured crockery in a number of UHB sites:-

UHW: B6

UHL: Majority of wards (with the exception of Hafan-y-Coed)

Barry Hospital - All wards

The budget provided was £20,000. In June 2016 an official launch by the Chair of the Health Board took place. Since this time the use of the crockery has received very positive feedback from patients and staff. The attached appendix 1 details an evaluation report which includes comments from users. In addition the crockery has been used on the UHB's 2 Model wards for nutrition and hydration - A4 at UHW and East 2 at UHL. This has proved to be extremely successful and comments from the Patient Experience Team evaluation and CHC visit are included in the evaluation report.

ASSESSMENT

The melamine crockery is unbreakable, dishwasher proof, and hard wearing so future costs are significantly reduced for the Health Board. It is successfully deployed in some areas not all, leading to inequity. This final phase of deployment would enable all patients to benefit from the improved design and ergonomic properties which has shown to have positive impact on patient experience, especially those with cognitive impairment and functional disabilities.

Any further expenditure associated would come from catering revenue budget. This initiative offers good value for money, as we negotiated a good price due to the previous orders and this bulk purchase.

6.1

The cost of phase 1 was £20K and a further £28K would be sufficient to roll out the crockery throughout UHW and the smaller hospital sites.

No further bids will be made to the Health Charity.

6.1

Evaluation Report August 2017 - Enhancing the patient mealtime experience (Appendix 1)

Phase I has been rolled out across the Llandough main wards and Barry Hospital

One of the ward nurses reported that the blue crockery was “the most sensible purchase that the health board has ever made”

These are some direct patient quotes of those who have used the crockery:-

Very cheerful and bright the food looks much nicer
Much easier to eat from as I can only use the one hand, makes it easier to eat from and it doesn't end up all over the place
It makes the food look so much more alive
The non slip base stops me from having to play “chase the plate” across the table

Patient experience team Model ward feedback E2 UHL and A4 UHW and CHC Visit

The majority of patients thought the new dishes were very helpful and easier to eat from. The main reason for this being that the plates had a better grip and did not slip. Two patients who had vision impairment added that the colour of the plates helped them to see the plates on the table easier than if they had been white. Some of the patients however had not noticed the change to the crockery but commented that they were ‘nice enough’ as they were solid and serviceable and were not chipped.

“The shape of the plate has helped to get the food due to the lip coming up at the side”

“Solid, serviceable, adequate”

“I like the new crockery it brightens up the day. My right eye clouds over, like seeing through a film, therefore I can see the blue better than if white”

“Crockery is good, much better as it doesn't slip”

In the patient questionnaires food quality and temperature as well as presentation and appearance even flavour and that the food was hot went from average and good to very good

Occupational therapy commented that the crockery was the best thing to come out of the model ward – that its wonderful. Excellent for those with visual impairment . The better lip aids those with tremor/ stroke / mobility problems to access food independently. The handle on the mugs again aids with independence as it is a good hand hold. ‘The best thing I have seen’ ‘homely’

Plate waste is evident from the data collected during the trail that the plate waste reduced over the 6 weeks

A CHC visit was undertaken on the 21st June 2017 during the model ward pilot and following the introduction of the coloured crockery. Their scrutiny visit report commends:-

Nutrition pilot. Patients and relatives appear extremely positive about changes.

Colourful crockery to make food look more appetising.

Remaining cost breakdown:-

	BOWLS		SIDE PLATES		PLATES FREEDOM		CHINA MUGS		MELAMINE MUGS		Total cost per site
	No. required	Cost £28.00	No. required	Cost £16.44	No. required	Cost £47.20	No. required 12	Cost £43.20	No. required 6	Cost £22.06	
UHW	240	£6,720.00	161	£2,646.84	161	£7,599.20	33	£1,425.60	260	£5,735.60	£24,127.24
Rookwood	27	£756.00	18	£295.92	18	£849.60	4	£172.80	30	£661.80	£2,736.12
Iorwerth Jones	11	£308.00	8	£131.52	8	£377.60	2	£86.40	6	£132.36	£1,035.88
Total	278	£7,784.00	187	£3,074.28	187	£8,826.40	39	£1,684.80	296	£6,529.76	£27,899.24



Enhancing independence through the colour and design of crockery

The challenge

Eating and drinking is an integral part of effective patient care, supporting clinical treatment, recovery, rehabilitation and patient flow through the health board.

In-patient demographics are constantly changing with a continual increase in frail and elderly patients.

Up to 60% of older people are at risk of becoming malnourished or experiencing a deterioration in their nutritional status while in hospital.

Malnourished patients stay in hospital for longer, are 3 times more likely to develop complications and have a higher mortality rate than well-fed patients.

Many frail and elderly patients will have poor appetites, compromised physical abilities to eat and drink and visual and perceptual impairments.

When combined with compromised environmental factors such as seating and posture, lack of space and lighting, and poor food presentation, oral intakes are further reduced, and increase patient's dependency on ward staff for support to eat and drink.

This poses a challenge to ward staff, catering staff and the Health Board.

Why change from white to blue crockery?

Studies have shown that coloured crockery enhances the presentation of the meal on the plate, and improves food and fluid intakes by 33%.

This positively impacts on patient's nutritional status, reducing malnutrition risk, weight loss and aids recovery and rehabilitation.

The bright vibrant colour and colour contrast between the food, the plate and the table enables clear visibility and improves sensory perception.

The crockery incorporates a non slip base and a deep lipped rim which stabilises the plate and enables patients to be more independent, it limits the need for additional adaptations or staff support and is effective at each meal time. This enhances patient dignity and meal time experience, and supports the patient's safety.

The blue crockery is made from melamine which mimics china, and enables food to stay hotter for longer, important for those patients that need increased lengths of time to eat or drink.

The melamine cups are light weight with larger handles that affords patients greater independence and confidence with drinking.

Patient and staff feedback

"It's the most sensible purchase the Health Board has made to date"

Nursing staff E4 Llandough hospital

"The crockery is wonderful, from the colour and design perspective, patients can access their food and drinks more independently with increased confidence now"

Occupational Therapy

"the plates look so much nicer, so the food looks nicer, and patients are happier"

"we can get so much more in the cups, so patients are drinking more"

"the lip on the plate means patients don't make as much of a mess as they did before"

Ward Based Catering

"very eye catching, it gives a nice homely feel"

"the plate is easier to eat from, I don't have to chase my plate around the table now"

"the cups are so much easier to hold and pick up"

Patients



Dieticians at Cardiff and Vale University Health Board celebrated Dieticians Week with the launch of brand new blue crockery at University Hospital Llandough.

The blue plates, bowls and mugs have been purchased with donations given to Cardiff & Vale Health Charity's Make It Better Fund, and are part of the UHB's wide-ranging response to the hydration and nutrition needs patients have when they are in hospital.

Joanne Jefford, Dietetics service manager, at Llandough said "It's well recognised that up to 40% of patients are malnourished on their arrival in hospital. Our lighter, brighter crockery, which feels like proper china and is much more resilient, has been proven in tests to make it easier for people to see how much food is on their plate, and to make that food look much more appealing. This is particularly true for patients who have dementia or visual impairments. The non-slip base and lipped rim also supports independent eating. Cardiff and Vale wards already using the crockery have reported that patients are eating more, and that's helping them get stronger and healthier along with their treatment."



Maria Battle, Chair of the UHB, said, "This initiative has brought together Nursing, Catering and Dietetics staff, together with the many people who generously give to the Make It Better Fund to ensure our patients' hydration and nutrition is as good as it can be. I'd like to thank the Nursing Catering and Dietetics teams for showing how good, healthy and restorative hospital food, and eating together, can be."

Mike Jones, Chair of the Make It Better / Staff Lottery Panel, said, "We are very pleased that donations to the Health Charity have contributed to this excellent work by the Nursing Dietetics and Catering teams. It's a privilege to work with our donors to enhance Cardiff and Vale healthcare."

UPDATE ON ROOKWOOD HOSPITAL	
Name of Meeting : Charitable Funds Committee Meeting	Date: 19 th Sept 2017
Executive Lead : Executive Director of Finance	
Author : Deputy Director of Finance 029 20743555	
Caring for People, Keeping People Well: The Charity supports the UHB in delivery of high quality patient focused services.	
Financial impact: Changes to the objects and financial framework of the Rookwood part of the Charity.	
Quality, Safety, Patient Experience impact: Utilising resources to improve quality and patient experience.	
Health and Care Standard Number: Not applicable	
CRAF Reference Number: Not applicable	
Equality Impact Assessment Completed: Not applicable	

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- The detailed discussions held on this issue by the Charitable Funds Committee;
- The briefings provided to the Trustees and their approval of future financial arrangements for the Rookwood Hospital part of the charity;
- The legal advice provided by the Charity's solicitors.

The Committee is asked to:

- **NOTE** the progress being made and further work being undertaken on the sale and application of the Rookwood Hospital element of the Charity.

SITUATION

The UHB has been successful in securing additional capital resources to fund a new unit at UHL. This will enable the neuro and spinal rehabilitation services that are currently provided out of Rookwood Hospital to transfer to modern purpose built facilities. Most of Rookwood Hospital and the associated grounds are owned by the Charity and this will become surplus to requirements upon the transfer of services to the new build.

The future use of this considerable asset has been discussed in depth on a number of occasions by the Charitable Funds Committee and the Trustees agreed their proposal for its disposal and application of sale receipts at it July 2106 meeting. This paper provides an update on progress with this proposal.

BACKGROUND

Rookwood Hospital is a fixed asset owned by the Charity. It was bequeathed as a charitable donation to the health service as an asset to be used in perpetuity to support paraplegic patients. This has expanded and changed over time and now

supports neuro and spinal injury rehabilitation services. The asset is no longer fit to be used as a modern healthcare facility and upon completion of the new build in 2019/20 will become surplus to requirements. It does however have a considerable value and in line with the intentions of the donor, the Trustees on advice from the Charitable Funds Committee, have agreed the framework on how this resource will be applied.

It is clearly not in the interests of the charity to have a vacated deteriorating asset that cannot be usefully applied to support the wishes of the donor. The spirit of the original donation can however be maintained if the asset is sold and the receipts are applied to support the services currently delivered there. At its meeting in July 2016 the trustees agreed that to maintain the longevity of the donation future expenditure will be capped at:

- The utilisation of investment income received;
- The application of part of the capital limited to an annual value of a maximum of 5% of the value of the original net sales receipts.

ASSESSMENT

Enquiries setting out the background and the changes being made to service provision at Rookwood Hospital have already been made with the Charity Commission. They confirmed in principle in 2015 that when services are transferred to UHL, the asset can be sold as it would no longer fit with the original intentions of the donor. They have also confirmed in principle that it would be permissible to widen the objects of this part of the Charity.

The agreement to widen the objects of the Charity, the utilization of investment income and the maximum application of capital has now been approved by the Trustees. This information has been provided to the Charity's solicitors. The legal advice received is that we should make a formal application about 9 months out from when we expect Rookwood Hospital to be sold. The formal name for the change is a Cy-Pres scheme and the Charity Commission will need to draft it. The advice on timing of this application is based upon the workload, resourcing and prioritization within the Charity Commission.

It is possible that the Charity Commission will ask for plans and processes for the use of the funds upon completion of the sale of Rookwood Hospital. The Charity therefore, will need to consider governance arrangements and terms of reference around grant making for when the sale proceeds are realized.

Assuming capital receipts of circa £6m from the sale of the hospital, and an estimated investment yield of 3%, this would generate approximately £180k interest per annum to spend. In addition there would be opportunities for the application of 5% of the value of the original net sales receipt which would be circa a maximum of £300k per annum (albeit, its use would lead to reduced investment returns in future years). Given the assumed value of the capital receipt, it is anticipated that it will be set up as a stand alone investment portfolio separate from the one used for the rest of the Charity's investments. The reason for this is that it will almost match in size the current investment portfolio and its separation will support clarity around governance and accountability of funds.

NHS Charities & LHB/NHS Trust Statutory Accounts	
Name of Meeting : Charitable Funds Committee Meeting	Date: 19 th Sept 2017
Executive Lead : Executive Director of Finance	
Author : Deputy Director of Finance 029 20743555	
Caring for People, Keeping People Well: The Charity supports the UHB in delivery of high quality patient focused services.	
Financial impact: There should be no financial impact associated with a change in accounting.	
Quality, Safety, Patient Experience impact: None	
Health and Care Standard Number: Not applicable	
CRAF Reference Number: Not applicable	
Equality Impact Assessment Completed: Not applicable	

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- Consideration of the issue by the Charitable Funds Committee
- Engagement with Welsh Government.

The Committee is asked to:

- **NOTE** the contents of this report;
- **CONSIDER and AGREE** its position on potential changes and key issues.

SITUATION

NHS Charities in Wales are classified as public bodies inextricably linked to the NHS. To date they have not been designated for consolidation within the Welsh Government accounts, nor within the Welsh Budget motion.

In response to a Welsh Finance Committee inquiry into Best Practice Budget Processes, the Welsh Government has agreed to undertake an exercise to align its budgetary and accounting boundaries. As NHS Charities in Wales are classified to central government, to achieve alignment, Welsh Government will need to consider whether the NHS Charities should be designated. If material, the body will also be consolidated within the Welsh Government's Consolidated Accounts.

BACKGROUND

NHS Charities were set up under the NHS Act and are charities that are linked directly to NHS bodies. They are bound both by charity law and by NHS legislation. As such, NHS Charities are distinct from independent charities established solely under charity law.

In 2012/13 NHS Charities in England and Wales were officially classified as central government bodies. This placed NHS Charities in England and Wales within the

boundary used by HM Treasury for the control of public expenditure. There is a requirement that statutory accounts are prepared on the basis of the public sector 'boundary' and public sector bodies are included in Government accounts if they are designated for consolidation.

