



CHARITABLE FUNDS COMMITTEE
Tuesday 19 December 2017
Cardiff City Stadium 09:00

PART 1: ITEMS FOR ACTION			
1	09:00 5 mins	Welcome and introductions	Oral – Akmal Hanuk Chair
2		Apologies for absence	Oral – Akmal Hanuk Chair
3		Declarations of Interest	Oral – Akmal Hanuk Chair
4		Draft CFC minutes - 19 September 2017	Akmal Hanuk Chair
5		Action Log – September 2017	Akmal Hanuk Chair
6	09:05 10 mins	Proposal - GVS third sector small grants scheme UHB 2017	Linda Pritchard
7	09:15 10 mins	Horatio's Garden	Peter Welsh Director of Corporate Governance
8	09:25 10 mins	Mammography System Upgrade (bid over £25k) Breast Centre UHL	Peter Welsh Director of Corporate Governance
8.1		Procurement Report	
9	09:35 10 mins	NHS 70 th Birthday Celebrations Update	Oral - Simone Joslyn Engagement lead
10	09:45 5 mins	Rookwood	Oral – Chris Lewis Deputy Director of Finance
11	09:50 10 mins	Update on Potential Commercial Partnership Deals	Oral – Peter Welsh Director of Corporate Governance

PART 2: ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE			
Papers are available on the UHB website			
12	10:00 10 mins	Finance Monitoring Report	Chris Lewis Deputy Director of Finance
13	10:10 10 mins	Fundraising Report	Katie Mallam Fundraising Manager
14	10:20	Items to bring to the attention of the Board / other Committees	Oral – Akmal Hanuk Chair
15	10:20	Private Board Agenda	Akmal Hanuk Chair

**UNCONFIRMED MINUTES OF THE
CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 19 SEPTEMBER 2017
CORPORATE MEETING ROOM, UNIVERSITY HOSPITAL OF WALES**

Members:

Martyn Waygood	Chair
Margaret McLaughlin	Independent Member – Third Sector
Stuart Egan	Independent Member – Trade Union
Christopher Lewis	Deputy Director of Finance
Fiona Jenkins	Executive Director of Therapies

In Attendance:

Akmal Hanuk	Independent Member - Community
Alun Williams	Head of Financial Services
Katie Mallam	Fundraising and Communications Manager
Mike Jones	Chair, Charitable Funds Bids Panel
Peter Welsh	Director of Corporate Governance
Angela Hughes	Acting Assistant Director of Patient Experience
Alex Baily	Schroders
Simone Jocelyn	Engagement Lead
Georgina Burke	Fundraising Officer
Joanne Jefford	Senior Dietician

Secretariat:

Leanne Miles

CFC 16/116 WELCOME AND INTRODUCTIONS

- The Chair welcomed all present to the meeting.

CFC 16/117 APOLOGIES FOR ABSENCE

- Apologies for absence were noted.

CFC 16/118 DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests in the proceedings.

- Fiona Jenkins declared an interest in item 6 – Benefits of colour – enhancing the patient's mealtime experience (phase 3).
- Margaret McLaughlin declared an interest in agenda item 9 – Third Sector Framework.

CFC 16/119 UNCONFIRMED MINUTES OF THE MEETING HELD ON 13 JUNE 2017

The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 13 June 2017.

CFC 16/120 ACTION LOG - MEETING OF 13 JUNE 2017

The Committee **RECEIVED** the Action Log from the meeting of 13 June 2017 and **NOTED** the following:

CFC 16/108 – Benchmarking Exercise. Interest of utilizing empty space for the Charity at Llandough registered with Geoff Walsh – Update at next meeting.

ACTION - PETER WELSH

CFC 16/109 – Bids Panel Paper. Information from where bids originate. Update at next meeting.

ACTION - KATIE MALLAM/MIKE JONES

CFC 16/121 BENEFITS OF COLOUR – ENHANCING THE PATIENT'S MEAL TIME EXPERIENCE

Fiona Jenkins presented a paper on enhancing the patient mealtime experience. Phase 3 of the project is to introduce the use of blue melamine crockery across the remaining locations of the Health Board following a successful introduction of Phase 1 across UHL and Phase 2 having received funds to purchase the crockery for the Children's Hospital of Wales at UHW. Financial impact would be £28,000. Fiona Jenkins stated that they were extremely grateful for the charitable funding for the project.

Joanne Jefford gave a short presentation on the value of blue crockery and how it enhanced the patient experience by improved nutrition, presentation of food, sensory perception and gave dignity and independence to the patient. There had been great feedback off patients and staff alike stating that the crockery had non-slip bases, the food looked more appetizing and that there had been a marked

reduction in food wastage. It was also stated by Joanne Jefford that the crockery was virtually unbreakable and had a long shelf life but was not microwaveable.

Joanne Jefford stated she would also look at the possible option of a family/patient being able to purchase the crockery on discharge from hospital and would feedback any information to a future meeting.

ACTION: Joanne Jefford

Katie Mallam mentioned that Lee Wyatt from Estates predicted that £5000/year would be potentially saved from replacing broken crockery and suggested there could be a possibility of a fund being set up with this saving to replace cutlery. Peter Welsh also reiterated the benefit to patient care and patient experience and also fits the objectives of the charity of enhancement and that we should maximize publicity.

Simone Jocelyn stated that it would be a good idea to ensure the Local Authority were engaged in this activity with regards to Nursing and Care homes.

The Committee was unanimous in their comments on the value the crockery is having, and would have, on patient experience and supported the bid.

The Committee:

- **NOTED** the presentation.
- **APPROVED** the expenditure outlined in the application from Cardiff and Vale UHB Charity Funds of £28,000 from unrestricted funds.

CFC 16/122 ROOKWOOD

Chris Lewis, presented a paper on Rookwood Hospital and stated that the paper would also be presented to the Trustees. The current situation is that the UHB had been successful in securing additional capital resource to fund a new unit at UHL allowing services to be transferred from Rookwood to a modern build. Chris Lewis stated that the Charity Commission may ask for plans and processes for the use of the funds upon completion of the sale. Chris Lewis stated that we need to come up with plans on how we will use this grant and how we will apply it. Chris Lewis also stated that the sale of Rookwood would be set up as a stand-alone investment portfolio separate from the one used for the rest of the Charity's investments and would support clarity around governance and accountability of funds.

