



CHARITABLE FUNDS COMMITTEE
20 March 2018
Corporate Meeting Room – HQ
9.00am – 12 noon

1 9.00am	Welcome and introductions	Verbal – Akmal Hanuk - Chair
2 9.00am	Apologies for absence	Verbal – Akmal Hanuk - Chair
3 9.00am	Declarations of Interest	Verbal – Akmal Hanuk - Chair
4 9.05am	Draft CFC minutes - December 2017	Akmal Hanuk - Chair
5 9.10am	Action Log – December 2017	Akmal Hanuk - Chair
6 9.15am	Review Terms of Reference of the Committee	Peter Welsh – Director of Corporate Governance
7 9.25am	Bids Panel Report	Mike Jones – Chair Bids Panel
8 9.35am	Screen Bid 8A– Information Screens Bid March 2018 New Proforma 8B - Quotation	Jane Rowlands-Mellor – Patient Experience
9 9.45am	Charity Model Ward Application v 3	Rebecca Aylward – Deputy Director of Nursing Judyth Jenkins – Nutrition & Dietetics
10 10.00am	10A – Expenditure greater than £25k 10B – ILD Charitable Funds Bid	Chris Lewis – Deputy Director of Finance
11 10.10am	Charitable Funds Committee Away Day Action Notes December 2017	Peter Welsh – Director Corporate Governance
12 10.20am	Review of the Fundraising Policy	Verbal - Katie Mallam – Fundraising Manager
13 10.30am	NHS 70 th Birthday Celebrations Update	Verbal - Simone Joslyn - Engagement lead
14 10.40am	Feedback from NHS Confederation. <ul style="list-style-type: none"> • Arts and Health in Wales • Funding 	Verbal - Peter Welsh – Director of Corporate Governance/ Simone Joslyn – Engagement Lead
15 10.50am	Cazenove	Verbal – Alex Baily
16 11.20am	Update on Staff Benefits	Verbal - Peter Welsh – Director of Corporate Governance
17 11.30am	Offa’s Dyke Walk - Update	Verbal - Joanne Brandon – Director of Communications



ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE		
18 11.40am	18.1 – Finance Monitoring Report as at 31 January 2018 18.2 - Finance Outlook 2018/19	Chris Lewis - Deputy Director of Finance
19 11.50am	Fundraising Report	Katie Mallam - Fundraising Manager
20 11.55am	Items to bring to the attention of the Board / other Committees	Verbal – Akmal Hanuk Chair
21 11.55am	Date and Time of Next Committee: 19 June 2018 – 9.00am – Corporate Meeting Room HQ	Verbal – Akmal Hanuk Chair

**UNCONFIRMED MINUTES OF THE
CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 19 DECEMBER 2017
CARDIFF CITY STADIUM**

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Members:

Akmal Hanuk	Chair
Maria Battle	Independent Member
Stuart Egan	Independent Member
Christopher Lewis	Deputy Director of Finance

Attendees:

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
Simone Joslyn	Engagement Lead

Secretariat:

Leanne Miles

CFC 16/138 WELCOME AND INTRODUCTIONS

- The new Chair, Akmal Hanuk welcomed all present to the meeting and thanked Martyn Waygood for all his hard work as former Chair of the Committee.

CFC 16/138 APOLOGIES FOR ABSENCE

- Apologies for absence were noted off Angela Hughes -

CFC 16/139 DECLARATIONS OF INTEREST

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

- None were given.

CFC 16/140 UNCONFIRMED MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2017

- The Committee **RECEIVED** and **APPROVED** the minutes of the meeting held on 19 September 2017

CFC 16/141 ACTION LOG - MEETING OF 19 SEPTEMBER 2017

- The Committee **RECEIVED** the Action Log from the meeting of 19 SEPTEMBER 2017 and **NOTED** the following:

CFC 16/121 – Benefits of colour – Enhancing the patient's mealtime experience. Evaluation at the Charitable Funds Committee in September 2018.

Peter Welsh on behalf of Joanne Jefford, Dietician, stated that their team were delighted that funds were made available for this activity and that there will be a positive evaluation at the meeting in September 2018, and to pass on their thanks and appreciation.

CFC 16/142 PROPOSAL – GVS THIRD SECTOR SMALL GRANTS SCHEME UHB 2017

Peter Welsh presented a paper on the above.

It was outlined that this is a proposal to invest a further £25,000 on a yearly basis into the health and wellbeing of the population of Cardiff and the Vale of Glamorgan by via the third sector.

Previous allocation from the Charity of £25,000 for third sector projects made a massive difference to community healthcare projects in the region.

Recommendations to the Charitable Funds are to:

- **CONSIDER** the proposal of further donations yearly of £25,000
- **AGREE** to allocate the agreed amount of funding into a community grants programme for administration by GVS.

The Charitable Funds Committee:

- **AGREED** to the recommendations listed above.

CFC 16/143 HORATIO'S GARDEN

Peter Welsh presented a paper on Horatio's Garden. It was outlined that services were due to transfer from Rookwood Hospital to Llandough in 2018. An integral

part of this service is the recovery and rehabilitation of patients after severe head and spinal injuries. The Committee was advised that Horatio's Garden is a charity that creates and professionally maintains gardens in NHS spinal centres. The UHB was contacted to see if it would be interested in working in partnership with Horatio's Garden to provide a purpose built garden at Llandough for the new unit which would be the first of its type in Wales. Peter Welsh stated that as there are external limitations at Llandough to patients due to the topography of the area. It was stated that there is potential to develop a purpose designed garden, an area of raised ground adjacent to the new unit but would involve extensive civil engineering works to level the area and make a "walled" embankment. Early indications of cost are circa £500k and is also a "guesstimate". Peter Welsh also reiterated the covenant on the Rookwood site which requires income raised through the sale of Rookwood site be used for rehabilitation services at the hospital.