In England the Department of Health designated NHS Charities for consolidation in 2012/13. The Department of Health accounts therefore include the transactions and opening and closing balances from NHS Charities, and the income and expenditure of the NHS Charities are accounted from that point onwards against the resource budgets of the Department of Health.

The Department of Health conducted a review of NHS charities in 2011, and in 2012/13 undertook a consultation on the Regulation and Governance of NHS Charities. Respondents to the consultation approved in principle to the idea that, in future, they could establish their NHS charity to operate as an independent charity. Subsequently, NHS legislation in England was changed and trustees of NHS Charities were permitted by Government to establish a new charity independent of the Department of Health. Since 2014/15 18 NHS Charities in England e.g. Great Ormond Street Hospital, have pursued this option.

At the time of the Department of Health review of NHS Charities in England, a preliminary engagement was undertaken by the Welsh Government with the NHS Charities in Wales. Limited appetite was identified at that time to seek to develop the same options for independence in Wales as in England. Consequently no regulation or governance changes for NHS Charities in Wales have been made, and no NHS Charities in Wales are independent.

ASSESSMENT

If the NHS Charities in Wales are designated for consolidation within Welsh Government Accounts, the implications are likely to be:

- The income and expenditure of the NHS Charities in Wales will count against the Welsh Government Resource Budget control totals;
- It is highly likely (not certain) that due to the value of the NHS Charities in Wales they would be required to be consolidated within the Welsh Government Consolidated Accounts.
- In turn, if consolidation is required in the Welsh Government Accounts, this would likely require consolidation at the individual LHB and NHS Trust Account level. This could however be done as a supplementary exercise based upon final UHB accounts and draft Charity accounts (due to materiality). The UHB would make strong representation against any formal consolidation and reporting in our Annual Report and Accounts and in any changes in accounting practice.
- Whilst consolidation would not impact upon the breakeven duty of the UHB, it would impact upon the break even duty within Welsh Government.

Welsh Government are currently seeking informal engagement to help inform their thinking as to the most appropriate way to progress this exercise. Two key issues within this are:

- Have NHS Wales Organisation got any concerns regarding the potential alignment of NHS Charities within the Welsh Government boundary;
- Is there is any emerging appetite within NHS Wales to consider seeking independent status as has been seen in England.

The main concerns relate to the any formal requirement to consolidate and report our accounts but there options to avoid this. Also there currently does not appear to be an appetite across Wales to set up NHS Charities as independent organisations as there does not appear to be any significant benefits of doing so.

Depending upon how developments progress, a full and formal consultation will be undertaken by Welsh Government.

CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR July 2017
Name of Meeting : Charitable Funds Committee Date of Meeting 19 TH September 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 July 2017.

BACKGROUND

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

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2017	6,772	1,325	2,450	10,547
Total Incoming Resources	138	151		289
Total Resources Expended	-314	-146		-460
Net Incoming/(outgoing) Resources	-176	5		-171
Gains/(Losses) on Investment Assets	60	20		80
Net Movement in Funds	-116	25		-91
Fund Balances carried forward July 2017	6,656	1,350	2,450	10,456

The above table shows the Charity generated £0.289m of income, it also spent £0.460m and therefore had net expenditure of £0.171m.

In addition, the charity also had market value gains on its investments of £0.080m for the period compared to the March 2017 valuation. The combined effect of these results is a net decrease in fund balances for the year of £0.091m, represented by net expenditure of £0.171m and investment gains of £0.080m.

Summary Balance Sheet as at 31st July 2017

	Opening Balance	Closing Balance
	1.4.17	31.07.17
	£'000	£'000
Fixed Assets	9,044	9,124
Net Current Assets / Liabilities	1,503	1,332
Total Net Assets	10,547	10,456
Unrestricted Funds	6,772	6,656
Restricted Funds	1,325	1,350
Endowment Funds	2,450	2,450
Total Funds	10,547	10,456

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.718m relating to the investment portfolio.

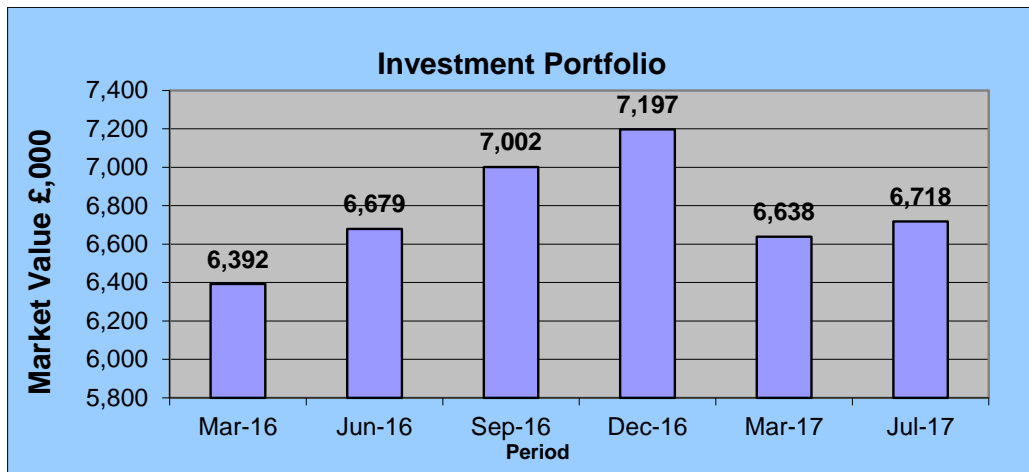
Of the net current assets closing balance of £1.332m, some £1.472m is supported with cash with the balance being net current liabilities of £0.140m.

The fund balances decreased by £0.091m in the period to £10.456m. 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 July 2017

	Fund Balances 31 July 2017 £'000
Unrestricted Non Delegated	1,044
Unrestricted Delegated	5,624
Total Unrestricted	6,668
Diabetes Investigation	12
UHW General	344
Education and Training	20
Staff and Patient Welfare	765
Research and Development	198
ECCO	2
Total Restricted	1,341
Catherine Jenkins	41
Rookwood Hospital	2,406
Total Endowment	2,447
Total Funds	10,456

The following graph shows the investment portfolio's performance over a twelve month period ended 31st July 2017.



The fall in the investment value between December 2016 and March 2017 is due to the realisation of £0.700m from the portfolio in February 2017.

The investment portfolio started the year with an opening market value market value of £6.638m. The value has increased to £6.718m at the end of July, therefore resulting in a market value gain of £0.080m for the period to date.

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 decreased by £0.091m in the current year to £10.456m. This increase represents net expenditure of £0.171m market value gains of £0.080m.

FUNDRAISING REPORT
Name of Meeting : Charitable Funds Committee 19th September 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:

- **APPROVE** the progress and activities outlined below
- **AGREE** the Staff Lottery Megadraw proposal

SITUATION

Income	July	Total
	£,000	£,000
Legacies	1	1
Donations	89	89
Appeals	88	88
Lottery	53	53
Total	231	231

Please note the above table excludes Investment Income of £58k for the period

Fund No	Appeal	£,000
9180	Stroke Services Appeal	1
9149	Breast Centre Appeal	52
9337	Bone Marrow Transplant Appeal	3
9447	Better Life Appeal	27
9448	Prop Appeal	4
9639	Childrens's Video Telemetry Appeal	1
	Total	88

BACKGROUND / UPDATES

Cardiff and Vale Staff Lottery

The winner of the Staff Lottery Summer Super Draw car was selected on Friday 4 August in the Aroma Café at UHL, by special guest Len Richards. Lucky staff member Esyllt Glyn Jones, Senior Specialist Speech and Language Therapist at Rookwood Hospital was delighted to hear she had won. This August we had 4,276 numbers in the draw.



Looking ahead to January 2018, we would be keen to offer another Mega Draw prize of £10,000, rather than reverting to the previous prize value of £5,000. We would need to increase membership by 192 to recoup the cost of the prize over a year.

Last year, between the announcement of the prize in September and the draw in January, membership increased from 3470 to 4070 numbers included in the Mega Draw. More than half this figure (379) started in December.

Social Media

The new website went live on 4 September. This will be tested over the next few weeks before a formal launch.

The Health Charity has benefitted from increased engagement on Facebook over the last several months. As of 4 September, the Health Charity's main page has 1,475 likes, the Prop Appeal has 166 likes and the Breast Centre Appeal has 486 likes.

On Twitter, the Health Charity feed has 1,136 followers. On the day after the Cardiff 10k, our tweets had achieved 1,683 impressions in 24 hours – this was a highlight in a 28-day period where our tweets had achieved 4,500 impressions.

Staffing

Georgina Burke will begin on Monday 18th September in the additional Fundraising Officer post.

Events

The Cardiff 10k on Sunday 3 September was a great success. Two teams, for Trauma and Orthopaedics and Martha's Dancing Heart, raised more than £1,000 and £2,800 respectively, plus several other runners supported other funds, including adult mental health services.



As of 4 September, the Health Charity has 57 runners registered for the Cardiff Half Marathon, plus another 15 who have registered separately.



Branding Guidelines

Using our identity & style

www.healthcharity.wales

Cardiff & Vale Health Charity, Brecknock House, University Hospital of Wales, Heath Park, Cardiff, CF14 4XW.



Cardiff & Vale Health Charity
registered charity no 1056544.

Call us: 029 2184 1802



How to use the Cardiff & Vale Health Charity brand

This document provides basic brand and design guidelines for the use of Cardiff & Vale Health Charity's logo, and associated appeal logos, in publicity materials.

It is important to use the Health Charity's logo in the appropriate way to protect and build our identity and recognition of our work within the local community.

Our logo is bilingual and both English and Welsh must be considered when designing materials with our logo on.

Design Guidelines

Cardiff & Vale Health Charity's logo must only be used:

- To publicise events organised and promoted by Cardiff & Vale Health Charity staff
- For items funded by Cardiff & Vale Health Charity

Strapline

The Health Charity's strapline is: Every donation making healthcare better.
This should only be reproduced with permission.

Every donation making healthcare better

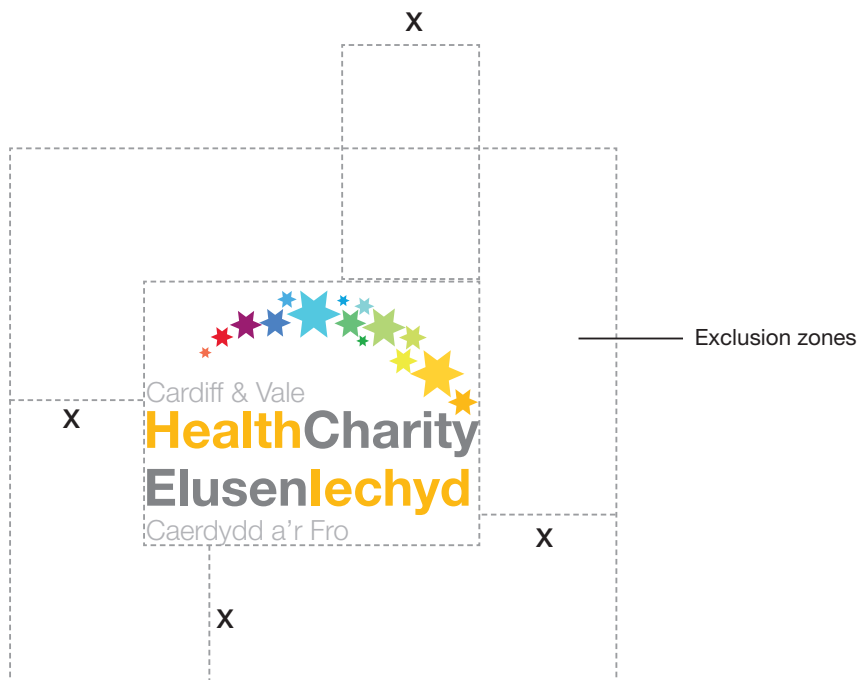
Fundraising Partners And Supporters Logo

Cardiff & Vale Health Charity's fundraising partners and supporters logo must:

- Be reproduced from original files provided by us
- Not to be changed or distorted in any way
- Always appear horizontally – not turned on its side
- Not to be embedded in text or sentences
- Not to be used as a pattern or as a design feature



Our Logo



Exclusion Zones

The minimum exclusion zone around the logo is half the width of the logo's starburst

Third party logos should be placed at an appropriate distance from the Cardiff & Vale Health Charity logo so as to provide all logos with sufficient space to communicate their individual messages

The only exception is when the Health Charity logo is appearing alongside one of our Appeal logos. Please see further information below.

Minimum Size

- The minimum size for the Cardiff & Vale Health Charity logo is 25mm WIDE.
- The size of the logo must be proportionate to other logos



Appeal Logos

Our Appeal logos, when used, should always be to the right of the Health Charity logo. They should be proportionate in size and located close enough to convey the relationship between the Health Charity and the Appeal.

An Appeal logo should always be used in conjunction with the Health Charity logo. An Appeal logo should never be used without the Health Charity logo.

Colour

- The logo may be reproduced in full colour (CMYK) or in greyscale. We can provide these to you
- Pantone references:



Pantone 130 c
C:4 M:36 Y:100 K:0
R:244 G:170 B:0
Web: f4aa00



60% Black
C:0 M:0 Y:0 K:60
R:128 G:130 B:133
Web: 808285





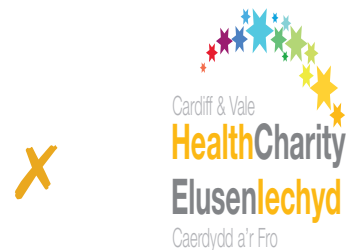
Background

- The logo must be clear and legible and should be produced on a clear, pattern free background – preferably white
- It must not be produced on a patterned background or overlaid onto any pictures or images

Logo Guidelines

The Cardiff & Vale Health Charity logo must:

- Be reproduced from original files provided by us
- Not to be changed or distorted in any way
- Always appear horizontally – not turned on its side
- Not to be used as a pattern or as a design feature



aaaaaaa

Fonts

The font used within the logo is Helvetica Neue. There are a number of different weights that can be used.