ACTION: Chris Lewis

The Committee:

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

CFC 16/123 NHS CHARITIES AND LHB/NHS TRUST STATUTORY ACCOUNTS

Chris Lewis presented a paper on NHS Charities & LHB/NHS Trust Statutory Accounts. Chris Lewis stated that NHS charities in Wales are classified as public bodies linked to the NHS and stated that to date have not been designated for consolidation within the Welsh Government accounts. There is no consultation in the pipeline at the moment. Chris Lewis stated that there are two key issues:

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

Chris Lewis stated the main concerns relate to the formal requirement to consolidate and report our accounts but there are options to avoid this. He also stated that there currently does not appear to be an appetite across Wales to set up NHS Charities as independent organizations as there does not appear to be any significant benefits in doing so. Dependent upon how developments progress, a full and formal consultation will be undertaken by Welsh Government.

The Committee:

- **NOTED** the contents of the report
- **CONSIDERED AND AGREED** to feedback that there is not much appetite within this committee to go down the independence route.

CFC 16/124 THIRD SECTOR FRAMEWORK

Margaret McLaughlin gave an oral report on Third Sector Small Bids. Margaret McLaughlin recapped that the Committee agreed to the allocation of £20,000 of funds to third sector organizations that we work with primarily looking at Shaping our Future Wellbeing outcomes that matter to people. "Canterbury" was referenced and stated how important it is to work with communities. Margaret McLaughlin also stated that the Small Bids Panel agreed to oversee the allocation on a regular basis.

Katie Mallam stated that evaluation has been penciled in as an item on the agenda for the Make it Better Staff Lottery Panel Away Day. Katie Mallam reiterated that £20,000 was agreed by the Panel as an application was submitted. Simone Jocelyn Engagement Lead, stated that if we are going to invest more money into wellbeing and prevention if evaluations come back positively we need to work more collaboratively and that money needs to increase year on year and not plateau.

Peter Welsh requested if acceptable to Mike Jones, to debate evaluation at the October 2017 timeout and bring a proposal back to the December 2017 meeting with a recommendation to continue or increase funding.

ACTION: Peter Welsh

The Committee:

- **NOTED** the oral presentation
- **AGREED** to a proposal being brought to the December 2017 meeting with regards to an increase/decrease funding

CFC 16/125 SMALL BIDS PROCESS

Peter Welsh gave an oral presentation on the Small Bids Process. Peter stated that the Small Bids Process has developed from Patient Safety Walk rounds. He stated that some small bids that come in are around £100 and as the Small Bids Panel only meets quarterly, have to wait a long period of time to see if successful. The recommendation is to fast track small bids up to £250 that would be signed by Mike Jones, Peter Welsh and Chris Lewis and logged by the fundraising department. This would then allow a quick turnaround. A fast track bids log would then be presented to the Small Bids Panel for governance. Peter suggested that the figure of £250 be evaluated in six months to see what impact has been made.

The Committee:

- **NOTED** the oral presentation
- **AGREED** the recommendation to fast track small bids of £250 and re-evaluated in six months

CFC 16/126 CFC AWAY DAY 2017-2018

Peter Welsh stated that previous away days have been successful and to get the views off Committee members if one should be held this year. Peter Welsh's proposal is that the next Charitable Funds Committee meeting is 19th December 2017 and the first part of the day be a business meeting and the rest be held for the Committee meeting.

The Committee:

- **NOTED** the oral presentation
- **AGREED** the proposal

CFC 16/127 PROPOSED AFFINITY DEAL WITH GRIFFIN MILL

Peter Welsh gave an oral presentation on the Proposed Affinity Deal with Griffin Mill. A meeting with Senior Management at Griffin Mill was very successful and they are keen to carry on the Affinity deal that was previously in place with Lookers.

The Affinity deal would continue with Peugeot and five other dealers allowing a wider range of car be available to staff and their family members. The £25 donation for each car sold or leased will still be in place and a car for Rookwood would also be available as well as them supplying a vehicle for the Charity. It has

been formerly through the Staff Benefits Group to be endorsed and reported to the Local Partnership Forum.

The Committee:

- **NOTED** the oral presentation.

CFC 16/128 SCHRODERS UPDATE

Alex Baily from Schroders gave an oral update and presented a booklet on the Charitable Funds Portfolio. He stated that the value of the portfolio currently stood at £6.8m at 13 September 2017 and stated that £700,000 had been withdrawn since the start of the year to protect the return on investments.

Alex Baily stated that income looked good at approximately £180,000.

Alex Baily summarized that they are pretty happy at the moment and would move the fund around if opportunities arose. He stated that markets should get more volatile.

Alex Baily also stated that we will not know much regarding Brexit until 2019.

Martyn Waygood thanked Alex for his comprehensive and interesting presentation.

The Committee:

- **NOTED** the oral report.

CFC 16/129 MARKETING STRATEGY UPDATE

Simone Joycelyn gave an oral update on Marketing Strategy. Simone stated that the website has now been launched. Simone Jocelyn stated that the Annual Report was excellent and promotes the charity and is accessible to everyone and suggested that a copy be sent to all contributors. Simone stated that the Communications team and the Fundraising Team are now working more closely with each other

The Committee:

- **NOTED** the oral update.

CFC 16/130 FINANCE MONITORING REPORT

Chris Lewis presented a paper for noting on the Finance Monitoring Report. The Report shows that the Charity generated £0.289m of income and also spend £0.460m and therefore had net expenditure of £0.171m. Assurance is provided by the financial strength of the Charity and good financial performance during the period.

The Committee:

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

CFC 16/131 FUNDRAISING REPORT

Katie Mallam presented the Fundraising Report. Katie referenced the last mega draw of £10,000 and the increase in membership to the staff lottery it generated and stated that instead of reverting back to the previous value of £5,000, proposed that it remain at £10,000.

The Committee:

- **APPROVED** the progress and activities outlined in the report
- **AGREED** the proposal of the mega draw remaining at £10,000

Katie Mallam also tabled a paper on NHS 70th birthday celebrations. Katie outlined that the NHS will mark its 70th anniversary on 5 July 2018 and plans were underway with a series of events to mark the occasion. Katie Mallam recommended that the Committee agree the ongoing work around the celebrations and a further update with a budget proposal be presented at the December 2017 meeting.

ACTION: Katie Mallam

The Committee:

- **NOTED** the activities outlined in the report
- **APPROVED** the recommendations outlined by Katie Mallam

CFC 16/132 BRANDING GUIDELINES

Katie Mallam presented the Branding Guidelines document to the Committee which provides the basic brand and design guidelines for the use of the Cardiff and Vale Health Charity's logo. Katie Mallam re-iterated that anyone wanting to use the logo would need to present marketing information beforehand and if suitable would then be provided with a high quality link and wording.

The Committee:

- **NOTED** the oral report.