Peter Welsh stated that this could be borrowed and reimbursed back into the Charity's pot and this would allow Horatio's garden to progress. Maria Battle had been in touch with the Chair of the Trustees who are keen to progress purely in terms of what this would give to patients. Maria Battle stated that she, Katie Mallam and Simone Joslyn went to see patients at a spinal unit that had a Horatio's Garden, in Salisbury and that it came from a survey of patients that stated they wanted the ability to access a garden outside. A survey of staff was also undertaken but was ignored with only the patient's views taken into account. Maria Battle stated that the garden was used frequently, events were undertaken there and it was also very therapeutic plus had a tea room. For patients that couldn't leave the wards there were video recordings available of the garden and it also benefited from a world class gardener. Maria Battle stated that she would meet the next contractor to see if they will partly fund the build at Llandough as they will be on site with the machinery. Maria Battle also reiterated the money will be available once Rookwood is sold, and fully supports the proposal and stated that it's a very intelligent way of making the project happen. Simone Joslyn stated that the Added Value was integral. Because of the design of the garden in Salisbury, patients in beds and wheelchairs were able to be taken into the garden by trained volunteers. Simone Joslyn stated that this type of access should be an integral part of the design at Llandough.

Chris Lewis stated the strength of the Charity's portfolio. It has allowed us to realize some of the gains and allowed us to withdraw £700k. However Chris Lewis did state the need to be mindful of the value of the charity and how the market is performing over the next two years until the asset is realized so we don't over stretch ourselves and live within our reserves policy.

ACTION: Maria Battle/Peter Welsh to work on a paper for the Trustees meeting in January 2018 which will include more information about the gardens and address any concerns

The Committee:

- **ENDORSED:** The application to fund Horatio's garden
- **RECOMMEND:** To the full Trustees meeting in January 2018 to approve the above.

CFC 16/144 MAMMOGRAPHY SYSTEM UPGRADE (BID OVER 25K) BREAST CENTRE UHL

The Committee is asked to

- **APPROVE** the purchase of mammography equipment.

Peter Welsh presented a paper on the Breast Centre at UHL and a Procurement Report outlining a request to purchase mammography equipment. The Breast Centre is now looking for funding for additional mammography equipment that will provide 3D pictures. The application has been approved and supported by the Clinical Board and Clinical Board Director responsible. It is a major piece of equipment providing leading edge technology and service and will enhance patient experience.

Peter Welsh stated that there is over £250k in the Breast Centre Fund and the purchase will be funded through this fund.

The Committee **APPROVED** the purchase of the Mammography equipment.

CFC 16/145 NHS 70TH BIRTHDAY CELEBRATIONS

Simone Joslyn gave an oral presentation on the current state of where we are with the NHS 70th birthday celebrations. Preparations are well underway and is continuing to attend the All Wales Group and that Cardiff and Vale Health University Health Board is doing more than any other Health Board in Wales with regards to promoting birthday celebrations. Some of the projects we are getting involved in, need more exposure as they are supported mostly by the Health Charity. We are working closely with the University of Manchester who have been in Llandough collating patient stories. We have met with the commissioned artists for the celebrations and have also bagged a piece of coffee art to use and also to work with the National Theatre of Wales on some of their projects.

Dietetics have become really engaged in the celebrations and will do a party on each elderly ward on the day which will encourage nutrition and the intake of fluids. A piece of work has been commissioned by a local group to the UHW site who are creating a quilt and will create 70 pieces to make it. The celebrations tie in nicely with the 100 year celebrations for Rookwood with connections to the RAF, veterans, artists and musicians. We have also been approached by the BBC and media teams around the celebrations and will liaise with the communications department to see where we are with this. With the run up to the 70th birthday celebrations, different events will be held monthly at different locations in Cardiff and Vale.

Simone Joslyn also stated that for part of the ceremony a miner's lamp will travel from Tredegar to Llandough and then make its way to Westminster and will be carried by Aneurin Bevan's granddaughter and the Tredegar town band.

Maria Battle stated that it would be worth Joanne Brandon contacting the local radio stations surrounding the celebrations, which the majority of people in this locality listen to.

ACTION: Joanne Brandon

The Committee

- **NOTED** the oral presentation and the continued work in the celebrations.

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CFC 16/146 ROOKWOOD

Chris Lewis gave a brief oral update on the situation with Rookwood. An updated paper was presented at the Trustees meeting 28 September 2017, to note that the formal application was recommended to go in nine months before the expected completion date and the move likely to be 2019/2020.

To note, there will be nothing to report for the next 12 months. Information will be brought to a Committee in the future when it becomes available.

Maria Battle asked the question regarding the closure of Rookwood, are staff being kept informed? Simone Joslyn stated that she was advised by Estates that until there was more concrete information to be given out not to send out updates regarding the closure due to the amount of messages previously given and confusion caused by these, but information that has been given out is that we do care about Rookwood and that celebrations are underway for the 100 years. This would help build relationships with the staff and start to prepare them for the closure.

The Committee:

- **NOTED** the oral presentation and that no further information regarding Rookwood will be brought to the Committee for 12 months, unless any information becomes available.

CFC 16/147 UPDATE ON POTENTIAL COMMERCIAL PARTNERSHIP DEALS

Peter Welsh gave a brief oral update on potential commercial partnership deals. The Vectis card has been distributed to employees of Cardiff and Vale University Health Board and feedback has been very positive and that a further meeting will take place when more information will become available.