If Helvetica Neue is not available, please use Helvetica or Arial.

The secondary font used for the Strapline “**Every donation making healthcare better.**” is HansonsHand-Plain

Helvetica Neue Light
Helvetica Neue Light Italic

Helvetica Neue Roman
Helvetica Neue Italic

Helvetica Neue Medium
Helvetica Neue Medium Italic

Helvetica Neue Bold
Helvetica Neue Bold Italic

Every donation making healthcare better

Additional Information

- When referred to in text our name should always appear with the ampersand as Cardiff & Vale Health Charity. There is one abbreviation for Cardiff & Vale Health Charity which is ‘Health Charity’.
- Please feel free to subsequently refer in text to the Health Charity, but do not refer to it as simply the Charity, or by any other abbreviation such as ‘CAV Charity’.
- The preferred wording is either **Supported by donations to Cardiff & Vale Health Charity** or **With support from Cardiff & Vale Health Charity**
- The final artwork or copy, that includes our logo or reference to the Health Charity, should be approved by Katie Mallam, Fundraising and Communications Manager

Katie Mallam, Fundraising and Communications Manager
Cardiff & Vale Health Charity, RCN 1056544
www.healthcharity.wales

Contact Information

Tel: 02921841802

Email: katie.mallam@wales.nhs.uk

Post: Cardiff & Vale Health Charity, Brecknock House, University Hospital of Wales, Heath Park, Cardiff, CF14 4XW

www.healthcharity.wales

Cardiff & Vale Health Charity, Brecknock House, University Hospital of Wales, Heath Park, Cardiff, CF14 4XW.



Cardiff & Vale Health Charity
registered charity no 1056544.

Call us: 029 2184 1802

DRAFT ANNUAL REPORT AND ACCOUNTS 2016/17
Name of Meeting : Charitable Funds Committee Date of Meeting 19 TH September 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : Financial Control
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:
<ul style="list-style-type: none"> • Strong Financial Performance
The Committee is asked to:
<ul style="list-style-type: none"> • CONSIDER the Draft Annual Report and Accounts subject to any adjustments required by the Wales Audit Office review.

SITUATION

To receive and consider the draft Funds Held on Trust Annual Report and Accounts 2016/17.

BACKGROUND

The Funds Held on Trust Annual Report and Final Accounts are due to take place by the Wales Audit Office (WAO) and could therefore still be subject to change. The financial performance relating to the period 2016/17 was presented to the Committee at the meeting of 13th June 2017. The full integrated report has been circulated to all of the members of the committee for comment and therefore any further comments would be most welcome with a deadline set for Friday 6th October 2017.

ASSESSMENT

Upon completion of the WAO audit, the Funds Held on Trust, Annual Report and ISA 260 Audit Report (Incorporating the Letter of Representation) will be presented to the Charitable Funds Committee at the meeting of 19th December 2017.

Formal approval will then be sought from the Trustees in January 2018.

INTERNAL AUDIT REPORT CHARITABLE FUNDS 2016/17
Name of Meeting : Charitable Funds Committee Date of Meeting 19 TH September 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : Financial Control
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"> • Strong Financial Controls • Substantial Audit Assurance Rating <p>The Committee is asked to:</p> <ul style="list-style-type: none"> • NOTE the contents of the report and the management actions assigned to the recommendations
--

SITUATION

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds.

BACKGROUND

In accordance with the 2016/17 internal audit plan, a review of Charitable Funds within Cardiff & Vale University Health Board has been undertaken. The objective of the audit was to evaluate and determine the adequacy of the systems and controls in order to provide reasonable assurance to the Audit Committee that risk material to the achievement of the system objectives are managed appropriately.

ASSESSMENT

The Committee can take **substantial assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliant or advisory in nature with low impact on residual risk exposure.

There were no high priority issues identified during the review, two medium priorities and two low priorities. Each recommendation has been addressed and management actions agreed by the Director of Finance.



Cardiff and Vale University Health Board

Charitable Funds

Final Internal Audit Report

2017/18

NHS Wales Shared Services Partnership

Audit and Assurance Services

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7. Summary of Recommendations	7
Appendix A	Management Action Plan
Appendix B	Assurance opinion and action plan risk rating
Review reference:	C&V-1718-11
Report status:	Final Internal Audit Report
Fieldwork commencement:	4 th July 2017
Fieldwork completion:	15 th August 2017
Draft report issued:	17 th August 2017
Management response received:	24 th August 2017
Final report issued:	29 th August 2017
Auditor/s:	Murray Gard, Sian George
Executive sign off:	Bob Chadwick – Director of Finance.
Distribution:	Chris Lewis – Deputy Director of Finance. Alun Williams – Financial Services Manager. Lucy Barrett – Fundraising Officer.
Committee:	Audit Committee.

ACKNOWLEDGEMENT

NHS Wales Audit & Assurance Services would like to acknowledge the time and co-operation given by management and staff during the course of this review.

Disclaimer notice - Please note:

This audit report has been prepared for internal use only. Audit & Assurance Services reports are prepared, in accordance with the Service Strategy and Terms of Reference, approved by the Audit Committee.

Audit reports are prepared by the staff of the NHS Wales Shared Services Partnership – Audit and Assurance Services, and addressed to Independent Members or officers including those designated as Accountable Officer. They are prepared for the sole use of the Cardiff and Vale University Health Board and no responsibility is taken by the Audit and Assurance Services Internal Auditors to any director or officer in their individual capacity, or to any third party.

1. Introduction and Background

The review of Charitable Funds was completed in line with the 2017/18 Internal Audit plan for Cardiff and Vale University Health Board.

The Cardiff and Vale University Health Board General Purpose Charitable Fund is a registered charity that is governed by the Trust Deed. Under the terms of this deed, the Charitable Fund is administered by the Trustees, the Cardiff and Vale University Health Board as a body corporate.

The fund is an umbrella charity with a number of subsidiary charities registered therein and also managed by the Health Board.

The relevant lead Executive Director for this review is the Director of Finance.

2. Scope and Objectives

The overall objective of the review was to evaluate and determine the adequacy of the systems and controls in place within the Health Board for the management of the Charitable Funds, in order to provide assurance to the Health Board's Audit Committee that risks material to the achievement of the system's objectives are managed appropriately.

The purpose of the review was to establish if the Health Board has appropriate processes in place to ensure that the Charitable Funds are appropriately managed and administered in accordance with relevant legislation and Charity Commission guidance.

The areas that the review has provided assurance on are:

- All charitable funds income received is appropriate and accounted for correctly (including gift aid);
- All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund;
- Fundraising appeals are managed appropriately;
- The Charitable/Lottery Funds are used appropriately with bids properly assessed and approved; and
- Funds held in Trust are appropriately monitored, managed and invested.

3. Associated Risks

The potential risks considered in this review are as follows:

- Charitable funds income isn't maximised;
- Charitable funds income may be incorrectly recorded and/or accounted for;
- Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded; and
- Non-compliance with legislation and Charity Commission guidelines.


OPINION AND KEY FINDINGS

4. Overall Assurance Opinion

We are required to provide an opinion as to the adequacy and effectiveness of the system of internal control under review. The opinion is based on the work performed as set out in the scope and objectives within this report. An overall assurance rating is provided describing the effectiveness of the system of internal control in place to manage the identified risks associated with the objectives covered in this review.

The level of assurance given as to the effectiveness of the system of internal control in place to manage the risks associated with the Charitable Funds is **Substantial Assurance**.

The overall level of assurance that can be assigned to a review is dependent on the severity of the findings as applied against the specific review objectives and should therefore be considered in that context.

RATING	INDICATOR	DEFINITION
Substantial assurance		The Board can take substantial assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliance or advisory in nature with low impact on residual risk exposure.





The controls in place to manage the risks associated with charitable funds are of a substantial standard. The review noted good practice within all the areas covered, particularly; strong governance arrangements within the charitable funds committee and also the charitable funds bids panel. Accompanying this was a good standard of record keeping to support the income and expenditure audit trail.

However, the review did identify issues relating to the management of dormant accounts and one instance was identified of inappropriate expenditure. The majority of these issues have been raised within previous years reports.

There were no high priority findings noted within this report.

5. Assurance Summary

The summary of assurance given against the individual objectives is described in the table below:

Assurance Summary					
1	Charitable funds income isn't maximised.				✓
2	Charitable funds income may be incorrectly recorded and/or accounted for.				✓
3	Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.			✓	
4	Non-compliance with legislation and Charity Commission guidelines.				✓

* The above ratings are not necessarily given equal weighting when generating the audit opinion.

Design of Systems/Controls

The findings from the review have highlighted 0 issues that are classified as weakness in the system control/design for Charitable Funds.

Operation of System/Controls

The findings from the review have highlighted 4 issues that are classified as weakness in the operation of the designed system/control for Charitable Funds.

6. Summary of Audit Findings

The key findings are reported in the Management Action Plan.

Risk: Charitable funds income isn't maximised.

We identified the following areas of good practice:

- There are adequate systems in place to capture information that enables the reclamation of gift aid;

- Gift aid is championed by the fund raising department, wherever possible;
- Donation forms have a gift aid section for signature;
- "Thank You" letters are sent on a regular basis and incorporate an additional request for gift aid, if not previously provided;
- A standard schedule is sent to HMRC on a timely basis for reclaiming gift aid;
- Gift aid monies were found to be reapportioned to the correct fund.

We identified no significant findings in relation to this risk.

Risk: Charitable funds income may be incorrectly recorded and/or accounted for.

We identified the following areas of good practice:

- The Health Board has produced a standard donation form;
- All donation forms were completed in compliance with procedures;
- All receipts had been banked in full;
- Donations were verified as allocated to the correct fund;
- In general, appreciation letters were sent in a timely manner, when appropriate to do so.

We identified no significant finding in relation to this risk:

Risk: Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.

We identified the following areas of good practice:

- The Health Board has produced a "*request for payment from charitable funds*" document, that gives a standard format including details of request, authorisation and payment information;
- All expenditure items reviewed, were appropriately accounted for, with all fund numbers quoted on approval forms matching accounts credited;
- The profit from the staff lottery goes directly to the Make It Better Fund - the general purpose endowment fund for the Health Board;
- The staff lottery had reconciliation controls in place to ensure appropriate membership;
- The fundraising department maintains appropriate records of bid applications and outcomes for the staff lottery;
- There were appropriate processes for assessing and approving of staff lottery funds through the charitable funds bids panel;

We identified two significant findings in relation to this risk:

- From the sample of 20 expenditure items reviewed, there was 1 item identified that may not have been appropriately charged to Charitable Funds. further clarification needs to be undertaken by management to establish the appropriateness of this item.
- Dormant accounts totals had decreased by £0.5 million over the period 2015/16 to 2016/ 17, however, there is still over £1m in dormant funds, with balances up to circa £147,000.

Risk: Non-compliance with legislation and Charity Commission guidelines.

We identified the following areas of good practice:

- Cardiff and Vale has a registered charity with the charity commission - registration number 1056544;
- The charity covers the charitable objectives relating to the NHS services provided by Cardiff and Vale University Health Board;
- The Charitable Funds Committee is a subcommittee of the board with an independent member as chair. It also has executive membership and meetings are held quarterly as per the agreed Terms of Reference;
- The Charitable Funds Bid Panel has been established which deals with staff lottery expenditure less than £25000 and has appropriate membership.
- Cazenove Capital Management (CCM) provides details on the profit/loss of investments in a quarterly report and attends the Charitable Funds Committee meetings on a bi annual basis. This allows the representative to answer questions and give more detailed information about investment options/performance;
- Investments from Cazenove were reviewed and found to be in line with ethical considerations.

We identified no significant finding in relation to this risk:

7. Summary of Recommendations

The audit findings, recommendations are detailed in Appendix A together with the management action plan and implementation timetable.

A summary of these recommendations by priority is outlined below.

Priority	H	M	L	Total
Number of recommendations	-	2	2	4

Charitable Funds

Final Internal Audit Report

Cardiff and Vale University Health Board

Appendix A - Action Plan

Finding 1 - Expenditure (Operating effectiveness)	Risk
<p>The audit sampled 20 expenditure items from a range of funds and identified one instance where the item may not have been appropriately charged to Charitable Funds:</p> <p>Professional fees for consultants had been paid via charitable funds.</p>	<p>Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.</p>
Recommendation 1	Priority level
<p>Management will review the appropriateness of this expenditure items and take any action necessary.</p>	<p>Medium</p>
Management Response	Responsible Officer/ Deadline
<p>Professional Fees should be paid by the individual members of staff. Clinical Boards to be notified and Financial Control Procedure to be updated.</p>	<p>Head of Financial Services September 2017</p>

19.1

Finding 2 - Dormant Accounts (Operating effectiveness)	Risk
<p>It was noted in the 2015/16 internal audit report on charitable funds, that the monitoring of dormant accounts needed enhancement.</p> <p>Work has been on-going on this issue and has been subject to review by the Charitable Funds Committee.</p> <p>It was also noted during audit fieldwork, that the total dormant accounts have decreased by half a million over the period ending (2015/16 to 2016/17), however, there is still circa £1m in dormant funds and within that, there are accounts with significant balances e.g. £147,000.</p> <p>There were also 8 funds identified, with no designated Director of Operations post; this may potentially be affecting the sign off for expenditure.</p>	<p>Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded.</p>
Recommendation 2	Priority level
<p>The Health Board need to further review the monitoring arrangements of dormant accounts to ensure that effective management is in place.</p>	<p>Medium</p>
Management Response	Responsible Officer/ Deadline
<p>Finance department to continue working with Clinical Boards to deliver appropriate expenditure plans. The 8 funds are not part of the Clinical Boards and these have now been appropriately assigned.</p>	<p>Completed 2017</p>

19.1

Charitable Funds

Final Internal Audit Report

Cardiff and Vale University Health Board

Appendix A - Action Plan

Finding 3 - Attendance (Operating effectiveness)	Risk
<p>The Charitable funds bids panel has delegated authority to consider and approve funding applications from monies held in the Staff Lottery fund. `</p> <p>It was also noted that there was low attendance from the clinical boards throughout 2016/17 meetings, with no representation over this period from Neurosciences or Dental.</p>	<p>Non-compliance with legislation and Charity Commission guidelines.</p>
Recommendation 3	Priority level
<p>Management will ensure that there are wider representation from Clinical Boards staff.</p>	<p>Low</p>
Management Response	Responsible Officer/ Deadline
<p>The Fundraising team will continue to engage with the Clinical Boards to ensure appropriate attendance at all meetings.</p>	<p>Simone Joselyn October 2017</p>

19.1

Charitable Funds

Final Internal Audit Report

Cardiff and Vale University Health Board

Appendix A - Action Plan

Finding 4 – Policy	Risk
The Health Boards Fundraising Policy was approved by the Board on the 1 st July 2014 and gives details of relevant fundraising guidance, activities, support available etc. However, this policy requires review to ensure it is appropriate and in line with current requirements	Non-compliance with legislation and Charity Commission guidelines.
Recommendation 4	Priority level
Documentation surrounding the governance of charitable funds will be reviewed for appropriateness and approved via an agreed forum.	Low
Management Response	Responsible Officer/ Deadline
Fundraising Policy to be reviewed as per governance arrangements.	Simone Joselyn 2017/18


19.1


Appendix B - Assurance opinion and action plan risk rating

Audit Assurance Ratings

 **Substantial assurance** - The Board can take **substantial assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Few matters require attention and are compliance or advisory in nature with **low impact on residual risk** exposure.