CFC 16/133 ANNUAL REPORT AND ACCOUNTS 2016/2017

Alun Williams presented the draft Annual Report and Accounts 2016/2017. Alun Williams stated that the funds held on Trust Annual Report and Final Accounts are due to be audited by the Wales Audit Office and could therefore still be subject to change. Upon completion of the Wales Audit Office audit, the funds held on trust, annual report and audit report would be presented to the Charitable Funds Committee on 19th December 2017. Alun Williams also stated that formal approval would then be sought from the Trustees in January 2018.

The Committee:

- **CONSIDERED** the Draft Annual Report and accounts subject to any adjustments required by the Wales Audit Office review.

CFC 16/134 INTERNAL AUDIT REPORT AND FINAL INTERNAL AUDIT REPORT

Alun Williams presented the Internal Audit Report and Final Internal Audit Report. The reports outline a review of the Charitable Funds within Cardiff and Vale University Health Board. Alun Williams stated that few matters required attention and are compliant or advisory. The report gave substantial assurance on the management of the charitable funds. Martyn Waygood congratulated all those involved.

The Committee:

- **NOTED** the contents of the report and the management actions assigned to the recommendations within the reports.

CFC 16/135 CARDIFF AND VALE HEALTH CHARITY ANNUAL REPORT

Martyn Waygood presented the annual report. He stated that it was absolutely tremendous and that the report gets better and better each year and was light years away from where the charity started. This was reiterated by the whole Committee who said the report was excellent and a great advert of the Charity.

The Committee:

- **NOTED** the report and the content and good work that the charity had done over the past year and the contributors to the report.

CFC 16/136 ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES

- Investment in Crockery
- Update from Schroders
- New fast tracking of bids

CFC 16/137 DATE OF NEXT MEETING

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

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UPDATED ACTION LOG FOLLOWING MEETING 19 SEPTEMBER 2017

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/121	19.09.17	BENEFITS OF COLOUR – ENHANCING THE PATIENTS MEALTIME EXPERIENCE	Information to be provided on the possibility of selling the blue crockery to patients on discharge	Joanne Jefford	Evaluation at September 2018 Meeting

Proposal for third sector small grants programme from Cardiff and Vale University Health Board Charitable Funds

Situation

This is a proposal to invest in the health and wellbeing of the population of Cardiff and Vale of Glamorgan by providing a local small community grants fund of £25,000 (inclusive of negotiated administration costs), utilising Cardiff and Vale Health Charity's charitable funds, to pump prime third sector community healthcare improvement projects in the region.

The programme will build on collaborative work focused on the third sector's role in health and social care and its contribution to the UHB's priorities as outlined in Working Together for Our Future Wellbeing; Framework for Working with the Third Sector, the UHB Integrated Medium Term Plan and the Shaping our Future Wellbeing Strategy.

Background

The third sector is a vital component of a fair and strong society, working alongside the public and private sectors to design and deliver health and social care services, create opportunities for people to work together to tackle problems in their communities and provide a channel for disadvantaged groups to get their voice heard. Cardiff and the Vale of Glamorgan has a thriving third sector which plays a key role in supporting improvements in health and wellbeing.

Cardiff and the Vale of Glamorgan University Health Board (UHB) has committed to a strategic approach to working with the third sector. This more proactive approach is part of core business and based on four priority themes as identified in the UHB Framework for Working with the Third Sector.

In addition, the UHB funds the Health and Social Care Facilitators, based in Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC) and contributes funding towards Cardiff and Vale Action for Mental Health (Cavamh). The Facilitator's role is to strengthen partnership working between the third sector and other providers of health and social care and provide a conduit to and from the third sector. Cavamh performs the same function in relation to mental health services.

The third sector is recognised as an innovative and flexible sector which provides quality health and social care services, identifies gaps and develops proactive services responsive to citizens' needs and informed by citizens' voice.

Based on the successful pilot scheme managed by GVS in 2016, this grants scheme sponsored by the Health Board, would enable the third sector to develop small scale projects and pilots, test new ideas, strengthen community services, support integration of the third sector into health and social care services and enhance existing services, with clear alignment to the guiding principles of the Cardiff and Vale Health Charity and to its priorities, especially those relating to "patient dignity and respect" and "promotes health and wellbeing".

The guiding principles of the Charity for determining the allocation of funds are:

- It is within the values determined by the Charitable Funds Committee and the expenditure is non –recurrent
- It delivers an enhanced service provision over and above statutory or core NHS responsibilities

- There is a demonstrable public benefit
- It meets agreed priorities
- Effective use of money

Evidence of the outcome of these projects can be used to inform future services, identify cost savings and service improvements and improve service user experience.

Analysis

GVS managed the Health Charity Make It Better grant scheme, in liaison with the Health Charity, in 2016 after submitting a proposal, supported by the Third Sector Independent Member of the UHB. Please see Appendix 1 for a summary of outcomes of the projects funded.

GVS has a long and credible record of administering small grants. For example, GVS ran the *Kick Start Grants* which provided small amounts of funding to local community groups. In recent years, GVS has managed three Well Being and Activity Grant Schemes, GVS has managed three ICF revenue third sector grant funds and one ICF Capital third sector grant fund. All of these processes involved development of an application process, an assessment process, a panel to assess the applications, awarding the grants, setting out terms and conditions of funding and ongoing monitoring and evaluation.

GVS developed a process for the Health Charity Make It Better grant scheme, including guidance and application forms and a governance check, prior to the applications being forwarded to the Health Charity for consideration. GVS also collated monitoring and evaluation information from each of the projects and provided the Health Charity with a final report. GVS also liaised with C3SC and Cavamh.

Experience of running similar grant schemes in Hwyl Dda Health Board and in Bro Morgannwg University Health Board have also reported a number of benefits including a more community based perspective plus impressive outcomes for citizens. These grants have included the Changing for the Better Grants Scheme and Support for Life Grants Scheme.

It is proposed that the criteria which applicants should align to, for this new scheme, are as follows:

- Home First; delivering third sector services as part of integrated health and social care provision in the community.
- Encouraging self-care.
- Relate to the prudent healthcare agenda.
- Contribute to shifting the balance from secondary care to more locally based community care.

Precise agreement on the funding criteria can be arrived at through discussion at the Charitable Funds Committee and in line with its strategy and would include the following elements.

- The total value of the funding pot.
- The total which can be awarded to individual organisations.
- Criteria on who can apply (e.g. small organisations only)
- The Cardiff and Vale Health Charity priorities which applications must align to
- The types of projects supported, e.g. revenue or capital or both

- Promotion of collaborative work between third sector organisations.
- The terms of acceptance of the grant
- Monitoring and evaluation
- Reports to the Charitable Funds Committee

The small grant scheme will be administered by GVS across the Vale and Cardiff in liaison with C3SC and Cavamh; and the Health Board taking the lead along the lines of the Charitable Funds Bids Panel. The programme will be sponsored by Cardiff and Vale Health Charity, registered charity no 1056544 and there will be regular reports to the Charitable Funds Committee on behalf of the trustees.