A further meeting has taken place with Griffin Mill who are very positive to have this relationship in place. There will also be a further meeting with Senior Managers of Griffin Mill in the New Year to discuss further deals. Peter Welsh also outlined "Change Card", a Charity that offers an online banking service. They provide a banking service especially to homeless people. They will provide any member of staff and their family with a bank card and bank account but stated that you cannot go overdrawn and don't give out loans and there are also no fees

associated with it. There are also perks to the card such as money back deals. Also a donation will be made to the charity on accounts that are opened and purchases made on the card. A further meeting will be undertaken with "Change Card" and a formal proposal brought to the next Charitable Funds Committee to sign it off and to outline the benefits to the Charity in more detail. Peter Welsh stated that it has also been presented to the Local Partnership Forum and governance has been checked.

Peter Welsh also outlined that Enterprise Car Rental are also keen to work with us with a range of benefits including major discounts to rental. An introductory meeting has taken place but a further meeting is in the pipeline to discuss further benefits to NHS staff and families and are also keen to work with the Charity.

The Committee:

- **NOTED** the oral presentation

CFC 16/148 FINANCE MONITORING REPORT

Chris Lewis presented the Finance Monitoring Report of the Charity. The report showed the period to date and spending of £475k more than income generated during the period. Some legacies were received in after this period and after the report was prepared. The value of the charity decreased by £300k during this period, however it is expected to pick up in the second part of the year.

Chris Lewis referenced the investment portfolio which showed the fall in investment value to March 2017 due to the realization of £700k from the portfolio in February 2017.

To summarize the value of the Charity in the current year is £10.335m.

It was also noted that the investment broker for the Charity will be present at the next meeting in March 2018 and will give a classification of the Charity's portfolio.

The Committee:

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

CFC 16/149 FUNDRAISING REPORT

Katie Mallam presented the Fundraising Report of the Charity. Katie Mallam stated the current situation for the year with the income; Legacies had received an additional £150,000, donations are at £224,000, appeals at £128,000 and the lottery £109,000 for the year.

The Committee:

- **NOTED** the oral report.

**CFC 16/150 ITEMS TO BRING TO THE ATTENTION OF THE
BOARD/OTHER COMMITTEES**

- Paper to be prepared on Horatio's Garden and taken to Trustees Meeting in January 2018

CFC 16/151 DATE AND TIME OF NEXT MEETING

- **Tuesday 20 March 2018 - Corporate Meeting Room, UHW
9.00am – 12.00noon**



UPDATED ACTION LOG FOLLOWING MEETING 19 DECEMBER 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
CFC 16/143	19.12.17	HORATIO'S GARDEN	Paper for the Trustees meeting in January 2018 to include more information re: the gardens and to address any concerns.	Maria Battle/Peter Welsh	

ACTIONS COMPLETED SINCE THE LAST MEETING.

CFC 16/145	19.12.17	NHS 70TH BIRTHDAY CELEBRATIONS	Joanne Brandon to contact the local radio stations surrounding the celebrations, which the majority of people in this locality listen to.	Joanne Brandon	COMPLETE
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Charitable Funds Committee

Terms of Reference and Operating Arrangements

Approved by Charitable Funds Committee 8 March 2016

1. INTRODUCTION

- 1.1 The University Health Board (UHB) standing orders provide that *“The Board may and, where directed by the Assembly Government must, appoint Committees of the UHB either to undertake specific functions on the Board’s behalf or to provide advice and assurance to the Board in the exercise of its functions. The Board’s commitment to openness and transparency in the conduct of all its business extends equally to the work carried out on its behalf by committees”*.
- 1.2 In accordance with standing orders (and the UHB Scheme of Delegation), the Board shall nominate annually a committee to be known as the **Charitable Funds Committee**. The detailed terms of reference and operating arrangements set by the Board in respect of this committee are set out below.

2. PURPOSE

- 2.1 Cardiff and Vale University Health Board was appointed as corporate trustee of its charitable funds and the Board serves as its agent in the administration of the charitable funds held by the UHB.
- 2.2 The purpose of the Charitable Funds Committee (the Committee) is to:
- Provide advice to the Corporate Trustee in the discharge of its duties and responsibilities for charitable funds
 - Discharge delegated responsibilities from the Corporate Trustee for the control and management of Charitable Funds.
- 2.3 Provide advice to the trustee on its charitable funds strategy, including fundraising, budgets, priorities and spending criteria.
- 2.4 Within the strategy and budget determined by the Trustee and consistent with the requirements of the Charities Act 1993, Charities Act 2006 (or any modification of these acts) to apply the charitable funds in accordance with their respective governing documents and the UHB Charitable Funds Governance Framework
- 2.5 To ensure that the policies and procedures for charitable funds investments are followed. To make decisions involving the sound investment of charitable funds in a way that both preserves their value and produces a proper return consistent with prudent investment and ensuring compliance with:-
- Trustee Act 2000
 - The Charities Act 1993
 - The Charities Act 2006
 - Terms of the Funds’ Governing documents

- 2.6 To receive at least twice a year, reports for ratification from the Director of Finance and investment decisions and action taken through delegated powers upon the advice of the investment adviser.
- 2.7 To oversee and monitor the functions performed by the Director of Finance as defined in Standing Financial Instructions.
- 2.8 To monitor the progress of Charitable Appeals where these are in place and considered to be material.
- 2.9 To monitor and review the scheme of delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.