 **Reasonable assurance** - The Board can take **reasonable assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Some matters require management attention in control design or compliance with low to **moderate impact on residual risk** exposure until resolved.

 **Limited assurance** - The Board can take **limited assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. More significant matters require management attention with **moderate impact on residual risk** exposure until resolved.

 **No assurance** - The Board can take **no assurance** that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. More significant matters require management attention with **high impact on residual risk** exposure until resolved.

Prioritisation of Recommendations

In order to assist management in using our reports, we categorise our recommendations according to their level of priority as follows.

Priority Level	Explanation	Management action
High	Poor key control design OR widespread non-compliance with key controls. PLUS Significant risk to achievement of a system objective OR evidence present of material loss, error or misstatement.	Immediate*
Medium	Minor weakness in control design OR limited non-compliance with established controls. PLUS Some risk to achievement of a system objective.	Within One Month*
Low	Potential to enhance system design to improve efficiency or effectiveness of controls. These are generally issues of good practice for management consideration.	Within Three Months*

* Unless a more appropriate timescale is identified/agreed at the assignment.



Cardiff & Vale Health Charity Annual Report 2016-2017



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Welcome to the 2016-17 annual report of the Charitable Funds Committee of Cardiff & Vale Health Charity. This year the Health Charity, thanks to our donors, has continued to play a vital role in enhancing patient care and staff experiences across Cardiff and the Vale of Glamorgan. I am pleased to again report that the impact of the Health Charity ranges from small but significant projects to extensive and strategic programmes.

This year, as for the last 16 years, the Health Charity allocated more than £10,000 to enable our nurses to purchase a small gift for each of the 2,000-plus people receiving treatment in Cardiff and Vale hospitals on Christmas Day. This Christmas cheer helped our nursing staff make the season a little more festive for our patients.

Also this year, we have been able to allocate a total of £240,000 to support an extension to the Health Board's Medical Skills Training Suite. Expanding the training facilities at University Hospital of Wales will allow more opportunities for specialist teams to evaluate their performance in a simulated hospital environment, and have a direct and lasting impact on patient care. We are confident that the provision of such an excellent training environment will also have a significant impact on staff recruitment and retention.

The extraordinary contribution made by our fundraisers continues to be recognised further afield. Six families fundraising for the Children's Heart Unit for Wales were shortlisted for an NHS Wales Award 2016, in the category of Citizens at the Centre of Service Redesign and Delivery. We have been very proud to see their involvement and commitment to the work of the Paediatric Cardiac team recognised at this level.

The Health Charity had a strong financial performance in 2016-17, generating income of £1.547 million. Of this, 74% was from donations and included substantial bequests to the Health Charity; clear examples of the generosity of our supporters and the goodwill there is towards our work and Cardiff and Vale University Health Board. Trading activities (including the Staff Lottery) and income generated from investments make up the remaining 26%. We were able to spend £1.260 million, in line with our expenditure plans.

In 2016-17 the Health Charity portfolio made market value gains of £0.946 million. The total charitable fund stood at £10.547 million on 31 March 2017, representing an increase of £1.299 million on the year before. The Charitable Funds Committee withdrew £0.700 million from the portfolio to realise and safeguard the substantial gains made, acknowledging that markets can go down as well as up.

Taken together, the Health Charity has a strong foundation for future expenditure opportunities. However, in the context of wider challenges faced by NHS Wales and the increasingly competitive charity marketplace, I am pleased to confirm that Cardiff & Vale Health Charity will appoint an additional fundraising officer to the team in 2017-18, to further develop our event fundraising and raise our profile in our local community.

Finally, I would like to express my sincere and heartfelt thanks to all those involved in the work of the charity in 2016/17, and in the years to come. Though I will be stepping down

from my role with the Health Board in September as my eight year period of tenure comes to an end, I know the Health Charity, with the support of donors, staff, and many hard working fundraisers and volunteers, is well positioned to continue enhancing the patient experience in Cardiff and Vale healthcare.



Martyn Waygood
Chair
Charitable Funds Committee



About Cardiff & Vale Health Charity

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

Our aim is to enhance and support the vital healthcare provided by the Health Board every day to the nearly half a million people living in Cardiff and the Vale of Glamorgan, and the many more patients who are referred from across Wales to specialities such as paediatric intensive care, specialist children's services, renal services, cardiac services, neurology, bone marrow transplantation and medical genetics. We do this by making sure that every penny of every donation goes on patients, not fundraising costs – and donations are spent by senior doctors and nurses working on each ward.

Our dedicated charitable funds – numbering more than 300 – provide monies that enhance NHS provision in 8 hospitals and 17 health centres by paying for vital medical equipment, specialist training, enhanced patient facilities and medical research. We seek particularly to fund art and other aesthetic improvements that have been shown to improve the experience of our short and longer-term patients.

Cardiff and Vale University Health Board is one of the largest NHS organisations in the UK. Our hospitals include:

University Hospital of Wales	Barry Hospital
Noah's Ark Children's Hospital for Wales	Rookwood Hospital
University Dental Hospital	St. David's Hospital
University Hospital, Llandough	Cardiff Royal Infirmary

Our Fundraising Support Team

Our small staff team is here to support and co-ordinate all of the fundraising that takes place by our donors and fundraisers. Most importantly, we thank every donor – whether donating by cash, cheque, regular gift, or online giving.

We are always delighted to hear from our supporters, so please get in touch with us to let us know about the type of fundraising you want to do, to ask for help and to get any advice you may need. Please remember to send us photos of your fundraising, so that we can share your stories on our website, facebook and twitter accounts!

We endeavour to meet every new member of UHB staff at the monthly corporate induction sessions, to introduce ourselves and ensure that they are confident in handling any cash that might be donated. Engagement with staff – and staff being confident in acting as our ambassadors! – is a key element of the ongoing growth of the Health Charity.

This year, our team grew by one: we are delighted that Helen Swambo has joined us as Fundraising Support Officer. We look forward to recruiting a new Fundraising Officer in 2017-18.

Volunteers

The Health Charity is grateful to the volunteer fundraisers who so proactively support particular wards and departments, and to the Health Board volunteers who kindly support our events, including the Llandough Tinsel and Bunny Runs.

We will continue to work closely with Health Board volunteers as we develop more specific Charity Champion roles, including supporting our runners at the Cardiff Half Marathon and supervising our charity collection tins.



Social Media

The Health Charity manages three Facebook pages associated with our core brands of Cardiff & Vale Health Charity, the Breast Centre Appeal and the Prop Appeal. Each page has seen solid increases in engagement, so while we still have some way to go, more and more people are hearing about our fundraisers and the difference they make.

Some particularly successful posts this year include a feature on the Children's Heart Unit for Wales, which reached 6,740 people, Alison Brown's cheque presentation for the Better Life Appeal, which reached 5,215, and the Christmas Day post featuring Haematology ward staff which reached 5,330 people.

You can talk to us, follow us, and comment on our social media stories via Facebook where we're @HealthCharity and Twitter where we are @Health_Charity.

Cardiff & Vale Staff Lottery

This year has been successful in terms of promoting our staff lottery; in 2016-17 the total income raised by the staff lottery has again increased, to a new level of £193,000. This represents an increase of £26,000 from the previous year, and we are very grateful to the staff who choose to support the Health Charity. The £1,000 weekly prize has again been won by 52 staff members, all of whom have been delighted to hear the news!

The Lottery Super Draw for the brand new Peugeot 108 took place on Friday 24th June at University Hospital Llandough. The winner, Lindsay Taylor, who worked as a ward receptionist in Acute Critical Care, named the car 'Lottie'. Our thanks to Lookers Car Dealership for supporting our purchase of the prize.

To celebrate the tenth anniversary of the staff lottery being part of the Health Charity, we offered a one-off Mega Draw prize of £10,000 in January. A really life-changing sum (as a deposit on a house, a wedding, a new car or an incredible holiday) we were very grateful to have Craig Bellamy, former Wales and Cardiff City player, draw the lucky winner – Cheryl Gilbert, a member of nursing staff in Rookwood, pictured here with some of her colleagues.

The draw was also broadcast on Facebook Live, achieving just under 1,000 views, and the Facebook post announcing the Mega Draw winner was seen by 3,500 people.



The Make It Better Fund

The Make It Better Fund is the name given to the Health Charity's general purpose 'pot'. The fund is open for project bids from staff across the UHB, which are then assessed by the Make It Better (Staff Lottery) Panel. Much of the fundraising for this appeal comes from the proceeds for the staff lottery, and because of this, the panel welcomes the submission of bids that improve the health and wellbeing of staff.

We hope that more and more wards and departments will make use of this source of funding, and the advice on criteria we can offer, in 2017-18.

In addition, this year the Make It Better Fund made £20,000 available in grants to the third sector, with the support of Glamorgan Voluntary Services and Cardiff Third Sector Council. Grants were available specifically for projects that would bring extra value to the UHB's patients. Offering wider grants has been a valuable experience which we look forward to thoroughly evaluating at the end of the delivery period.

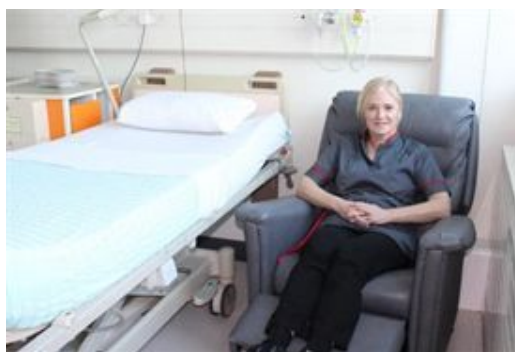
Below we've outlined a few of the projects our donors have made possible this year, all of which have made a real difference to our patients. These examples show our commitment to every donation making healthcare better.

Making Healthcare Comfortable

The Make It Better/Staff Lottery Panel supported the purchase of 24 brand new reclining chairs for the Maternity Unit at University Hospital of Wales, so that partners can stay overnight to support mums-to-be, new mums, and their babies. Patients had frequently commented in surveys that they would have liked it if their partner could have stayed with them to provide emotional and physical support during such an important time in their lives.

Suzanne Hardacre, Head of Midwifery at Cardiff and Vale UHB said: "Having a new baby is a special experience for both parents and many new mums felt they needed a little extra support at night.

"By staying overnight partners become involved in their babies' care right from the start and also support their partner."



Making Healthcare Relevant

The opening of the brand new Hafan Y Coed Adult Mental Health Unit, and moving of patients from Whitchurch Hospital, was a real end of an era, appropriately marked by the End of an Era Exhibition.

Whitchurch Historical Society was invited to put on an exhibition at Whitchurch Hospital, utilising a large area on ward East 1, and examining the history of Whitchurch from before it was opened in 1908 up to the present. Marcus Longley, vice Chair of the UHB, opened the exhibition on 11 March, and more than 400 visitors attended that first week. The positive feedback encouraged the opening of the exhibition for a further week, which was a great success.



Making Healthcare Interesting

It is well recognised that patients can become bored whilst in hospital, and engaging patients, particularly those with cognitive impairment, can bring immense medical benefits, as well as improving patients' experience.

The Patient Experience Volunteer Programme evidenced a clear need for meaningful and appropriate ways to engage with patients. The Make It Better Fund was able to purchase a Digital Reminiscence Therapy (DRT) Unit with two supporting tablet computers. It includes



relaxing music, BBC archive clips, photos, interactive games, famous speeches and films, which can be used by patients alone, or with staff, volunteers, family and their carers.

The DRT Unit can also make 'life collages' or 'life story books' which, when completed with staff, can help to further personalise the care each patient receives. Health Board Volunteers and staff have been trained to use the equipment, ensuring Infection Prevention Control measures are adhered to.

Making Healthcare Fun

10 October is World Mental Health Day, and this year the Make It Better Panel supported celebrations at Hafan Y Coed, the new adult mental health facility at University Hospital Llandough.

Staff welcomed service users old and new, carers, the local community and colleagues from other services to the event, which featured live music, a hog roast, a cake stall, a tombola, balloons and 300 metres of bunting. The event was planned by a working group made up of current patients, and by inviting third sector groups and local community members into Hafan Y Coed, which is a bright, airy, recovery-focused space, the event also helped reduce stigma around mental health services.