Recommendations

The Charitable Funds Committee is asked to:

- Consider the proposal
- Agree to allocate an agreed amount of funding into a community grants programme for administration by GVS, in liaison with C3SC and Cavamh.

For more information, please contact:

Linda Pritchard, Health and Social Care Facilitator or
Clive Curtis, Governance Lead & Operational Manager
Glamorgan Voluntary Services

Tel: 01446 741706

linda@gvs.wales

clive@gvs.wales

17th November 2017

Appendix 1: Report on outcomes from 2016 Health Charity Make It Better grant scheme

Summary of third sector projects funded by the Health Charity (submitted in March 2017)

Background

Cardiff and Vale Health Charity allocated £20,000 to a pilot third sector grants programme, which was launched in July 2016. The fund was managed by Glamorgan Voluntary Services (GVS), in liaison with Cardiff Third Sector Council (C3SC). Thirteen applications were received and the following is a summary of some of the projects which were successful in receiving funding.

ACE Action in Caerau and Ely - awarded £4,951.81

ACE were awarded funding to trial a partnership approach for the delivery of tier 0 mental health interventions by ACE, supported by the PMHSS and taking referrals and direction from the SW Cardiff GP cluster.

The project has progressed really well, we have completed staff training and have delivered two courses with two further courses starting this term. We have also started delivering CCI sessions which have gone really well.

We have seen a good number of referrals from GPs and have also started to get referrals from other sources including local Schools and into-work services. The project has also been helpful in raising awareness of the tier 0 interventions with local GPs, some of whom were unclear on some of the details around how the courses are run and how people can access them, which we hope will increase referrals to our project but also wider delivery across Cardiff and the Vale.

Early analysis of the first two courses suggests that we are achieving the anticipated outcomes for participants in terms of mental wellbeing and also that having the courses run by us, in the local community has removed some of the barriers for people to attend. We have also received very positive qualitative feedback from participants, giving examples of how the courses have helped them

The funding has also brought us some wider outcomes, some of which were unexpected, including: -

- a strengthened relationship with the Primary Mental Health Support Service which has the potential to lead to new work and projects.
- increased staff capacity in terms of mental health and well-being, which has been applied to other areas of work including parenting support, parental engagement and physical health and wellbeing sessions.

We will also be working this term on gathering evidence on the impact this project has had in terms of reducing demand on other services so I would be happy to feed that back at a later date if helpful.

Care & Repair Cardiff and the Vale - awarded £1,568.80
Funding was provided to work with GP surgeries in Cardiff and the Vale offering the Healthy@Home service. GPs send birthday cards and a letter about Care & Repair to patients on their 75th birthday, offering a free home visit from a Healthy@Home Caseworker.

As per our bid we have used the money to fund stamps, to have 2,000 bespoke birthday cards printed and 5,000 falls leaflets.

Before we had the funding we used a variety of cards but found it very difficult to get ones suitable for both male and female clients and in the amounts we needed. The GP's have fed back that the new card is very professional and clear and they are happy to send them to their patients. The new cards have also been designed to be a size that is suitable to fit one of our core service leaflets and a falls prevention leaflet inside to give clients more information.

We have also found that maintaining this service with the surgeries across the two counties has helped to develop and sustain good working relationships enabling us to reach those most in need. Many surgery staff including GPs now refer to us direct as they know about our services. We are also as a result working with a couple of surgeries to work on an innovative pilot targeting people registered with cold related conditions over 80 to target a heating grant to those who will most benefit. Without the links to the surgeries that the H@H birthday card project has helped us with we would not have had the contacts and opportunities to develop this other work.

We are working with over 60 surgeries across Cardiff and the Vale now and the new cards have given us an opportunity to reinvigorate some of the partnerships.

We now have hundreds of calls each year from people who have received the card and letter asking for a Caseworker to visit. We have had over 50 calls since September as a result of the cards being sent out. We even had someone call today on their birthday. Many clients have told us this was their only card and before coming to us they were unaware of and had not accessed the multitude of services and support locally to help them stay safe and independent at home. Case studies can be provided if required.

We have used the falls leaflets alongside the launch of the recent Steady on stay safe campaign and have these distributed in the large Boots the chemist in Queen Street, Cardiff, the fracture clinic at Llandough, with the OT team and many other outlets. We have had feedback that this leaflet is useful and the OT and other professionals give them out to clients and talk through them when they are on a home visit. Our caseworkers also use them on their visits to older people. We have also promoted the new leaflet on twitter where we are followed by over 400 partners and older people.

We will continue to give out the leaflets and send out the cards until the stock is gone and with this we hope to reach further people and continue this good work in the months to come. The money to purchase these bespoke items has been a great help to us in reaching out to older people who need us most.

Headway Cardiff - awarded £1,234.90

The Way Ahead Information and Self-Management Project received funding for the redesign and printing of a Headway Cardiff and Vale leaflet and updating of their website.

The project is almost complete. A new logo design and a leaflet design has been commissioned. The text has been translated for the Welsh version. All that remains is the printing. The design for pop up banner has been commissioned along with photography.

The information leaflets have been purchased and are already been used in outreach. Over the last 3 months more than 30 families and individuals have been given booklets. The most in demand is 'Understanding Brain Injury', 'Coping with memory problems' & 'Coping with anger'. We have also had requests for 'Helping Children understand brain injury'. This was requested by a SENCO at a primary school working with 2 families where a parent had a brain injury.

A social media company is ongoing to promote the booklets. As soon as the new leaflet is printed Outreach Officers will take these to various networking events to make sure as many front line staff as possible are aware of the services provided by Headway Cardiff.

Recovery Cymru - awarded £2,246.41

The Remote Recovery Support received funding to maintain a free (to the recipient) text message service to remind members of the times and dates of groups and courses and expand the Telephone Recovery Support programme.

Recovery Cymru were delighted to receive a grant from the Health Charity Third Sector Grant fund. This grant enabled us to maintain our telecommunications-based recovery support programmes. Since 1st November 2016 we have sent approximately 345 recovery support texts to up to 1,206 recipients. In the same period we have made 397 telephone support calls to Recovery Cymru members. Without the support of the Health Charity Third Sector Grant fund we would not have been able to maintain these services.

Student Volunteering Cardiff - awarded £4,821.20

Funding was allocated to provide travel costs to allow student volunteers to attend various mental health Day Services, (Ash Day Service, Iorwerth Jones, Llandough Hospital and Park Road) to assist with activities such as group sessions, arts and crafts, singing etc.