3. DELEGATED POWERS AND AUTHORITY

Delegated Powers and Duties of the Director of Finance

3.1 The Director of Finance has prime responsibility for the UHB Charitable Funds as defined in the UHB Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:-

- Administration of all existing charitable funds;
- To identify any new charity that may be created (of which the UHB is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity ;
- Provide guidelines with regard to donations, legacies and bequests, fundraising and trading income;
- Responsibility for the management of investment of funds held on trust;
- Ensure appropriate banking services are available;
- Prepare reports to the trustee including the Annual Accounts;

Authority

3.2 The Committee is empowered with the responsibility for:-

- Overseeing the day to day management of the investments of the charitable funds in accordance with the investment strategy set down from time to time by the trustee and the requirements of the UHB Standing Financial Instructions;

- The appointment of an investment manager to advise it on investment matters and may delegate day-to-day management of some or all of the investments to that investment manager. In exercising this power the Committee must ensure that:
 - a) The scope of the power delegated is clearly set out in writing and communicated with the person or persons who will exercise it;
 - b) There are in place adequate internal controls and procedures which will ensure that the power is being exercised properly and prudently;
 - c) The performance of the person or persons exercising the delegated power is regularly reviewed;
 - d) Where an investment manager is appointed, that the person is regulated under the Financial Services Act 1986;
 - e) Acquisitions or disposal of a material nature must always have written authority of the Committee or the Chair of the Committee in conjunction with the Director of Finance;
- Ensuring that the banking arrangements for the charitable funds are kept entirely distinct from the UHB NHS funds;
- Ensuring that arrangements are in place to maintain current account balances at minimum operational levels consistent with meeting expenditure obligations, the balance of funds being invested in interest bearing deposit accounts;
- The amount to be invested or redeemed from the sale of investments shall have regard to the requirements for immediate and future expenditure commitments;
- The operation of an investment pool when this is considered appropriate to the charity in accordance with charity law and the directions and guidance of the Charity Commission. The Committee shall propose the basis to the UHB for applying accrued income to individual funds in line with charity law and Charity Commissioner guidance;
- Obtaining appropriate professional advice to support its investment activities;
- Regularly reviewing investments to see if other opportunities or investment services offer a better return;
- Overseeing the work of the Charitable Funds Bids Panel

3.3 The Committee is authorised by the Board to:

- Investigate or have investigated any activity within its Terms of Reference and in performing these duties shall have the right, at all reasonable times, to inspect any books, records or documents of the UHB relevant to the Committee's remit. It can seek any relevant information it requires from any employee and all employees are directed to co-operate with any reasonable request made by the Committee;
- Obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Board's budgetary and other requirements; and
- By giving reasonable notice, require the attendance of any of the officers or employees and auditors of the Board at any meeting of the Committee.

Access

3.4. The Head of Internal Audit shall have unrestricted and confidential access to the Chair of the Committee.

Sub Committees

3.5. The Board has approved the following sub-committee:

- Charitable Funds Bids Panel

4. MEMBERSHIP

Members

A minimum of six (6) members, comprising:

Chair	Independent Member of the Board
Vice Chair	Independent Member or Members of the Board
Members	A minimum of 4 other members of the Board to include the Director of Finance (Lead Executive) or the Deputy Director of Finance if the Director was unable to attend.

At least half of the overall membership must be Independent Members.

Attendees

4.2. The Committee may require the attendance for advice, support and

information routinely at meetings from:

- Board Secretary (Director of Corporate Governance)
- Charitable Funds Accountant
- UHB Investment Advisor
- Chair of Charitable Funds Bids Panel
- Fundraising Manager
- Assistant Director, Patient Experience

4.3. By invitation:

The Committee Chair may extend invitations to attend committee meetings to others from within or outside the organisation who the committee considers should attend, taking account of the matters under consideration.

Secretariat

- 4.4 Secretary: as determined by the Board Secretary (Director of Corporate Governance)

Member Appointments

- 4.5 The membership of the Committee shall be determined by the Board, based on the recommendation of the UHB Chair - taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by the Welsh Government.
- 4.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Board, based upon the recommendation of the UHB Chair {and, where appropriate, on the basis of advice from the UHB Remuneration and Terms of Service Committee}.

Support to Committee Members

- 4.7 The Board Secretary (Director of Corporate Governance), on behalf of the Committee Chair, shall:
- Arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
 - Ensure the provision of a programme of development for committee members in conjunction with the Director of Workforce and Organisational Development.

5. COMMITTEE MEETINGS

Quorum

- 5.1 At least three members must be present to ensure the quorum of the Committee. Of these three, two must be Independent Members (one of whom is the Chair or Vice Chair) and one must be the Director of Finance.

Frequency of Meetings

- 5.2 Meetings shall be held quarterly and otherwise as the Committee Chairs deems necessary - consistent with the UHB annual plan of Board Business.

Withdrawal of Individuals in Attendance

- 5.3 The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6. RELATIONSHIP AND ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 6.1 The Committee is directly accountable to the Board, in its capacity as trustee, for its performance in exercising the functions set out in these terms of reference.
- 6.2. The Committee, through its Chair and members, shall work closely with the Board's other committees and groups to provide advice and assurance to the Board through the:
- Joint planning and co-ordination of Board and Committee business; and
 - Appropriate sharing of information

In doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the UHB overall risk and assurance framework.

- 6.3 The Committee shall embed the UHB's values, corporate standards, priorities and requirements, e.g., equality, diversity and human rights through the conduct of its business.

7. REPORTING AND ASSURANCE ARRANGEMENTS

- 7.1 The Committee Chair shall agree arrangements with the UHB Chair to report to the board in their capacity as trustee. This may include, where appropriate, a separate meeting with the Board.
- 7.2 The Board Secretary (Director of Corporate Governance), on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation.

8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

- 8.1 The requirements for the conduct of business as set out in the UHB Standing Orders are equally applicable to the operation of the Committee, except in the following areas:
- Quorum

9. REVIEW

- 9.1 These terms of reference and operating arrangements shall be reviewed on a biennial basis by the Committee with reference to the Board.

CHARITABLE FUNDS BIDS PANEL	
Name of Meeting :	Charitable Funds Committee
Date of Meeting	20 th March 2018
Executive Lead :	Finance Director
Author :	Head of Financial Services
Caring for People, Keeping People Well :	
Financial impact :	£0.066m
Quality, Safety, Patient Experience impact :	
Health and Care Standard Number	
CRAF Reference Number	
Equality and Health Impact Assessment Completed: Yes / No / Not Applicable	

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ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

The Committee is asked to:

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

SITUATION

The Charitable Funds Bids Panel has delegated responsibility from the Charitable Funds Committee in overseeing the financial management of the Charitable Funds Bids Panel. This paper provides details of the approved bids on the 11th October 2017.