Making Healthcare Inclusive

The Rainbow LGBT+ FFlag Network applied for funds from Make It Better to offer leadership training for LGBT+ people across the UHB, which this year was at number 50 in the Stonewall Top 100 Employers list. The 'Authentic Role Model' training course, delivered by Stonewall Cymru, was a huge success with all 36 places taken by UHB staff members and our colleagues from local GP surgeries and the Welsh Ambulance Service.

The Make It Better Panel were also very pleased to support the FFlag Network to purchase branded merchandise and a stall at the annual Pride Cymru event in August. Network members marched in the parade, promoting the UHB's ethos of equality as both an employer and a service provider.



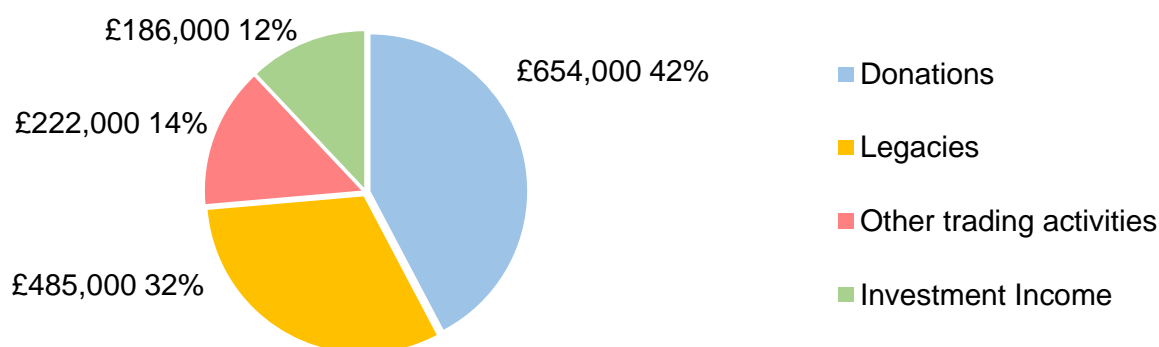
Financial Achievements and Performance

Income Summary

Incoming resources for the year 2016-17 totalled £1,547m, which represents an increase of more than £0.375m from the previous financial year.

The charity's income streams were donations, legacies, investment income and other trading activities.

Income Analysis



Donations (42% - £0.654m) The Health Charity is very grateful to have received donations of £0.654m to help us achieve our goals and objectives.

Legacies (32% - £0.485m) The Health Charity received £0.485m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

Other Trading Activities (14% - £0.222m) The Health Charity generated £0.193m from the Cardiff and Vale Staff Lottery and a further £0.029m from other trading activities.

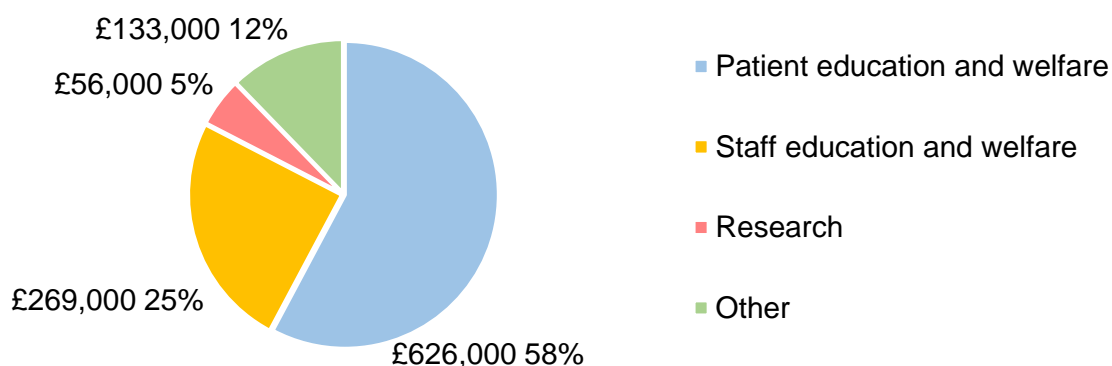
Investment Income (12% - £0.186m) Dividends and interest from the Health Charity's investment portfolio was £0.186m.

Expenditure Summary

During 2016/17 the Health Charity has continued to support a wide range of expenditure throughout the Health Board. Total expenditure for the financial year was £1.260m which shows the commitment of the Health Charity to continue to spend at a consistent level year on year.

In 2016/17 expenditure on charitable activities was £1.084m. This included patient education and welfare, staff education and welfare, research and other items, in the proportions shown below and further outlined in this report.

Expenditure analysis



Investments and performance

During 2016/17 the charity made market value gains of £0.946m which included a £0.700m realisation of investments paid away to the Health Charity's bank account.

Overall financial position

The value of the Health Charity as at 31st March 2017 has increased by £1.299m from the previous year and this is represented by net income of £0.287m, investment gains of £0.946m and asset revaluation of £0.066m.

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 £664,000).
- A minimum of £500,000 to ensure that there is sufficient funds for on-going commitments.



We would like to thank all of our fundraisers for your hard work in supporting Cardiff & Vale Health Charity and the funds that are close to your hearts. Over the following pages, we share some of your inspiring stories; we know our staff and patients also have stories of the difference your donations have made.

Fundraising Challenges

The athletic challenges undertaken by our supporters have been especially varied this year!

Cardiff Half Marathon

A special mention goes out to the 40 runners who took on the Cardiff Half Marathon on Sunday 2 October 2016. **#TeamHealthCharity** included staff and members of the public, who together raised an amazing £19,577.



They ran for a wide range of different causes, but what they have in common is that their donations have already made a huge difference to patients in those areas.

The Neonatal Unit had several supporters running to say thank you to staff: **Ian Bezodis** raised a brilliant £412, **Lisa Mackie** raised an awesome £554 and Matthew Phillips a wonderful £230. Thank you all.

John Payne was a very late addition to the team, taking an injured friend's place practically the day before! He nominated the nurses' fund on the UHW Cardiology ward to receive his sponsorship. Thanks so much John!

Melanie Davies raised £875 after her beloved dad received excellent care on B4 Neurosurgery ward following a brain tumour diagnosis at the end of last year.

The Better Life Appeal had several runners, including **Andrew Jones**, who raised a wonderful £305, and **Helen Turnbull**, who raised an amazing £1,070. **Gary Brown** raised an amazing £546 for completing the Half Marathon dressed as a panda – pictured right, just before the starting line! **Alison Brown**, supported by husband Stuart, raised a fantastic £425 as part of her 40 events challenge in her fortieth year.



The Breast Centre was also well represented by three staff members, **Jeni Calnan**, **Donna Egbare** and **Lisa Lewis** who together raised £2,561. Well done girls!

Thank you to **Robin Clarke**, who raised £105 for Diabetes, and **Suzy Collins** who raised £650 for the Emergency Unit at University Hospital of Wales.

Rob Parker raised an amazing £1,817 for the #TeamHaem Haematology Day Unit fund. Also for #TeamHaem, for the fund for the new unit, were donations from **Jayne Catherall** to the jazzy tune of £261, **Michelle Deen** who raised £508 and **Samantha Jones** a wonderful £451.

We had a whole team of Huntingdon's Research supporters, all from one family who've been affected by the disease. Thank you to **Lucie Barrett**, **Sarah Holland**, **Hev King**, **Gareth Newman** and **Kyle Stephens** who together raised £1,623.

The Children's Heart Unit was, as always, a huge beneficiary of the Cardiff Half. **Lottie Stokes** ran for her son's fund, the Louie Stokes fund, which is dedicated to the Children's Heart Unit, and raised a wonderful £1,109 (Louie is pictured here).

The **Martha's Dancing Heart** team also ran for the Children's Heart Unit, and this year **Michelle Clarke**, **Lucie Bradbury**, **Jacqui Grant**, **Aletia Griffiths**, **Becky Holmes**, **Martyn Rich**, **Michelle Shohet**, **Emma Louise Sorano**, **Natalee Tucker** and **Emma Williams** raised an amazing £4,439. Huge thanks to all of you for your ongoing commitment to the Unit.



Our thanks to **Caroline Ryan**, who raised £520 for the Spinal Unit at Rookwood Hospital; **Kayleigh Hall**, for generously donating £22 for the Stroke Centre at University Hospital Llandough; **Clare Hamer**, who raised a brilliant £104 for the T4 Neurosurgery ward. **Molly Mifsud** raised £311 for the new Children's Telemetry Unit at the Noah's Ark Children's Hospital for Wales, and **Hannah Davies** £631 for the transplant unit at University Hospital of Wales, to celebrate the fifth anniversary of her father's kidney transplant. Well done all!

And last but by no means least, around 80 runners took part under the banner of **#runningforEmily**, to raise funds for the new Haematology/Bone Marrow Transplant Unit and raised an incredible £20,357. We are very grateful to all the runners but especially **Donna Dunn** from Remission Possible and **Jeff Smith** from Big Moose for all their incredible passion and generosity.

Our thanks also to the volunteers who kindly manned our cheering stations and gave out sweets and lots of encouragement to all the runners!

Cardiff 10k Caerdydd

The Cardiff 10k Caerdydd was also a great success for the Health Charity, this year held on Sunday 11 September. We had a total of 19 runners, including 15 **#TeamHaem** runners, both staff and friends of patients, and another 4 runners were supporting **Martha's Dancing Heart**, a special campaign by one particular family marking the life-saving work of the Children's Heart Unit in the Noah's Ark Children's Hospital for Wales.



The event was also special for being the first outing of our new **#TeamHealthCharity** mascot, Seren. She was delighted to have her picture taken with the runners, and so many children and families at the event. Our thanks to **Steve Howard** from the All Wales Adult Cystic Fibrosis Unit, for sharing his time, his good humour and his boundless energy.

Llandough Tinsel Run

The second Llandough Tinsel Run on Sunday 4 December was a great success, raising £1,360 for the Better Life Appeal, the Breast Centre Appeal and Our Orchard, all at University Hospital Llandough. A huge well done and thank you to our 5km and 1km tinsel runners!

Also, our thanks to a huge team of wonderful friends and volunteers who made for an excellent morning: **the Mayor of the Vale of Glamorgan, Bertha's Army, Nathan Wyburn and Wayne Courtney, the Breast Centre Fundraising Committee, WIZE Virtual Admin, Esme Charles Photography**, and as always, the **extraordinarily generous staff** of Cardiff and Vale University Health Board who gave up their Sunday morning to help make a difference to our patients.





Our thanks to the faithful and fearless fundraisers who have raised an extraordinary amount this year for the Better Life Appeal. Every donation to this fund will be used to benefit the 370+ adults with cystic fibrosis living in Wales, primarily by buying items for the new ward, which will increase the bed capacity from 9 to 16.

The Better Life Appeal

Our brave friend and Cystic Fibrosis Centre patient **Louise Pugh** completed her first ever sky dive for the Better Life Appeal! One of our heroes, Louise aimed to raise £462 for the All Wales Adult Cystic Fibrosis Centre to make a difference for all our patients.

Thank you **Janet Molloy**, who walked 192 miles from St Bees to Robin Hood's Bay to raise funds for the All Wales Adult Cystic Fibrosis Centre. Janet's kind supporters surpassed her initial target of £192 to donate an incredible £899. This will help fund new technology, such as portable ventilators for home and hospital use which will enable our dedicated staff to provide even better care for hundreds of patients every week.



Our thanks to everyone at **The Little Crown Inn & Restaurant**, who held their annual Band Day in aid of the Better Life Appeal, and had a brilliant time whilst raising a wonderful £4,046!

The **Better Life Appeal Gala Ball** on 30th September was a huge success, entirely due to the tireless efforts of the Better Life Appeal committee. The beautiful evening featured a three course meal and a nail-bitingly exciting auction.

This year, **Claire Kingdon** arranged a beautiful exhibition and sale of photos taken by her late husband, Gareth Kingdon. Waterloo Tea Gardens hosted the exhibition across their three cafes, which also featured the work of other artists connected to cystic fibrosis. Ninety percent of the sale proceeds went to the Better Life Appeal – our thanks to everyone who kindly contributed.

Victoria, Ruth and Sara (pictured here with their good friend Allison Angell) raised a whopping £1,881 for our Better Life Appeal, when they ran the Cardiff Half Marathon. Adding in the fantastic sum of £2,815 that Victoria raised when she conquered Lake Windermere in The Great North Swim the previous year – these guys have been really amazing. Thank you all!

Huge thanks to **Damion Williams**, who also has cystic fibrosis. He and his team hiked up Pen-y-fan and raised an extraordinary £515 in order to donate laptops for patients' use to the Better Life Appeal. The donation of laptops has made such a difference to patients on the wards already!



The amazing **Helen Turnbull** and **James Birkett** (pictured left) are an absolute inspiration. They ran the Cardiff Half Marathon in October. Helen said, "The exhaustion, exhilaration, gratitude and pride are beyond words. We are both stoked with our times too, mine being 2:01:08, something I wouldn't have dreamed of getting many years ago. My general health and ability to take on this challenge has a lot to do with the cystic fibrosis ward at University Hospital Llandough; their care has been invaluable. We were delighted to raise £1,070."

A huge thank you to **Jordan Williams**, who leapt out of an aeroplane (with a parachute) for the Better Life Appeal. He was also supported by **Sunnyvale Holiday Park** in Saundersfoot, who held a charity evening and raised an extra £510. All of this was in recognition of the care that Jordan's sister Courtney has received from the All Wales Adult Cystic Fibrosis Centre. A big thank you also to mum Ceri, Granddad Bob and the whole family for their dedication to helping people with cystic fibrosis. Pictured, Jordan and family just before the jump, and presenting the cheque to staff at the unit!