The current number of volunteers across our active 4 projects is 79. Please see below for the breakdown and the hours completed between October and December 2016.

Hafan Y Coed:	41 volunteers, 378 hours, 8 sessions
Iorwerth Jones:	13 volunteers, 140 hours, 5 sessions
Llandough Hospital: (MHSOP)	15 volunteers, 120 hours, 4 sessions
Park Road:	10 volunteers, 70 hours, 5 sessions

Note: hours include training and travel times.

Our volunteers are still undertaking sessions, but the period will report from January to April 2017 – more sessions will take place in comparison to the previous period. We will also be facilitating our Ash Day Service project over the summer now and this has been agreed by the Health Charity. We met recently to chat about the current expenditure. It was really nice to meet both Katie and Lucie and talk through our projects. The Health Charity has been very supportive and we are most grateful for the opportunity.

The projects have benefited both the volunteers and beneficiaries. We have seen an increase in activities being facilitated and in turn the level of engagement has risen. The funding has greatly

supported the facilitation of activities. Volunteers have listened to the beneficiaries requests and resourced activities to follow.

Without this grant this would not have been achieved. The projects are a fantastic resource for bring communities together. The students are able to provide time and companionship for the patients who are at a vulnerable stage in their life. These projects have hopefully helped support the staff within their roles. I have received several positive verbal feedback from ward staff when I make my weekly phone calls. This year we have also noted an increase in staff awareness of the role of the volunteers as well as an increase in staff involvement supporting the volunteers in their roles.

Singing for Lung Health Cardiff **Report on funding period: November 2016 – April 2017**

Overview

'Singing for Lung Health Cardiff' was set up in May 2016 as part of a nationwide initiative from the British Lung Foundation to train singing leaders around the UK to run specialist singing groups for people with lung conditions. Research shows that singing in a specialist group improves lung health and feelings of wellbeing. Several studies to examine the effect of the BLF 'Singing for Lung Health' programme are currently underway.

'Singing for Lung Health Cardiff' is run by music therapist Rebecca Sayers in Llandaff North, Cardiff. The multi-disciplinary respiratory health team at Llandough hospital are fully supportive of the project and promote the group to their patients. Funding was sought from the Cardiff and Vale Health Charity 'Make it better' third sector small grants fund to continue running the sessions, to develop the autonomy of the group, and to promote it further to people with lung conditions in the Cardiff area.

Number of people benefitting from 'Singing for Lung Health Cardiff'

Between November 2016 and April 2017:

Number of singers attending regularly (more than 10 sessions)	Number of singers attending between 3 and 5 sessions	Number of singers attending up to 2 sessions	Total
5	1	4	10

Lung disease in the winter

Attendance between November and February was low due to ill health. Lung disease means that many sufferers are unwell during the colder months and are unable to leave their homes. Though numbers were extremely low for this reason, it was considered important to the people who were able to attend, that the sessions continued. Several members were able to attend sporadically when their health allowed and appreciated that the sessions were there when they were well enough, and other members were able to return only when the colder months were over. Returning to the community of the singing group was a strong motivating factor for them to leave the house and, for two members, it was the first social or health event they were able to re-join.

Development of the group

It was decided by members of the group that due to the small number of regular singers they would much prefer to continue operating under the structure of the Creative Therapies Collective. Individual members are keen to develop and promote the group and have: written letters to local publications, recommended the group to their GPs and health professionals, placed leaflets in their own localities, and one member has offered a donation as part of a bequest from a bereavement.

Promotion of the group

Bilingual leaflets and posters have been distributed in libraries, GP surgeries, opticians, leisure centres, local businesses and through local doors in conjunction with the Scout post at Christmas. On a voluntary basis the session leader attends the pulmonary rehab course once every eight weeks to run a taster session at Llandough Hospital. Articles about the group have been published in local publications and online.

The grant has been invaluable in giving the group more time to get established, raise funds and slowly raise awareness with the population.

Impact of the group

- Motivation
- Better lung health
- Transferable health benefits
- Increased well-being
- Value for money

Regular attendees report weekly that they feel the benefit of the sessions and make a huge effort to attend: taking a number of buses, cutting short social occasions and coming when they don't feel well, knowing that they will feel better if they attend.

Attendees report noticing better lung health and feeling more in control of their breathing difficulties. Members use exercises learned in the sessions in other situations with successful results. They describe that they feel supported by other members of the group and highlight that making an effort to attend the singing group will benefit their general sense of well-being.

There is a relatively low cost to provide Singing for Lung Health sessions. The health impact on those who attend regularly has potentially saved hospital admissions and worsening of lung health which requires GP appointments and medication. Several people who have attended just several times learned techniques that they have used independently.

Conclusion

Regular singer Jean says 'I am so glad that I found out about the group. My breathing has really improved and I so enjoy coming'.

Singing for Lung Health Cardiff provides an invaluable service to those who attend and we are focused on promoting the group further so that higher numbers of people with lung disease are able to access the benefits. We are dependent upon funding grants and the 'Cardiff and Vale Health Charity 'Make it better' third sector small grants fund' has given us an extremely helpful start to embedding the service in Cardiff.

Horatio's Garden
Executive Lead : Peter Welsh Director of Corporate Governance
Author : Peter Welsh
Caring for People, Keeping People Well
Financial impact : £ 500,000
Quality, Safety, Patient Experience impact :
Health and Care Standard Number ... CRAF Reference Number
Equality Impact Assessment Completed: No

RECOMMENDATION

The Board is asked to:

- **ENDORSE:** The application to fund the enabling work (approx £500k) at University Hospital Llandough for Horatio's Garden from our investment portfolio and to reimburse this once the income from Rookwood Hospital site sale is secured and pay this back over a 2 year period.
- **RECOMMEND:** To the full Trustee meeting in January 2018 to approve the above.

SITUATION

In 2018 work is scheduled to commence at University Hospital Llandough (UHL) for the transfer of services from Rookwood Hospital. An integral part of this service is the recovery and rehabilitation of patients, following severe injuries to their head/spine and to look at opportunities to improve this irrespective of the patient experience.

BACKGROUND

Horatio's Garden is a charity that creates and professionally maintains exceptionally high quality accessible gardens in NHS spinal injury centres.

Leading garden designers develop these sanctuaries for patients and their family and friends, creating an environment which becomes an integral part of their lives and care whilst spending many months in hospital.

Spinal cord injuries are catastrophic, life-changing events. Patients often have little or no access to the outside world during their hospital stay, yet research

shows that at times of stress, being outside with nature contributes to a feeling of wellbeing.

The charity's volunteer team, led by a head gardener, keeps the garden highly maintained, help run activities for patients and contribute to the happy, uplifting atmosphere which permeates Horatio's Gardens. Some volunteers have spinal injuries and young people also join as a 'Volunteers'.