BACKGROUND

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

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

A paper was presented to the Charitable Funds Committee at their meeting of 21st March 2017 which recommended a reduction back to the original upper limit of £10,000. The committee will note that one of the bids approved (BP519) was greater than the current limit of £10,000 however this bid was originally received prior to the Charitable Funds Committee decision to lower the upper limit. Therefore the panel felt that it was appropriate to put forward to the panel for a decision.

The Charitable Funds Committee at their meeting of the 19th September 2017 agreed the Small Bids Process. This allows bids up to a value of £250 to be fast tracked.

ASSESSMENT AND ASSURANCE

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

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

Charitable Fund Bids Panel

There were a total of 14 applications the value £63,055 received for consideration and the panel approved 13 applications to the value of £61,698. 1 bid was rejected. Summary of bids is provided below.

No	Applicant's Name	Destination	Amount	Description	Patients	Staff	Status
BP519 Resubmission-As agreed by Chair, Mike Jones	Debbie Woodward	Psychology & Counselling	£19,800	User Friendly Video Presentations	50%	50%	Approved
BP522 Information only. Approved Chairs action	Alex Staples	Corporate Headquarters	£306	Picnic Bench, Cover and Fixings		100%	Approved
BP523 Information only. Approved Chairs action	Sally Oliver	Riverside Health Centre	£338	2 x Microwaves for Staff Room		100%	Approved
BP524	Helen Golledge	Trauma Clinic	£901	Painted Mural & 2 Sets of Childrens Table & Chairs	100%		Approved
BP525	Melanie Wotton	HeARTh Gallery UHL	£6,339	Celebrating Our NHS @ 70. Create, commission and support an arts-in-health project	50%	50%	Approved
BP526	Alison Norris	HMP Cardiff	£175	Microwave for Staff Room		100%	Approved
BP527	Wendy Roberts	Hospital at Night Room	£1,357	Carpets & Blinds		100%	Rejected
BP528	Cath Morris	A&E Staff Room	£6,859	Staff Room Refurbishment		100%	Approved
BP529	Heather Hancock	Mental Health Services	£6,700	Wall Murals for New Unit	50%	50%	Approved
BP530	Emily Rose	Continuous Service Improvement	£300	Digital Lock for Bike Security		100%	Approved
BP531	Simone Joslyn	Planning	£7,000	Rookwood 100 Year- Celebrating the Centenary of Rookwood Hospital			Approved
BP532	David McKeever	Portering	£840	Staff Room Chairs		100%	Approved
BP533	Jackie Duke	A7 UHW	£8,563	Sensory Equipment Box for Dementia Patient Wards, Across UHW & UHL	100%		Approved
BP534	Laura Hodges	B6 UHW	£3,577	Staff Room Furniture		100%	Approved
Total			£63,055				

Small Bids Process

There have been a total of 15 Small Bids Process applications to date. Summary of bids is provided below.

Bid Ref	Applicant's Name	Destination	Amount	Description	Staff	Patients
SBP1	Alex Staples	Corporate Headquarters	£250	Fridge-Freezer	100%	
SBP2	Michelle Fowler	Volunteer Service	£50	Chocolates and Biscuits for Volunteers at Christmas	100%	
SBP3	Simone Joslyn	Planning	£200	Printed Photographs for Raising Visibility of Wales for Africa	50%	50%
SBP4	Jayne Catherall	Communications	£200	NHS @ 70 Quilt	50%	50%
SBP5	Sharon Hill	Financial Reporting	£149	Fridge	100%	
SBP6	Nancy Maisey	Physiotherapy UHW & UHL	£241	Equipment for Patient Exercise		100%
SBP7	Ben Farnham	Hazel Ward Hafan Y Coed	£220	PlayStation 4 Console with games		100%
SBP8	Julie Cassley	Workforce & Organisational Development	£220	Awards & Room Hire for WOD Staff Recognition Awards	100%	
SBP9	Marc Fitchett	Security Services	£220	White Goods for Staff Kitchen	100%	
SBP10	Melanie Wotton	Hearth Gallery UHL	£80	Video Recording of Refection's of Industrial Industry Legacy	50%	50%
SBP11	Ceri Knight	Communications	£250	Slippers for Christmas Campaign	100%	
SBP12	Susan Dunkeld	Ward West 2 UHL Medicine	£164	Christmas Tree - Dental Reception Area	50%	50%
SBP13	Julia Evans	MEAU	£249	TV for Patient Waiting Area		100%
SBP14	Sue Friis-Jones	PCIC	£180	Staff Microwave	100%	
SBP15	Rhian Harman	Occupational Therapy Hafan Y Coed	£200	Winter Celebration Event		100%
			£2,873			

7

REPORT TITLE	
Name of Meeting: Charitable Funds Committee	Date of Meeting 20 th March 2018
Executive Lead: Executive Nurse Director	
Author : Jane Rowlands-Mellor	
<p>Caring for People, Keeping People Well: This project will contribute to all of the Health Board's Service Priorities and will contribute to the Culture of "Working better together across care sectors through people, innovation, improvement, research and technology</p> <p>This report underpins the Health Board's 'culture' element of the Health Board's Strategy, ensuring we are working together across care sectors through people, innovation, improvement and technology.</p>	
<p>Financial impact : £19,425 plus VAT = £23,310 (purchase and installation of 3 screens, software, content creation and 3 year contract) Estates: £300 IT: £900 plus VAT TOTAL=£24,750</p>	
Quality, Safety, Patient Experience impact : Improved communication with patients, visitors and staff	
Health and Care Standard Number 1.1, 3.2, 3.4	
CRAF Reference Number 7.2	
Equality and Health Impact Assessment Completed: Not Applicable	

8.1

ASSURANCE AND RECOMMENDATION	
ASSURANCE / LIMITED ASSURANCE / NO ASSURANCE is provided by:	
<ul style="list-style-type: none"> • • 	
The Board is asked to:	
<ul style="list-style-type: none"> • APPROVE / AGREE 	

SITUATION

Communicating to our carers, visitors, staff, and patients can be a real challenge. The Health Board is really fortunate to have three Information and Support Centres that not only provide information and support but also signpost as appropriate to Third Sector colleagues and services, for example, Citizens Advice.