Another big thank you to **Heidi Lewis, Sherrie Rouf, Sam Bevan, Kimberly Cope, Leanne Richards, Emma Barnes, Diana Mollaney and Donna Hoare**, who together are the lovely George Street Primary School Coffee Morning Mams. They made a range of Christmas goodies they sold at the school's enterprise day, and held a raffle with prizes donated from local companies. They raised a fantastic £150 that will help patients from all over Wales being cared for by the Cystic Fibrosis Centre. Thank you ladies!



A huge thank you to the fabulous **Alison Brown**, who has raised an amazing £2,743 this year (way over her initial target of £2,500!) for the Better Life Appeal at the All Wales Adult Cystic Fibrosis Centre. Adding in the fantastic sum of £1,342 Alison raised in 2015-16, she's donated a staggering £4,085. Alison completed an incredible 40 challenges, including marathons, duathlons, half marathons, 5km runs, cycle rides, cake sales, mountain climbing, plus taking a coachload of raucous friends on a daytrip to Bath (and bringing them all home again too).



Pictured here with Alison are Steve Howard, Tarn Stacey, Lynne Hopkins, Karen Lim, Sarah Caunter, Alison Prosser, and Kelly Lewis - the person who inspired Alison to fundraise for the Better Life Appeal - all of whom are very familiar with the Unit. Plus, a bonus picture of Alison and friends after her final challenge!



The Prop Appeal benefits patients in the regional Neurosciences Specialist Rehabilitation Unit, currently based at Rookwood Hospital. Patients generally have a serious and life changing disability, and often have to cope with re-learning all aspects of daily living. Money raised by the Appeal is used to create a more stimulating environment for patients. The dayroom looks much more homely thanks to the generosity of our amazing Prop Appeal supporters, who have enabled purchases of brand new tables, chairs and recreational games. A huge thank you to everyone who has chosen to support the patients and their families on Ward 7 at Rookwood.

The Prop Appeal

Our thanks to **Georgia Biston**, who, after seeing her older sister Sam have all her hair shaved for three separate brain surgeries, decided to show her support. Georgia's sponsored head shave followed, raising an amazing £217.

Georgia said, "When I visited my sister Sam at Rookwood for the Easter party, the Prop Appeal and all the staff made sure the day was really great for the patients and all the family and friends who were visiting."



Thanks so much to everyone at **Pontypool RFC**, and all the 12 clubs of Torfaen in the combined side, for raising funds for the Prop Appeal at the Roger Addison Memorial Game. Held at Pontypool Park in November, the

rugby match was won 33-17 by Pontypool, with the attendance of 500 spectators a fitting tribute to the late Roger Addison, who was a patient at Rookwood Hospital following a life-changing rugby accident in 1966.



Huge thanks to the fabulous **Pete Soper**, Newport-Half-Marathon-runner extraordinaire, who raised an incredible £1,182 for the Prop Appeal, by completing the race 6 minutes quicker than his previous Half Marathon time, all without smudging his face paint!

Pete's fundraising was inspired by a very good friend who suffered a brain aneurysm that left him fighting for his life. Pete says, "Thanks to the fantastic care my friend received at Rookwood hospital and the endless love and support of his family, he has made a remarkable recovery."

Our Orchard Ein Berllan

As University Hospital Llandough rapidly becomes the second biggest hospital in Wales, it is also developing into a centre for rest, recovery and rehabilitation. Facilities including the new Hafan y Coed (Haven of Trees) Adult Mental Health Unit and the five-days-a-week dementia support service, the All Wales Adult Cystic Fibrosis Centre which cares for pre-lung transplant patients with CF, often have long-term patients who can be in hospital for a considerable period of time.

Our Orchard will be a unique space; within the hospital grounds but open to the community, fully wheelchair accessible, it will be a place where patients and staff can get away from the hospital smell and the noisy wards, and be outside in the fresh air with their visitors.

Our Orchard Appeal

Officially launched in April 2017, Our Orchard had already been a fundraising campaign several months in the making.

Our thanks to **Cllr Stuart Egan, Mayor of the Vale of Glamorgan** in 2016-17, who kindly nominated Our Orchard as one of his two charitable causes.

His generous support and championing of the Orchard has made a real difference this year, most memorably one evening in December 2016, where the Mayor was able to announce to the Orchard's friends and supporters that the **Tesco Bags of Help** scheme had generously agreed to donate £12,000 to the project.



Thank you so much to the staff and customers of **Tesco Penarth Marina** for their amazing support, and the people of the Vale of Glamorgan for helping the Mayor to help our patients!

The **University Hospital Llandough Spar** and **Aroma Café** have also been generously hosting an Our Orchard collection tin, leading to their wonderful customers raising an amazing £193 this year in loose change! Thanks so much to everyone involved.



The Breast Centre at University Hospital Llandough is a specialist provider of breast cancer treatment and therapies, and was entirely developed and refurbished by donations. More recently, donations are used to support the complimentary therapy provision patients receive during treatment.

The Breast Centre Appeal

The Breast Centre held many successful events in 2016-17, including most importantly the Fundraisers' Thank You Tea, with dozens of fundraisers attending and a presentation from Maria Battle, Chair of Cardiff and Vale University Health Board. Each of our fundraisers has a truly extraordinary story – thank you all so much.

Our thanks to **Sharon Havard** (pictured right) and all her supporters, who raised a wonderful £1,140 through completing a challenge of climbing three mountains in one day. Sharon said, "It's been an emotional journey for the past 8 months. I can't tell you how important the support of my family, friends and the fantastic breast team has been."



Especial thanks to the wonderful **Irene Hicks Nichols** and her fabulous friend **Jayne Storrer**, who this year have raised an extraordinary £27,104 for the Breast Centre. This amazing duo run the wildly successful Eyes Down Bingo and Eyes Down Facebook sales group, and have taken the Breast Centre to their hearts. We're so grateful for your commitment and care – thank you both.

Strictly Top Dancer took place on 9 April 2016 at Ystrad Mynach's New Cottage Dance Centre. The seven contestants and their professional dance partners competed against each other in the cha cha, the jive or the rumba, after 12 weeks of gruelling training! The event was once again a huge success, £8,229 raised to support the centre. **Lulu White**



from Jeff White Motors took part in the competition, and was surprised to be crowned Strictly Top Dancer 2016!

Our thanks and congratulations to **Mandy Weston and the members of the organising committee** for this resounding success.

The annual Breast Centre **Festive Pink Tie Gala Dinner**, held in December at the Cardiff Marriott, was attended by more than 250 glamorous guests. A very glittery thank you to the organising committee for raising an amazing £12,726.

Hosts **Justine Jones** and Welsh fashion designer **Julien Macdonald**, Patron of the Breast Centre Appeal, welcomed guests to mark the 6th anniversary of the Cardiff and Vale Breast Centre. They celebrated with drinks, a three course dinner and dancing until the early hours, plus wonderful live entertainment and an edge-of-your-seat auction.



The Breast Centre also had a team in the Cardiff Half Marathon in October. Thank you to staff members **Donna Egbeare**, **Lisa Lewis**, **Jeni Calnan** and **Daniel Jones** (pictured left) who all had brilliant times and raised an amazing £2,561!

A huge thank you to **Amber Bryce** and her team of volunteers who organised a lovely Afternoon Tea in aid of the Cardiff and Vale Breast Centre – everyone had a lot of fun! Marriott UK kindly donated the top prize in the raffle, and everyone who came along and tried the amazing cake contributed to the wonderful total of £334.





The Haematology department at University Hospital of Wales cares for patients with a wide range of blood-related illnesses. Some of these are lifelong, such as thalassaemia, haemophilia and sickle cell; some are life-restricting, such as leukaemia and lymphoma. Donations to our capital appeal for #TeamHaem will help build a brand new ward, clinic, chemotherapy day unit, and research laboratory.

In the meantime, donations to the Haematology Day Unit have been used to buy electric treatment couches, chemo chairs, medicine cabinets, stackable chairs for other family members.

#TeamHaem

Our thanks to the late and much missed **Janet Jeffries** and all the members of **Blood Cancer Friends UHW**, who held a very successful 'Stroll in the Park' sponsored walk. All the sponsored walkers together raised more than £6,867 specifically to purchase new chemotherapy treatment chairs in the Day Unit. The new chemotherapy chairs are already benefiting patients, and can move with the Unit when it is relocated.

Janet, founder of Blood Cancer Friends UHW, was a great supporter of the Haematology Day Centre. She also spoke at a concert by the **Oriana Women's Choir**, who kindly donated the retiring collection from their city centre performance in July. Our thoughts are with Janet's family.



Massive thanks to all the staff at **North Cardiff Medical Centre**, pictured here in their #TeamMark t-shirts, having raised an awesome £868 in a single day, with a rowing machine, static cycle, a raffle and a cake sale.



Lots of patients joined in to raise the money for the Haematology ward at University Hospital of Wales, which was nominated by Mark Allen, the surgery Pharmacist.

Hester Adams, Elaine Cunniffe, Ceri James and Debbie Edmonds, plus other patients and staff, made a special expedition to Snowdon in June to climb to the highest point of England and Wales for a very special music festival known as 'Snowdon Rocks'. They raised more than £524 in sponsorship for the challenge, and they met Snowdon Rocks founder Mike Peters, formerly lead singer of The Alarm and headlining act for the concert.

Huge thanks and well done to **Rhys Vbranch** who completed a skydive in July to raise an amazing £3,298 all in support of the Haematology ward and day unit.

50 Miles for Dave again took place in October, where the UHB's physiotherapy team again cycled 50 miles in memory of their esteemed colleague Dave Evans, who sadly passed away November 2012 from leukaemia. Together, Rob Skellet and the physio team raised an amazing £1,155.



Huge thanks to the family and friends of the late Emily Clark, a teenager who received a bone marrow transplant as part of her leukaemia treatment before she passed away last year. **#RemissionPossible** was her mission, and this inspired the Legacy Ball, hosted by the Celtic Manor Hotel, on 22 October 2016. (Remission Possible estimate having raised a total of £54,000 so far, including other events such as the Half Marathon).

In addition, 120 runners took part under the banner of **#runningforEmily**, to raise funds for the new Haematology/Bone Marrow Transplant Unit. We are very grateful to all the runners but especially **Donna Dunn** from Remission Possible and **Jeff Smith** from Big Moose for their incredible passion and generosity.



In November Pure Gym Cardiff Gate hosted the first ever **Cardiff & Vale Health Charity Mini Triathlon Challenge**. Teams of three people competed to get as far as possible in just ten minutes on the cross trainer, the bike and the rowing machine, with the clock starting at the first discipline and stopping at the last.

Our overall winners, The Capital Estates Harriers, were Jonathan Nettleton, David Burnett and Jonathan Davies, all Health Board staff! Together, they completed an amazing distance of 27,136km and each received a month's free membership to PureGym and a personal training session.



The teams' entry fees, a total of £110, were donated to the **#TeamHaem** campaign. Matthew Powell, manager of PureGym Cardiff Gate, said, 'Thanks to Cardiff & Vale Health Charity for giving us the opportunity to host the inaugural Mini Triathlon Challenge here at Cardiff Gate. We've all really enjoyed the morning and hope you and the hospital teams did too.'

Thank you and well done to Myeloma Clinical Nurse Specialist **Tanya Burton**. Tanya worked with friends at Penarth Yacht Club to host Afternoon Tea and raise an incredible £3,688! Between 60 and 70 people came along and had a wonderful time, with a raffle and a pianist playing Christmas songs. The event was made possible by Mr Nicholas Hall, member of Penarth Yacht Club, and Tanya also had support from Starbucks, Morrisons, and the Welsh Development Squad at The Welsh Rugby Union, plus generous match-funding from **Santander**, who contributed £2,500.



Myeloma is a type of incurable blood cancer. This amazing donation funded two of our haematology nurses to attend the International Myeloma Workshop in New Delhi in March 2017. Thank you so much to everyone involved.



Huge thanks to **Nathan Williams** and the **Maendy Young Farmers' Club**, who held a 'Tight & Bright' aerobics night and had a wonderful time while raising £171! Nathan has personal experience of the UHW Haematology Unit having been diagnosed with Hodgkin's Lymphoma in December 2015. Nathan successfully finished a course of chemotherapy in June 2016.

Heather Jarvis, Maendy YFC Chairman, said: "This year we decided to raise money for the #TeamHaem fund for the new blood cancer unit as it's close to our hearts. More than 30 members came along and spent the night in plenty of giggles. Club secretary Jodie Williams, my sister Beth and I took with class with an hour filled with pumping music and some hilarious aerobics moves!" And we agree everyone looked amazing!





And for our other funds . . . !

Our thanks to the wonderful **Waterloo Garden Fete** organising committee, whose event in July was a great success, kindly donated just over £1,946 to the Children's Heart Unit for Wales at Noah's Ark Children's Hospital for Wales.

Annual Taff Trail Bike ride organiser **Craig Williams** and his dedicated team again raised the amazing amount of £3,369 to help provide a Children's Video Telemetry Suite for early diagnosis and treatment of epilepsy in children.

Thank you to the lovely **Shaunna-Lee Hemmings** for organising a fundraiser in memory of Shaunna and Lewis's baby daughter, Ella-May. They raised £1,272 for both our Neonatal and Fetal Hydrops funds – here is the neonatal deputy ward manager, Stephanie Lavric, accepting the donation from Shaunna and Ella-May's Nan, Ann Matthews.



Derek, Claire and Jeanette Keeling, James and Gemma Cattermole and all their friends and family made an amazing donation of £1,325 to the Cardiology fund at UHW. Their donation, raised from Derek and Claire asking that their wedding guests donate to the



Health Charity instead of buying wedding gifts, will purchase a much-needed replacement for research equipment used for imaging the heart.

They chose the fund because of the incredible care Derek's sister Maria received from the cardiology ward before her death in 2015. Derek said, 'My sister Maria was diagnosed with Carcinoid Syndrome and never complaining, always putting others first, fought this disease for almost 20 years. She wouldn't have seen her kids grow into fine young adults without Professor Alan Fraser and all the great staff at the UHW Cardiology department.'