Horatio's Gardens provide patients with somewhere to find much-needed solace in an oasis of planting even in their hospital beds. Patients can take part in gentle rehabilitation activities in the gardens organised by the charity, including garden therapy, art therapy and music concerts.

The first Horatio's Garden opened in 2012 at the Duke of Cornwall Spinal Treatment at Salisbury Hospital. Designed by an award-winner, Horatio's Garden has transformed the patients' hospital stays.

Patients take part in activities in the garden organised by the charity, including garden therapy, art therapy, food events and music concerts. Regular sculpture exhibitions create a focus of interest and change.

The second Horatio's Garden, designed by an internationally respected designer, will open in 2016 at the Queen Elizabeth National Spinal Injuries Unit in Glasgow which cares for patients from across Scotland.

The third Horatio's Garden at The National Spinal Injuries Centre at Stoke Mandeville Hospital. The spinal centre cares for 150 newly injured patients each year including teenagers and children.

The charity is also currently working with The London Spinal Cord Injury Centre at the Royal National Orthopaedic Hospital Stanmore, The Princess Royal Spinal Injuries Centre at Sheffield and The Golden Jubilee Spinal Injuries Centre at Middlesbrough and aims to bring Horatio's Gardens to all the UK's 11 regional specialist spinal centres. The charity is also very keen to provide this specialist service in a hospital in NHS.

ASSESSMENT

In 2016 the UHB was contacted by the Charity known as "Horatio's Garden" to see if we would be interested in working in partnership with them to provide a purpose built designed garden at University Hospital Llandough for the new Spinal/Head Injuries Unit.

The current service is based at Rookwood Hospital Llandaff, Cardiff and has the benefit of landscaped gardens for patients use. When the services transfer to University Hospital Llandough, probably in 2020, there are limitations to the external available to patients due to the topography of the area.

Staff from the UHB have visited the Horatio's Garden in 2017 at the Spinal Injuries Unit in Salisbury and were highly impressed and heard directly from patients and staff the impact of this facility has on the patient experience. Trustees of the charity have also visited University Hospital Llandough to look at potential options.

In summary, there is the potential to develop a purpose designed garden, an area of raised ground adjacent to the new unit at the west side of the hospital.

Horatio's Charity would pay for the installation and maintenance of the garden for an initial period of 10 years subject to the UHB leasing this area to them for this period.

However, there is significant issue to be addressed which the Horatio's Garden Charity cannot fund. The preferred area is a raised landscape covering a boundary area and would need significant civil engineering works to level the area and make the area safe through the building of a major "walled" embankment. The Capital Estates Department has provided an indication of the cost circa £500k.

The UHB Charity will be aware of the covenant on the Rookwood Site which requires income raised through the sale of the Rookwood site to be used for the rehabilitation services provided at the hospital.

The proposal to fund the enabling work for Horatio's Garden is shown below:

- In 2017, the UHB withdraw £500k from its investment portfolio "profits" which have not been allocated for use. The total value of the portfolio is circa £6.8m
- In July 2016, the UHB Trustees agreed to use part of the income received from the sale of Rookwood Hospital on a capped limit to the annual value of a maximum of 5% (approx. £300k) of the original net sales receipt.
- The proposed is to use the above funds from the investment portfolio (£) as a "loan" and to repay these back to the fund using the first 2 years of the 5% funds released from the income received from the sale of Rookwood Hospital Site.

REPORT TITLE	
Name of Meeting:	Charitable Funds Committee
Date of Meeting:	19th December 2017
Executive Lead : Peter Welsh, on behalf of Breast Centre Fundraising Group	
Author : Colin McMillan, on behalf of Breast Centre Fundraising Group	
Caring for People, Keeping People Well	
Financial impact :	£93,819.60 Ex VAT (actual figure)
Quality, Safety, Patient Experience impact : Enhances patient care	
Health and Care Standard Number Not Applicable	
CRAF Reference Number	Not Applicable
Equality and Health Impact Assessment Completed: Not Applicable	

The Committee is asked:

To approve the purchase of mammography equipment as detailed in the attached procurement report

SITUATION

The Breast Centre at the UHL was opened in 2010 to provide a “one stop shop” for patients requiring breast care services. At that time, an Appeal was launched, with the support of the Charitable Funds Committee (CFC), to raise funds to further enhance services available within the Centre. This included the completion of the first floor which now provides:

- Enhancements to patient services/environment provided at the Breast Centre to compliment the core NHS services already provided;
- Improved patient experience and outcomes;
- Promoting health and wellbeing;
- Promoting quality and safety in patient care through professional managed exercise sessions and complimentary therapies (to be funded via the Breast Centre Appeal);
- Dedicated multidisciplinary teaching/training facility for breast care services.

The funding to complete this work was jointly provided from the Appeal and the CFC, on the basis of a five year repayment at an annual cost of £14,400 from the Appeal. To date, all payments have been made.

The CFC receives an annual report on fundraising activities and expenditure in this regard.

The fundraising activity in the last four years has been extremely successful with over £240,000 being raised to date.

BACKGROUND

Since being established the Fundraising Group has been able to provide a range of enhancements for services to patients as well as supporting staff with a number of initiatives to improve patient care.

Within the Unit they have mammography equipment provided. However, since the installation of the original equipment there have been considerable enhancements, due to improvements in technology, to allow for 3-D imaging. The 3-D imaging hardware and software enables radiologists to easily locate and target regions of interest for biopsy, supporting the diagnostics and treatment plan for each patient.

The Fundraising Group received a request from a consultant radiologist in November 2016 to consider funding this upgrade. The Group supported this request as it clearly demonstrated that this equipment will provide an enhanced stereo biopsy kit which is above and beyond the core service provided. Funds were available to support this and the request was then forwarded to the Clinical Board to consider due to the implications of on-going maintenance costs.

Following detailed consideration over recent months the Clinical Board have given their support on the proviso that the equipment purchase price includes the maintenance contract. The purchase price includes five years of maintenance, the next five years is being provided by Hologic. The estimated life of the equipment is ten years.

Procurement were then involved in order to ensure compliance and value for money, and the preferred supplier Hologic were identified for post tender negotiations. As no budget existed to maintain support the additional asset Hologic have offered to maintain the support free of charge for the life of the asset.

ASSESSMENT AND ASSURANCE

There are considerable benefits to patient care with the purchase of this enhanced equipment. These include:

- Provides additional technique to assess difficult lesions in breast
- These lesions currently have to be just observed and hence delaying the final outcome for the patient, increasing the uncertainty and anxiety
- Gives the radiologists a much more reliable tool to assess certain abnormalities in the breast
- Upgrades the radiology services to at par with the best in the country
- It will overall enhance the patient care

The detailed Procurement Report is attached which confirms due process has been followed.