BACKGROUND

The aim of this project is to install information screens in the three Information and Support Centres and to utilise the information screens to share pertinent information and messages.

Communication within a multifaceted Health Board with over 14,500 staff without additional patients, carers and visitors is complex. To have access to visual information on three hospital sites will assist the communication strategy, ensuring people are informed, enhancing their experience.

They could also act as a reminder that we are a listening organisation with regular updates reminding everyone of our wish to hear the voices of all who come into contact with the Health Board, via different methods of feedback. These could include patients, surveys, patient/carers stories, compliments and even concerns.

Boredom and isolation are well recognised issues within hospitals, in fact hospitals can be lonely places. The Patient Experience Team have developed many initiatives to counteract this, including activity volunteers, musicians playing to our patients and more latterly a 'Knit and Natter' Group; this group already welcomes people from the community. It is anticipated that advertising via the screens will assist in promoting important data 24/7 for all to see. It could even be utilised as a 'wayfinding' mechanism, particularly in Barry and Llandough Hospitals as we know from patient feedback that this is an area where we could often improve.

Due to the broad remit and flexibility of information that can be shared it is inevitable that the screens will enhance the experience of patients, carers and staff alike. Many people value succinct messages and as a team we are mindful that not all colleagues have access to the intranet and therefore they can often miss important information in relation to events etc. The ability to cascade information through visual channels on three hospital sites is invaluable.

The information screens will include public health messages and events; 'smoking cessation', Volunteers Thank You, Young Carers Awareness Day and Ramadan. These are just examples as the scope for sharing messages could be extensive; about events as well as routine messages currently issued by our Communications Team.

This is a single tender agreement as the screens will be installed as an addition to the information screens currently operating across the Health Board ensuring compatibility and consistent health messages.

8.1

ASSESSMENT AND ASSURANCE

The screens will be managed by the Macmillan Information and Support Facilitator in conjunction with the Health Board Communications Department. This will ensure they are kept up to date and accurate.

8.1



CARDIFF & VALE UNIVERSITY HEALTH BOARD QUOTATION

4th January 2018

To supply and fit Indigo digital signage systems in three Information and Support Centres in Barry, Llandough, and UHW.

Indigo will supply all bracketry, screens and cabling to mains, and the network connections to allow Indigo players to connect remotely.

Each site will have one 32" Screen fitted to a wall mounted bracket, which will display the content fed from an Indigo 1515 player, allowing unique and bespoke content to be displayed, at times and dates specified via the software system that will be installed on remote computers.

Each screen can have generic imagery, including content designed and uploaded by UHW Comms team, as well as the Patient Experience Team.

The system will also allow external media to be displayed and commercial contracts to be negotiated with business partners thus allowing the screen system to become a revenue generator, as opposed to a cost.

Indigo will liaise with the Patient Experience Team to take a full brief on what content and messaging will be required, and then create a number of templates which will allow staff to create beautiful content with eye catching movement.

Indigo can also supply branded RSS feeds with news and sport if required, as well as integrating your Twitter feed, encouraging viewers to engage with all your social media platforms and messages.

Full training will be given to all staff to operate system fully.

9-5 telephone support will be given for the duration of the contract.

Costs

The hardware and installation costs are

3 x 32" Screens £750
3 x Brackets and cabling £325
3 x 1515 boxes £1200
Installation £950

One Year Contract Sub Total £3225

Plus 3 x Software as a service and content creation for one year £5400 (3 sites at £150 per site, per month = £450 x 12 months = £5400)

One Year Contract Total £3225 + £5400 = £8625

A two year contract would be Year One (£8625) plus Year Two software as a service and content creation (3 sites at £150 per site, per month = £450 x 12 months = £5400)

Two Year Contract Total £8625 + £5400 = £14025

A three year contract would be Year One (£8625) plus Year Two software as a service and content creation (3 sites at £150 per site, per month = £450 x 12 months = £5400) plus Year Three software as a service and content creation (3 sites at £150 per site, per month = £450 x 12 months = £5400)

Three Year Contract Total £8625 + £5400 + £5400 = £19425

***All costs are subject to V.A.T. at current rate**

Pentreporth Cottage – Began Road – Cardiff – CF3 6XL

029 2079 8999

CHARITABLE FUNDS EXPENDITURE APPROVAL

Name of Meeting : Charitable Trust Committee

Executive Lead : Director of Therapies and Health Science

Author : Nutrition and Dietetics Services Lead UHB

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 : £295,000

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: 2.1,2.5, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 6.1, 6.3 and 7.1 of the Health and Care Standards 2015

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 and support with mealtimes

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

The UHB's Nutrition and Catering Steering Group developed the UHB's Patient Nutrition, Hydration and Catering Experience Management Action Plan 2016-17 and agreed a pathfinder project should be set up to examine how best to deliver comprehensive and co-ordinated nutritional care practises to maximise patient outcomes and improve flow through the organisation. Food, fluid and nutritional care are crucial for the physical and mental health well-being of patients and are also fundamentals of care elements that can

enhance the patient experience. Poor nutrition has significant financial implications for healthcare and there is substantial evidence that good nutritional care supports improved patient outcome, reduction in complications and length of stay, quality of life and Health Board resource utilisation.