Professor Fraser, consultant cardiologist, said: 'We are very grateful to Derek and Clare and their family and friends for this most generous donation. It was a privilege to look after Maria and to witness her strength of character and concern for others in spite of her severe illness.'

Thank you to these lovely smiley staff from **Cardiff and Vale University Health Board**, who wore their Christmas Jumpers to support the Health Charity's general purpose fund for the Noah's Ark Children's Hospital for Wales, and together raised a fabulous £113.33! Their donations will help provide extra highchairs, sterilisers and children's hearing aids, to ipads and maintain the aquarium in the Children's Hospital foyer.



Huge thanks to **Kim Lamprey** from Cardiff, who's been kindly fundraising for ward West 6 at University Hospital Llandough, since the passing of her father, Brian Lamprey, last year.

PAW Patrol stars Chase and Marshall were at Tesco Western Avenue to help with a bucket collection by Kim and her wonderful friends: **Carl Lobeck** (from Celebration Mascots), **Shona Campbell** (who was Chase), **Casey Lamprey** (who was Marshall), **Tracey Lamprey**, **Charmaine House** and **Kim Stephens** who all worked so hard to organise everything and help with the raffle stall. Thank you also to everyone who donated on the day!



Thanks so much to **Michelle and Rick Graham** for organising a wonderful evening under the **Martha's Dancing Heart** banner. Held at Cardiff City Football Club, the gala raised money for life-saving equipment for the Children's Heart Unit and the Neonatal Unit at Cardiff and Vale University Health Board.

Lots of wonderful friends contributed to making the evening a success; **Nicholas Clarke**, the wonderful **Sing & Inspire** choir, **Paula Burns**, **Andrew Brenton**, **Will**, **Lucy** and **Seren**, and of course **Martha**, star of the show!



Thank you to the **Llantwit Major Events Group**, whose Burns Night celebration raised £111 which was generously donated to the Dermatology Service at University Hospital of Wales. More than 60 people enjoyed haggis, neaps and tatties, and the 'Great chieftain o' the pudding-race' (made by Farmers' Pantry) was piped in by local bagpipe band **Piping Hot**. Residents of Llantwit Major also kindly donated whiskey, wine, chocolates and an orchid as the raffle prizes.



Thank you to **Taryn Tyson**, who with all the other pupils at **Gwenfo Primary School** raised funds for the Health Charity's Paediatric Diabetes Fund at Noah's Ark Children's Hospital of Wales.

Taryn, who's 10 years old now, was taken into hospital and diagnosed with Type 1 diabetes a year ago. Lori, Taryn's mum, says: "We received incredible care and support from the paediatric diabetes team and have continued to do so for the last year. We know we can contact them day or night whenever we need to and the reassurance is a godsend for our family.

With the support of her headteacher Miss Starke, Taryn held a non-uniform day and some of Taryn's friends also made and sold hair bows and pencils cases, which were extremely popular! On the same day, Taryn spoke in assembly; she told the whole school the story of her year, explaining her diagnosis, how she manages her medication herself, the people who help her stay healthy and the many things she has achieved in the last year, including performing twice in the New Theatre in Cardiff with her theatre school.



Taryn wanted to show people that even though she deals with the enormity of diabetes every day it hasn't held her back. Well done Taryn, and thank you from all of us!



Thank you to the lovely team at **Publicity Centre**, where Mike and the team kindly presented us with a surprise donation of £500! A huge thanks to them for making us their Charity of the Year, and generally being absolutely awesome.

This donation from the Publicity Centre will be spent by senior doctors and nurses in the Children's Heart Unit, in the Noah's Ark Children's Hospital for Wales, to benefit poorly children from all over south and west Wales.

Our thanks to **Terry Regan and friends** for their kind donation of £200 for ward East 12 in University Hospital Llandough, raised via their annual charity football match. Terry said, 'In 2009 my son, Michael, died suddenly, aged 32. All his mates, mostly from the Llanedeyrn and Pentwyn areas, decided to hold a charity match to raise money for Michael's son. We now have a game every year and give to various charities. Michael's mum, Maggie, was diagnosed with young onset Alzheimer's in 2010. Maggie has been on Ward East 12 for the past 12 months and in recognition of the fantastic care she has received we decided to give some of the money raised this year to the ward.'

The game was held at Cardiff Metropolitan University, Cyncoed, on 3rd September. Terry Monkley and Lee Farrell's teams drew, with a final score of 6-6, and the players and spectators then retired to the Hollybush pub in Pentwyn for refreshments and a raffle. Thank you so much to everyone involved for supporting ward East 12.



Thank you to the lovely and awesome Senior Staff from the **Village Hotel and Leisure Club**, who are fundraising for the Health Charity's Cardiac and Stroke Unit Funds. **Team Village Gym** members raised a fantastic £349 in their Open Day static bike challenge - the bike was in constant use all day!

Huge thanks to staff nurse **Paul Regan**, all the staff from St Barrucs Ward and all the supporters on the night for raising funds to benefit patients at St Barrucs ward in Barry Hospital. The St Barrucs Bonanza Charity night featured music from funk/soul/rock band The Fax Machines, at Barcocoa, in Barry, on Friday 3 March. Everyone had a great time!



Pictured here are Rachel Cleave, Michele Jacques, Paul Regan, Alexandra Skinner, Jade Burrell, Lucy Arkless, Fran Godwin, Rachael Thomas and Bev Lee from St Barrucs.

Alexandra Skinner, deputy ward manager at St Barrucs, said, 'This donation will help us theme our quiet rooms to help people with a diagnosis of younger onset dementia reminisce and relax while on the ward. We also want to create a sensory garden this year, with lots of herbs and flowers so that when the warm weather arrives patients will be able to enjoy being outside.'

St Barrucs in Barry Hospital cares for up to sixteen people with dementia, many of whom will have complex illnesses and require a 'long stay' environment to meet their care needs. The ward is home to ten men and women who have younger onset dementia, which means a person who has been diagnosed with dementia while aged 65 or younger. St Barrucs is also home to another six people, who are older adults requiring extended assessment periods.

The money raised from this fundraising will help make the ward environment more comfortable and easier for our patients. Thank you all so much, especially Paul who made it all happen!

Legacies

Between April 2016 and March 2017 the Health Charity recorded £484,733.19 in legacies. On behalf of all the staff and patients at Cardiff and Vale University Health Board, we are grateful to those individuals who remembered our wards and departments in their will, and who have been able to support the areas of healthcare in Cardiff and the Vale that matter most to them.

Management of legacies are a key responsibility for the Charity, and we seek to ensure that legacy donations are used in absolute accordance with the wishes of the giver. Detailed below are the legacy gifts we have recorded this year, and the services that have benefitted from these kind donations.

- We received £1,228.20 from the estate of the late Mr Hudson, who kindly left a legacy to support Alzheimer Disease Research. In total, since 2003, the value of Mr Hudson's gift to Alzheimer Disease Research at the Health Board has been £49,087.
- We received a bequest of £134,983.68 from the late Dr Rosslyn Chidgey, to be divided between research into heart disease and rheumatoid arthritis. In total, the Health Board has received £174,983.68 from Dr Chidgey's estate since 2015.
- The late Miss Mary Kathleen Smart gave a kind gift of £2,000 for cardiac rehabilitation services.
- The late Ms Bernice Saunders bestowed a generous legacy of £78,629.27 for research into lung conditions.
- The late Ms Thelma Riggs left a generous legacy of £3,676.84 for the Children's Hospital general purpose fund, to benefit the Noah's Ark Children's Hospital for Wales.
- The late Miss Glenys Jones bequeathed a legacy of £5,000 to Llandough Intensive Care unit.
- We received an additional amount of £516.71 from the estate of the late Mr Malcolm Masters, In total, Mr Masters' estate has kindly donated £12,150.97 to the Make it Better fund since 2011.
- The late Mr William John Lane gave a generous gift of £77,823.04 for general purposes at the Noah's Ark Children's Hospital for Wales.
- The late Mrs Olive May Ryan kindly left a legacy of £7,000 to the Kidney Unit.
- The late Mrs Esme Freda Bowen left a legacy of £12,500 to support cancer patients.
- The late Mr Geoffrey Thomas Biggs left a generous legacy of £154,479.00 to help fund research into coronary heart disease at University Hospital of Wales.
- The late Miss Doreen Butterworth left a legacy of £5,896.45 to the Better Life Appeal for the All Wales Adult Cystic Fibrosis Unit.
- The late Mrs Theaker left a legacy of £1,000 to support A1 Link at University Hospital Wales.



If you would like more information on how to leave a gift in your will to Cardiff & Vale Health Charity please contact the Charity office on 029 2184 1802.

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 Institute
- 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 NHS Trust (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 (Whilst not “trustees” in their own right) 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.

Trustee Membership

Independent Members

Maria Battle	Chair
Prof Marcus Longley	Vice Chair
Ivar Grey	Independent Member – Finance
Eileen Brandreth	Independent Member – Information Communication & Technology
Margaret McLaughlin	Independent Member – Third (Voluntary) Sector
Prof Elizabeth Treasure	Independent Member – Cardiff University
Cllr Susan Elmore	Independent Member – Local Authority
Martyn Waygood	Independent Member – Legal
Akmal Hanuk	Independent Member – Local Community
Stuart Egan	Independent Member – Trade Union
John Antoniazzi	Independent Member – Estates

Officer Members

Len Richards	Chief Executive
Dr Sharon Hopkins	Executive Director of Public Health / Deputy Chief Executive
Robert Chadwick	Executive Director of Finance
Julie Cassley	Interim Director of Workforce and OD
Steve Curry	Interim Chief Operating Officer
Abigail Harris	Executive Director of Planning (Note Date)
Fiona Jenkins	Executive Director of Therapies & Health Science
Dr Graham Shortland	Executive Medical Director
Ruth Walker	Executive Director of Nursing

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

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
6th Floor, Brecknock House,
University Hospital of Wales,
Heath Park, Cardiff, CF14 4XW

Investment Risk Management

The risk is mitigated by agreeing an Investment Policy with the nominated Investment Managers. This policy includes ethical consideration which states that there is to be no investment in companies which manufacture Alcohol, Tobacco, or Armaments, these being contrary to the UHB's health policies.

Cazenove Capital Management 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, Cazenove Capital Management would proceed with selling the investment.

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 is sufficient funds for on-going commitments

Investment Contract Risk

Cardiff and Vale Health Charity currently has a contract with Cazenove Capital Management which was awarded in September 2015 for an initial period of two years with an option to extend for a further two years. The Charitable Funds Committee agreed to exercise the option of extending the contract for a further years to September 2019.

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 Audit 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	NatWest Bank Plc 3rd Floor One Kingsway Cardiff CF10 3AQ
Investment Managers	Cazenove Capital Management 12 Moorgate London EC2R 6DA	
External Auditors	Wales Audit Office 24 Cathedral Road Cardiff CF11 9LJ	
Internal Auditors	NWSSP Internal Audit Department 1st Floor, Brecknock House Heath Park Cardiff CF14 4XW	
VAT Advisors	Ernst & Young LLP The Paragon Counterslip Bristol BS1 6BX	

CARDIFF AND VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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 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.

Statutory Background

The Cardiff and 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 and Vale University Local Health Board.

CARDIFF AND VALE HEALTH CHARITY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31
MARCH 2017

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Funds Total 2016/17 £000
Incoming resources from generated funds					
Donations and Legacies	3	953	186	0	1,139
Other trading activities	4	0	222	0	222
Investments	5	146	39	1	186
Other					
Total incoming resources		1,099	447	1	1,547
Expenditure on :					
Raising funds	6	86	90	0	176
Charitable activities	7	783	279	22	1,084
Other		0	0	0	0
Total expenditure		869	369	22	1,260
Net gains / (losses) on investments	13	743	197	6	946
Net income / (expenditure)		973	275	-15	1,233
Transfer between funds		-22	22	0	0
Net movement in funds		951	297	-15	1,233
Gains / (losses) on revaluation of fixed assets	12			66	66
Reconciliation of Funds		951	297	51	1,299
Total Funds brought forward as at 1 April 2016	19	5,821	1,028	2,399	9,248
Total Funds carried forward as at 31 March 2017		6,772	1,325	2,450	10,547

The notes on pages 33 to 48 form part of these accounts

CARDIFF AND VALE HEALTH CHARITY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31
MARCH 2016

	Note	Unrestricted funds £000	Restricted funds £000	Endowment funds £000	Funds Total 2015/16 £000
Incoming resources from generated funds					
Donations and Legacies	3	593	233	0	826
Other trading activities	4	0	167	0	167
Investments	5	144	34	1	179
Other					
Total incoming resources		737	434	1	1,172
Expenditure on :					
Raising funds	6	61	80	0	141
Charitable activities	7	1,008	265	23	1,296
Other		0	0	0	0
Total expenditure		1,069	345	23	1,437
Net gains / (losses) on investments	13	-274	-65	-2	-341
Net income / (expenditure)		-606	24	-24	-606
Transfer between funds		14	-14		0
Net movement in funds		-592	10	-24	-606
Gains / (losses) on revaluation of fixed assets	12	0	0	70	70
Reconciliation of Funds		-592	10	46	-536
Total Funds brought forward as at 1 April 2016	19	6,413	1,018	2,353	9,784
Total Funds carried forward as at 31 March 2017		5,821	1,028	2,399	9,248

CARDIFF AND VALE HEALTH CHARITY BALANCE SHEET AS AT 31 MARCH 2017

	Note	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 31 March 2017 £000	Total 31 March 2016 £000
Fixed assets:						
Tangible Assets	12	0	0	2,406	2,406	2,362
Investments	13	5,465	1,129	44	6,638	6,392
Total fixed assets		5,465	1,129	2,450	9,044	8,754
Current assets:						
Debtors	14	115	34	0	149	183
Cash and cash equivalents	15	1,301	186	0	1,487	596
Total current assets		1,416	220	0	1,636	779
Liabilities:						
Creditors: Amounts falling due within one year	16	109	24	0	133	285
Net current assets / (liabilities)		1,307	196	0	1,503	494
Total assets less current liabilities		6,772	1,325	2,450	10,547	9,248
Creditors: Amounts falling due after more than one year	16	0	0	0	0	0
Total net assets / (liabilities)		6,772	1,325	2,450	10,547	9,248
The funds of the charity:						
Endowment Funds	19			44	44	37
Revaluation Reserve	19			2,406	2,406	2,362
Restricted income funds	19		1,325		1,325	1,028
Unrestricted income funds	19	6,772			6,772	5,821
Total funds		6,772	1,325	2,450	10,547	9,248

The notes on pages 33 to 48 form part of these accounts

Director of Finance.....