At the end of November 2017 the funds within the charity stood at £240,640.27. In addition, the annual gala dinner for the Breast Centre was held on 8th December 2017. This generated over £10,000. There are therefore sufficient funds to support this application and as this is funded via charitable funds, the VAT will be recoverable.

PROCUREMENT REPORT

CONTRACT TITLE	UPGRADE TO MAMMOGRAPHY EQUIPMENT
CONTRACT REFERENCE	17/2333
PERIOD	ONE OFF UPGRADE, FIVE YEAR SERVICE CONTRACT
CLINICAL BOARD	Surgical Clinical Board
TENDER CLOSING DATE	N/A – NHSSC 2016/S 028-045235

6

1. INTRODUCTION

University Hospital of Llandough Breast Centre seek approval to upgrade their existing Hologic mammography equipment (Serial Number: 31604101760). The mammography equipment was purchased 15th September 2010 however since the installation of the original assets Hologic has enhanced their existing range of technology to allow for 3D imaging. The 3D imaging hardware and software enables Radiologist to easily locate and target regions of interest for biopsy, supporting the diagnostics and treatment plan for each patient.

The need for the service to upgrade their existing equipment was first highlighted by Dr Philippa Young, Consultant Radiologist, in November 2016. This was in response to an identified need to future proof the service and to facilitate better outcomes and experience for patients as detailed below. As a consequence NHSSC were engaged to support in developing a commercial proposal for the Health Board to obtain the upgrade with available charitable funds.

2. BACKGROUND

The Radiologist located within the Breast Centre wishes to upgrade their existing mammography equipment due to significant clinical benefits in enabling 3D imaging (Tomosynthesis) and Tomo Biopsy. The upgrade consists of hardware and software that will enhance on the functionality of the existing equipment:

2.1 Affirm Breast Biopsy Guidance

This equipment will provide an enhanced stereo biopsy kit which enables the use of the tomosynthesis facility on the mammography machine located within UHL, Breast Centre, Mammography Room Two.

This equipment will enhance existing diagnostics for the following reasons:

- a) Using tomosynthesis images will enable Radiologists to target the area for biopsy more accurately than the current 2D targeting on the prone table stereo kit ensuring that the biopsy will deliver more accurate results reducing the need for repeat stereo biopsies;
- b) The tomosynthesis stereo biopsy kit is used in the upright position elderly and /or disabled patients who cannot climb up onto the current prone table stereo system would be more easily able to undergo stereo biopsy with just sitting in a chair. This will enabling more patients to undergo stereo biopsy comfortably and successfully;
- c) The tomosynthesis stereo biopsy is a quicker procedure that conventional 2D stereo which is better for patient tolerance and comfort;

- d) Currently stereo biopsies are limited to Tuesday mornings and a couple of Wednesday mornings. The tomosynthesis stereo kit should increase the access for stereo procedures as this in an addition to the prone table plus provide contingency should there be a failure with one of the stereo system;
- e) Pre-op localisation procedures can be performed quicker with tomosynthesis stereo equipment;
- f) Stereo biopsy is essential if a comprehensive breast service is to be provided.

2.2 Software Update

In addition to the purchase of the hardware, this upgrade will also enhance the software on the mammography unit in treatment room two to enable the tomosynthesis function. This software upgrade will provide standard 2D and enhanced 3D imaging of the breast with limited exposure to radiation. Currently two exposures are required to get the same information.

2.3 Software Upgrade to Workstations

To ensure efficiency in the workflow, an upgrade to the third workstation would also be necessary to allow tomosynthesis images to view on it. In the absence of this upgrade reporting on tomosynthesis could not be completed on the 3rd workstation.

PROCUREMENT ROUTE

Procurement involvement was sought following the Breast Centres request to the Directorate to fund the upgrade.

No competitive tender was issued from Cardiff and Vale Frontline Procurement team as this requirement can be called off a pre-existing NHSSC Framework Agreement that has tested value for money. The NHS Supply Chain's Capital Solutions team have been engaged in the requirement since inception by the Breast Centre therefore this procurement poses no governance issues.

An initial proposal was provided to the Breast Centre however due to the additional maintenance equipment and revenue implication the proposal was rejected. Since, NHSSC have been able to negotiate a free of charge maintenance and support for the life of the asset.

3. CONTRACT FINANCIALS

a. CURRENT CONTRACT VALUE

The existing maintenance exists on the Hologic for the Mammography equipment located in the Breast Centre. This maintenance contract was placed for three years from the 14th of May 2017. As no budget existed to maintain and support the additional asset Hologic have offered free of charge for the life of the asset.

b. NEW CONTRACT VALUE

	Excluding VAT	Including VAT*
One off Value of Upgrade	£93,819.60	£112,583.52
Annual Maintenance Value Year 6 Onwards	£10,554.50	£12,665.40

c. COST PRESSURE FOR THIS CONTRACT

	Excluding VAT	Including VAT*
One off Value of Upgrade	£93,819.60	£112,583.52

d. COST AVOIDANCE FOR THIS CONTRACT

	Excluding VAT	Including VAT*
5 Years + Maintenance Avoidance*	£52,772.50	£63,327.00

*Estimated avoidance based on submitted annual maintenance costs

i. Funding Stream of Cost Pressure

The Directorates Charitable Funds has been identified as a budget for this upgrade. As this is medical equipment is purchased from charitable funds, the equipment and licensing is VAT exempt.

ii. Rationale for Cost Pressures

As detailed within section 2.

4. RECOMMENDATION

On the basis of the foregoing it is recommended that the contract for the upgrade of the existing mammography equipment and associated free of charge maintenance is awarded to Hologic.

Prepared By:	Rhian Lye
Contact Details:	02920 746577
Date:	17 November 2017

Procurement Approval	
Approved By: (please print)	CSALISBURY
Signature:	<i>[Signature]</i>
Date:	17/11/2017



SIGNED

PRINT NAME

Helen Robertson, Directorate Manager

DATED

6

SIGNED

PRINT NAME

Mike Bond, Head of Operations and Delivery

DATED

SIGNED

PRINT NAME

Steven Hill, Assistant Director of Finance

DATED

CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR OCTOBER 2017
Name of Meeting : Charitable Funds Committee Date of Meeting 19 TH December 2017
Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well : N/A
Financial impact : Financial update
Quality, Safety, Patient Experience impact : N/A
Health and Care Standard Number
CRAF Reference Number
Equality and Health Impact Assessment Completed: Yes / No / Not Applicable

7

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- The financial strength of the charity.
- Good financial performance during the period.