An inter-disciplinary group of Therapy, Nursing and Facilities colleagues collaborated to deliver the pathfinder project. The project has involved cross clinical board integrated working, and fits within the UHBs programme of transforming care and turning the curve. The project framework is based on service improvement methodology. The project is closely linked to and underpins the UHBs promoting independence and 'Get Me Home' campaign as an assistance to improving patient flow.

From May to July 2017, two acute medical wards, A4 and East 2, ran an initial proof of concept pathfinder project. The key aims of the project were:

- Improve patient satisfaction and experience
- Increase MDT engagement at mealtimes and remodel the workforce to meet the needs of the patients.
- Increase snacks and beverage rounds, change timing of meals to reflect previous patient feedback.
- Re-invigorate protected mealtimes including preparation of the environment and patient, with social dining where possible.
- Improved compliance and accuracy with nutritional screening and documentation of patient's oral intake to inform nutritional assessments.
- Improved patient safety through use of safety briefings to identify patients needing cultural, therapeutic and religious diets and specific support and assistance.
- Ensure accurate menu ordering management systems.
- Launch the charitable bids funded new coloured crockery to improve patients' mealtime experience and aid independence for those with cognitive and visual impairment.

The nominated wards provided patients with a hostess service utilising a band 2 support worker to increase drinks rounds and food choices through pre-ordering using an electronic ordering system. A band 3 dietetic support worker was added to each wards staffing complement to support nursing staff co-ordination of feeding at mealtimes, participate in feeding, perform nutrition risk screening assessments, co-ordinate and support patient weighing and undertake a daily high calorie milkshake and fresh fruit round.

BACKGROUND

From a national perspective there is a wealth of evidence demonstrating that nutritional intervention saves money with associated health costs of malnutrition exceeding £13 billion annually. It is widely acknowledged that hospital food provision should be considered as part of clinical care with clear lines of management and accountability. The project links to the UHBs clinical strategy to improve care we give to patients creating better outcomes that

matter to people and safer more effective care. The evidence shows clearly that if nutritional needs are ignored health outcomes are worse and meta-analyses of trials suggest that provision of nutritional supplements to malnourished patients reduces complications such as infections and wound breakdown by 70% and mortality by 40%.

National malnutrition screening audits demonstrate that as a Health Board we have a more challenging population nutritionally. In 2011 Cardiff and Vale UHBs rate of malnutrition on admission to hospital was 45% compared with 25% UK average, 22% Wales average. By proactively addressing nutrition and hydration the potential for cost savings is significant.

Dehydration is associated with poor outcomes including increased mortality and an adverse effect on quality of life. Complications include falls, urinary tract infections (UTIs), pressure ulcers, renal failure, cognitive, and physical impairment. Dehydration can result in a chain of adverse events, leading to unacceptable patient suffering, increased staff workloads and escalating healthcare costs caused by avoidable admissions and prolonged lengths of stay. The cost implications of dehydration-related complications are estimated to cost the NHS more than £2bn annually. Providing hydration to patients is a core nursing care standard and has previously been reported in cases such as the Francis Report (2013) and Andrews Report (2014) as being at an unacceptable standard.

In March 2017 the Public Accounts Committee (PAC) produced a report on Hospital Catering and Patient Nutrition. Their remit was clear; Hospital catering and patient nutrition is a key element in ensuring that people make a full and healthy recovery while in hospital. The project provided a response from the UHB to the PAC and seeks to address some of the fundamental issues in the PAC report surrounding food waste and improving the provision of nutritious appetising meals. The Model Ward Project additionally delivers against Health and Care standard 2.5 and on the premise that good nutrition and hydration provision are markers of quality and reputational management as identified by staff, patients and relatives in the 3 key external reports Francis, Berwick and Andrews.

ASSESSMENT

Findings from the data evaluation have been summarised by a set of headline outcomes below.

Nutrition

- Reduction in the use of nutritional supplements.
- Reduction in the use of laxatives and enemas.
- Increase in both timeliness of assistance and patients receiving the correct level of assistance on one ward.

Hydration

- Increased oral fluid consumption.

- Decreased use of IV fluids and associated infection risk. In addition to cost, each infection incurs use of NHS resources, patient discomfort and a decrease in patient safety.

De-conditioning

- Strength and function was measured using grip strength. It is widely assumed patients de-condition during an admission. Both wards saw an improvement in strength.
- OT staff measured patients MOTOM scores. A negative score reflects de-conditioning; a neutral or positive score reflects stability or improvement, 83% remained stable or improved.
- Physiotherapy technicians reported increased engagement in therapy.

Facilities Key Performance Indicators

- Reduction in food waste.
- Meal service times improved with patients receiving meals promptly and food served fresher, with less time for the consistency and appearance to be altered under the heat lamps of the trolley.

Patient experience

- Food and drink surveys were completed on both wards before the pilot and during. Overwhelmingly there was a positive trend with more patients answering very good and good to questions about food quality, appearance and flavour.
- Patient stories and targeted interviews were carried out by the Patient Experience Team. For those who had been on other wards there were also comparisons, in regards to the model wards having a more varied menu choice and the availability of fruit, snacks and drinks. A couple of patients commented on how the model wards had made their stay more homely and personal.

Meal service quality audits

- Audits demonstrated improvements in communication between catering, dietetics and nursing staff
- There were improvements in the use of dining rooms on both wards with patients benefitting from the social dining experience and its positive impact on nutritional intake.



- Beverage rounds increased from 4-5 per days pre-model ward to more than the 7 stated in the All Wales Food and Fluid Standards and the frequency of water jug changes increased during the pilot.