Date.....

**CARDIFF AND VALE HEALTH CHARITY
STATEMENT OF CASH FLOWS FOR THE YEAR ENDING
31 MARCH 2017**

	Note	Total Funds 2016-17 £000	Total Funds 2015-16 £000
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	17	5	-313
Cash flows from investing activities:			
Dividend, interest and rents from investments	5	186	179
Movement in Investment Cash	13	224	-101
Proceeds from the sale of investments	13	1,961	800
Purchase of investments	13	-1,485	-699
Net cash provided by (used in) investing activities		886	179
Change in cash and cash equivalents in the reporting period		891	-134
Cash and cash equivalents at the beginning of the reporting period	15	596	730
Cash and cash equivalents at the end of the reporting period	15	1,487	596

The notes on pages 33 to 48 form part of these accounts

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. There are no material uncertainties affecting the current year’s accounts.

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 risk management and reserves sections of the annual report for more information).

The Charity meets the definition of a public benefit entity under FRS 102

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.

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 have been apportioned between fundraising costs and charitable activities on an appropriate basis. 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 7.

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 market value at the year end and opening carrying 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 at current cost as follows:

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1st April 2012, 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) Equipment is valued at the lower of estimated net replacement cost or recoverable amount;
- iii) Assets in the course of construction are valued at current cost.
- iv) Capitalisation threshold is £5,000

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 National Assembly for Wales and HM Treasury.

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) Equipment is depreciated on current cost over the estimated life of the asset using the following standard lives (guidance on standard lives has been issued under WHC (2000) 07 "FRS15 tangible fixed assets");
- iii) Impairments, where incurred in the year, are separately identified in note 7 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.

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.

	Payments to related party	Receipts from related party	Amounts owed to Related Party	Amounts due from related party
	£,000	£,000	£,000	£,000
Cardiff and Vale Health Board	553		25	17
Cardiff City and County Council	34			
Cardiff University	35	8	4	
University of South Wales	4			

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

Board Member	Related Party Relationship
Mrs Maria Battle	Council Member Cardiff University.
Mr Adam Cairns	Honorary visiting professor Cardiff University.
Mrs Eileen Brandreth	Director of Information Technology at Cardiff University.
Professor Marcus Longley	Director of the Welsh Institute for Health and Social Care at the University of Wales.
Mrs Susan Elsmore	Elected member for Health Housing & Wellbeing.
Mrs Margaret McLaughlin	Trustee at Safer Wales and undertakes sessional work for the Wales Council for Voluntary Action. Her Husband is Professor of Human Molecular Genetics at Cardiff University.
Mrs Elizabeth Treasure	Deputy Vice Chancellor of Cardiff University.
Mrs Sian-Walker-McAllister	Director of Health and Social Care at Cardiff Council.

3. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2016-17 £000	Total 2015-16 £000
Donations	469	185		654	759
Legacies	484	1		485	67
	953	186	0	1,139	826

4. Other trading activities

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2016-17 £000	Total 2015-16 £000
Staff lottery	0	193		193	167
Other trading		29			
	0	222	0	193	167

5. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 2016-17 £000	Total 2015-16 £000
Fixed asset equity and similar investments, deposits and cash on deposit	146	39	1	186	179
	146	39	1	186	179

6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted funds £000	2016-17 £000	2015-16 £000
Fundraising office	66	18	84	52
Fundraising events		66	66	65
Investment management	20	6	26	24
Support costs (Inc Governance)				
	86	90	176	141

7. Analysis of charitable activity

	Activities taken directly £000	Support costs £000	Total 2016-17 £000	Total 2015-16 £000
Patient education and welfare	626	72	698	1,003
Staff education and welfare	269	31	300	192
Research	56	7	63	54
Other	1	0	1	26
Depreciation	22	0	22	21
	974	110	1,084	1,296

8. Analysis of grants

The charity does not make grants to individuals. The Charity does not make grants to the Health Board, the Charity does operate a Charitable Funds Bids Panel, which upon receipt of an invoice, on occasion require the reimbursement of monies to the Health Board. During 2016/17 the Charitable Funds Bids Panel approved a sum of £20,000 for allocation to the Third Sector. Detailed in the table below is a schedule of grants made to the third sector which includes the name of the recipient organisation, activity and value.

Organisation	Activity	Panel Ref	Total
YMCA Cardiff	Skills for Caring Project	BP481 / HC001	3,000
Care & Repair Cardiff & the Vale Healthy@Home Project	Healthy@Home Project	BP481 / HC002	1,569
Student Volunteering Cardiff – Volunteer Travel and Project Activity costs	Volunteer Travel and Project Activity costs	BP481 / HC003	4,821
Headway Cardiff – Way Ahead Information and Self-Management Project	Way Ahead Information and Self-Management Project	BP481 / HC004	1,235
Creative Therapies Collective - Singing for Lung Health Cardiff	Singing for Lung Health Cardiff	BP481 / HC006	1,781
ACE (Action in Caerau and Ely) – ACE Wellbeing	ACE Wellbeing	BP481 / HC009	4,952
Recovery Cymru – Remote Recovery Support	Remote Recovery Support	BP481 / HC011	2,246
			19,604

9. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2016-17 £000	Total 2015-16 £000
Governance				
External audit (WAO)		10	10	10
Internal Audit		9	9	9
Finance and administration			0	
Other professional fees	26		26	24
Total governance		19	45	43
Finance and administration		91	91	91
Other professional fees				
Other costs				
	26	110	136	134
	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2016-17 £000
Raising funds	20	6		26
Charitable activities	86	23	1	110
	106	29	1	136

10. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

11. Auditors remuneration

The auditor's remuneration of £10,000 (2016/17) relates to the audit of the statutory annual report and accounts only.

12. Tangible fixed assets

	Freehold land and buildings	Other interests in land and buildings	Plant and machinery	Fixtures, fittings and equipment	Assets under construction	Total
	£000	£000	£000	£000	£000	£000
Cost or valuation						
Balance at 1 April 2016	2,446					2,446
Additions	0					0
Revaluations	66					66
Disposals	0					0
Impairments	0					0
Balance at 31 March 2017	2,512					2,512
Accumulated depreciation						
Balance at 1 April 2016	84					84
Disposals						0
Revaluations	0					0
Impairments						0
Charge for year	22					22
Balance at 31 March 2017	106					106
NBV at 31 March 2017	2,406					2,406
NBV at 31 March 2016	2,362					2,362

Rookwood Hospital is the only Tangible Fixed Asset recognised in “Freehold Land and Buildings”

13. Fixed asset investments

	Investments Listed on Stock Exchange £000	Cash Held in Investment Portfolio £000	Total 2016-17 £000	Total 2015-16 £000
Market value brought forward	5,880	512	6,392	6,733
Add: additions to investments at cost	1,485		1,485	699
Less disposals at carrying value	(1,738)		(1,738)	(800)
Add any gain / (loss) on revaluation	716		716	(341)
Movement of cash held as part of the investment portfolio		(217)	(217)	101
Market value as at 31st March 2017	6,343	295	6,638	6,392

As at 31 March 2017 the following Investment was considered material: UBS ETF MSCI USA Socially Responsible ETF: This holding amounts to 8.5% of the total portfolio. This holding is new to the investment portfolio in the financial year 2016/17.

The significance of financial instruments to the ongoing financial sustainability of Cardiff and Vale Charity is considered in the risk analysis section of the trustees' annual report.

The main shorter term risk from financial instruments lies in the combination of capital volatility and consistency in annual income. Sustained low interest rates and "quantitative easing" have made seeking yield from safer haven assets such as high quality bonds and cash difficult. The risk facing the bond market in this environment is that when interest rates do start to rise and move towards historical normal levels, there will be the significant risk of a fall in capital values.

Although the stronger economy should result in improving dividend yields, there is concern that the market conditions will change and this may not be the case. Liquidity risk is anticipated to be low as all assets are readily tradable in normal market conditions. The Investments are mainly traded in markets with good liquidity and high trading volumes. Cardiff and Vale Health Charity have no material investment holdings in markets subject to exchange controls or trading conditions.

The Charity's Investments are handled by expert investments 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.

14. Analysis of current debtors

Debtors under 1 year	Total 31 March 2017 £000	Total 31 March 2016 £000
Accrued income		
Other debtors	149	138
	<u>149</u>	<u>138</u>
Debtors over 1 year		
Other debtors		45
		<u>45</u>
Total debtors	<u>149</u>	<u>183</u>

15. Analysis of cash and cash equivalents

	31 March 2017 £000	31 March 2016 £000
Cash in hand	1,487	596
Notice deposits (less than three months)		
	<u>1,487</u>	<u>730</u>

16. Analysis of liabilities

Creditors under 1 year	Total 31 March 2017 £000	Total 31 March 2016 £000
Trade creditors		
Other creditors	114	264
Accruals	19	21
	<u>133</u>	<u>285</u>

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

	Total 2016-17 £000	Total 2015-16 £000
Net income / (expenditure) (per Statement of Financial Activities)	1,233	(606)
Adjustment for:		
Depreciation charges	22	22
(Gains) / losses on investments	(946)	341
Dividends, interest and rents from investments	(186)	(179)
Loss / (profit) on the sale of fixed assets		0
(Increase) / decrease in stocks		0
(Increase) / decrease in debtors	34	(97)
Increase / (decrease) in creditors	(152)	206
Net cash provided by (used in) operating activities	<u>5</u>	<u>(313)</u>

18. Role of volunteers

The Charity is extremely grateful to have such wonderful support from so many kind people who continually give their time, support and energy to help raise funds for the Cardiff and Vale Health Charity.

The Charity aims to work more closely with Health Board volunteers in order to develop more specific Charity Champion roles, including supporting our runners at the Cardiff Half Marathon and supervising the charity collection tins. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

19. Analysis of funds

a. Analysis of endowment fund movements

	Balance 1 April 2016 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2017 £000
Catherine Jenkins	37	1			6	44
	37	1	0	0	6	44

b. Analysis of Restricted Funds

	Balance 1 April 2016 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2017 £000
Diabetes Investigation	12					12
UHW General	283	28	(29)		59	341
Education and Training	18	1	(2)		3	20
Staff & Patients Welfare	471	409	(274)		95	701
Research & Development	242	9	(64)	22	40	249
Training Research & Education ECCO	2					2
Other						
	1,028	447	(369)	22	197	1,325

c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2016 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2017 £000
Unrestricted (Income) There are currently 262 Unrestricted funds. Listed below are the top ten funds by value.	5,821	1,099	(869)	(22)	743	6,772
	5,821	1,099	(869)	(22)	743	6,772

d. Revaluation Reserve

	Balance 1 April 2016 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2017 £000
Rookwood	2,362		-22		66	2,406
	2,362		-22		66	2,406

Schedule of Material Fund Balances as at 31st March 2017

Fund No	Purpose	Balance 31/03/2017 £,000
9809	Unrestricted Non Delegated	1,128,877.99
9810	Unrestricted Delegated	1,381,540.86
9447	Cystic Fibrosis Better Life Appeal	259,047.46
9683	CDF Post Grad Med Centre	241,007.66
9600	UHW Nurses	204,220.71
9149	Breast Care Unit	173,710.79
9634	9634 Morgan Legacy - Renal Unit	162,141.31
9504	9504 Lung Research	161,167.68
9494	Biggs Legacy Cardiac Research	154,747.83

Additional Notes

20. Commitments

	2015/16	
	£000	£000
The funds have the following commitments:		
Charitable projects	299	79
Total	299	79

Name of commitment	£000	£000
Mentoring Coaching Programme (Breaking Barriers) CFC March 2015 (CFC15/018)	21	21
End of an Era - The Whitchurch Closure Plans CFC/15/039	0	10
Refurbishment of Postgraduate Training Facilities CFC15/048	0	6
Third Sector Small Grant Programme CFC 154/066	0	20
Patient WIFI CFC/15/027	73	22
UHW Development A2-B2 corridor	100	0
Provision of Support Workers from Mental Health Matters	73	0
Staff Loyalty Cards (Ventis)	32	0
	299	79

21. Donated Assets

During the year the Charity purchased assets to the value of £135k. These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements.

22. Post Balance Sheet Events

The Funds Held on Trust had no post balance sheet events requiring adjustment to the accounts, although note the following valuation in respect of Investments. 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 2017 and the date the financial statements are approved. The fair value of investments held by the Charity at 31st March 2017 has changed in the intervening period as follows:

	31/03/2017	11/01/2018
	£,000	£,000
Investment	6,638	0

23. Contingent Liabilities

Voluntary Income received in the year may not be spent within the timescales specified by the donor and / or it may not be possible.

24. Legacies

During 2016/17 the Charity were notified of two legacies for 2017/18, however there is only requirement for one of these to be recognised in the Statement of Financial Activities (The late Dawn Butterworth) as there was certainty with regard to the value of the estate bequeathed to Cardiff and Vale.

Cardiff and Vale University Local Health Board Charitable Fund Accounts 2016-17

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 practice 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 2017

Financial Trustee Dated 2017