The Committee is asked to:

- **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 October 2017.

BACKGROUND

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

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2017	6,720	1,467	2,450	10,637
Total Incoming Resources	276	275		551
Total Resources Expended	-798	-228		-1,026
Net Incoming/(outgoing) Resources	-522	47		-475
Gains/(Losses) on Investment Assets	130	43		173
Net Movement in Funds	-392	90		-302
Fund Balances carried forward October 2017	6,328	1,557	2,450	10,335

The above table shows the Charity generated £0.551m of income, it also spent £1.026m and therefore had net expenditure of £0.475m.

In addition, the charity also had market value gains on its investments of £0.173m 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 £0.302m, represented by net expenditure of £0.475m and investment gains of £0.173m.

Summary Balance Sheet as at 31st October 2017

	Opening Balance	Closing Balance
	1.4.17	31.10.17
	£'000	£'000
Fixed Assets	9,044	9,217
Net Current Assets / Liabilities	1,593	1,118
Total Net Assets	10,637	10,335
Unrestricted Funds	6,720	6,328
Restricted Funds	1,467	1,557
Endowment Funds	2,450	2,450
Total Funds	10,637	10,335

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.811m relating to the investment portfolio.

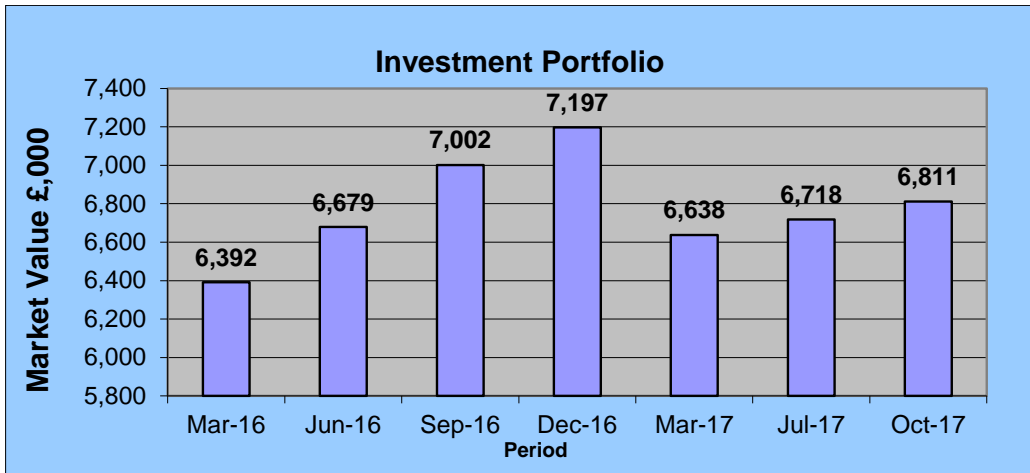
Of the net current assets closing balance of £1.118m, some £1.231m is supported with cash with the balance being net current liabilities of £0.113m.

The fund balances decreased by £0.302m in the period to £10.335m. Of this 61% relates to unrestricted funds, 15% to restricted funds and 24% to endowment funds. A summary of the key constituent fund balances is shown in the following table.

Summary of Fund Balances at 31st October 2017

	31 October 2017 £'000
Unrestricted Non Delegated	1,024
Unrestricted Delegated	5,304
Total Unrestricted	6,328
UHW General	362
Education and Training	20
Staff and Patient Welfare	815
Research and Development	360
Total Restricted	1,557
Catherine Jenkins	44
Rookwood Hospital	2,406
Total Endowment	2,450
Total Funds	10,335

The following graph shows the investment portfolio's performance from March 2016 to period ended 31st October 2017.



7

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 £6.811m at the end of October, therefore resulting in a market value gain of £0.173m 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 £0.302m in the current year to £10.335m. This increase represents net expenditure of £0.475m market value gains of £0.173m.

FUNDRAISING REPORT	
Name of Meeting : Charitable Funds Committee 19 December 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	Oct	Total
	£,000	£,000	£,000
Legacies	1	0	1
Donations	89	135	224
Appeals	88	40	128
Lottery	53	56	109
Total	231	231	462

Please note that the above table excludes Investment Income of £89k for the period, and a legacy of £90k that has been received but allocated to 2016-17 accounts.

Fund Nop	Appeal	£,000	£,000	Total
9180	Stroke Services Appeal	1		1
9149	Breast Centre Appeal	52	11	63
9337	Bone Marrow Transplant Appeal	3	2	5
9447	Better Life Appeal	27	18	45
9448	Prop Appeal	4	8	12
9639	Children's Video Telemetry Appeal	1	1	2
	Total	88	40	128

BACKGROUND / UPDATES

Cardiff & Vale Staff Lottery

Preparing for the £10,000 Mega Draw in January, the team have accompanied Unison staff on several night walkabouts, and made visits to different administrative areas in UHW.

We have added 106 new numbers to the lottery at the beginning of December, and are pleased that numbers are showing an upward trend this quarter, despite the usual reduction in numbers due to staff turnover.

In for a Penny

The In for a Penny scheme has now officially launched, following due notice to the members of the previous Pennies from Heaven scheme. We currently have 93 members in the scheme, and are planning a January campaign to grow this number.

Communications

The Health Charity has reached 2,261 likes on Facebook, as of 12 December. There are 34 members of the Cardiff Half #TeamHealthCharity and Maria's Marvels group, which is a community associated with the page but dedicated to supporting our half marathon runners and walkers.

The Breast Centre Appeal page now has 502 followers. Following the Pink Tie Ball, one post reached 1,582 individuals.

On Twitter, the Health Charity feed has 1,219 followers, compared with 1,136 in September. This month, analytics show 9,344 impressions, 66 mentions and 269 profile visits. We are pleased to be engaging with a wider range of people on Twitter, some of whom have a high profile.

This year we partnered with NewLinkWales to submit a project to the Aviva Community Fund, but again were unsuccessful in obtaining enough public votes to progress.

The first Every Donation Making Healthcare Better newsletter has been produced – as a pilot, so far it has been shared with the UHB's volunteers and on social media.

Events

The Cardiff Half Marathon on Sunday 1 October was a great success. Nearly 80 #TeamHealthCharity runners completed the course, raising over £30,000

between them. We are expecting this number to increase once the final sponsorship installments come in later this month.

Run 4 Wales announced the Associate Charities for the 2018 Cardiff Half on 1 December. As of 13 December, we have 37 people who have signed up to do the Half Marathon, from 118 people who have expressed an interest. So far, two pilot running sessions have been completed at the UHW site, designed to support new runners in preparing for the Half. This project will have a fuller schedule from 2 January.