Compliance to Health and Care Standards

- Improvements in nutrition risk screening audit results including weighing, undertaking risk screening and accuracy of risk screening.
- Both wards demonstrated an improvement in compliance to the H & C standard 2.5. E2 83% to 100%, A4 75% to 92% through the Health and Care standards annual audit.

External inspection

The CHC undertook an inspection and were impressed with the standard of care during the model ward pilot. Patients commented positively on the choice and quality of the food and the number of drinks served, with one patient commenting specifically on the milkshakes provided by the dietetic support worker. The report congratulated the senior nurse, ward manager and staff on the commitment shown to ensuring a positive outcome to the nutrition and hydration pilot. Of the points the ward were commended on, several were specifically related to the model ward:

- Patients and relatives appeared extremely positive about changes.
- Colourful crockery to make food look more appetising.
- Involving staff and patients in pilot.
- More than 7 standard drink rounds per day.

Staff experience

- 27 questionnaires were returned from both wards with a variety of MDT members participating in providing feedback. The feedback was overwhelmingly positive and the table below demonstrates the themes identified in feedback.

Theme	Comments/improvements
Staffing	More people are around to help with feeding; enthusiasm of staff
Organisation	Protected mealtimes; taking patients to dayroom to eat around table; everyone stopping to help; using the day room; being able to sit and feed patients; patients cannot be interrupted; contrast plates/crockery; stopping for lunch
Patient experience	Making mealtimes a great experience; improved recovery; improved patient experience; Strong encouragement & awareness for feeding; picking up patient difficulties/problems with feeding; enthusiasm of patients; improved rehab outcomes; uninterrupted
Menu	More choice for patients; good choice of food; patients get advance choice; frequent snacks; additional snack rounds; good snacks; decent food; increased patient choice which has led to increased volume consumed and nutrition; dining room
Drinks	Encouraged to drink; increased fluid intake

Service Improvement Opportunities

Service improvement opportunities based on the review findings that can be subdivided into 5 broad areas:

- Patient experience
- Patient flow.
- Transforming and modernising the workforce.

- Patient safety (nutrition and hydration).
- Service efficiencies.

RECOMMENDATION

The charitable Trust Committee is asked to consider funding the model ward for nutrition and hydration for a 12 month period.

- **Option 1:** fund across 4 wards, 2 on each acute site. This will enable this pathfinder project to be further refined, and explore impact on length of hospital stay to enable a more robust assessment of the financial impact. It is felt that this project could impact on length of hospital stay, however the short term project carried out in 2017 was, too short a period of time to quantify this impact.
- **Option 2:** If funding was not available to fund four wards, the charitable Trust Committee is asked to consider funding for two wards at 50% of the costs identified below.

Costs of implementation of seven day service for four wards.

- Facilities costs include both staff and non-staff = £196,560 for 12 months. Additional staffing 12 hour shift plus additional food items for menu e.g. milk, snacks and hot breakfast items.
- Dietetic Support worker costs for 12 months = £97,628 for 12 months, 7.5hr shifts to facilitate menu selection, enhanced patient safety through screening and safety briefings, additional high calorie drink and snack provisions. The wards have been selected to minimise the additional funding required for the dietetic support worker as 2 of the wards already have a smaller existing substantive resource at ward level.

Total funding required for four wards £294,188.

This equates to £5.50 per day per patient to realise the benefits outlined in the application, with the prospect of greater benefits identified through a longer evaluation of the model.

For details see embedded spreadsheet.



Model Ward -
Enhanced Service Co:

CHARITABLE FUNDS EXPENDITURE APPROVAL - RESPIRATORY RESEARCH

Executive Lead : Finance Director
Author : Head of Financial Services
Caring for People, Keeping People Well :
Financial impact : £170,390
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:

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

The Charitable Funds Committee is asked to:

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

10

SITUATION

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

BACKGROUND

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

ASSESSMENT

The application is for the use of delegated lung research funds to support the following studies:

- The psychological processes associated with cough
- Functional MRI imaging of brains of patients with pulmonary fibrosis and cough.
- Undertake a qualitative study of cough in pulmonary fibrosis and identify cough triggers.

The purpose of both funds is lung research and the funds have a combined balance of £207k.

Fund No 9504 - £164k

Fund No 9642 - £43k

There are no anticipated revenue consequences associated with this project.



APPLICATION FOR FUNDS >25K

Once completed please send this form to :

Charitable Funds Department, Finance Dept, Brecknock House, UHW

Applicant's Name: (capital letters)Ben Hope-Gill.....

Designation: ...Consultant Respiratory Physician.....

Hospital/Base: University Hospital Llandough

Department: ..Respiratory Medicine.....

Telephone No:02920716847.....

Email :... Ben.Hope-Gill@wales.nhs.uk.....

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

The interstitial lung diseases (ILD) service at Cardiff and Vale UHB provides secondary and tertiary services for patients with pulmonary fibrosis and sarcoidosis. Patients develop worsening breathlessness and a troublesome cough. There is a track record of research investigating the mechanisms of cough in this condition within the Unit. The application is to use funds raised for research within Respiratory Research Endowment funds to support a series of studies further investigating cough in this patient group.

Specifically the studies are to investigate the following:

1. The psychological processes associated with cough.
2. Functional MRI imaging of brains of patients with pulmonary fibrosis and cough.
3. Undertake a qualitative study of cough in pulmonary fibrosis and identify cough triggers.

The studies have received Cardiff University and Cardiff and Vale UHB R&D approval and are currently undergoing ethics committee review.

The studies will be performed as part of work undertaken for the award of a higher research degree by Cardiff University. The ILD specialist services requires clinical leadership from suitably trained respiratory physicians; specified by NICE as having had a minimum of six months specialist clinical training within a designated centre and/or having undertaken a higher research degree in the field. The current application provides such a training thereby strengthening the provision of ILD services within Wales.

10.1

Please detail link with approved themes:

Research excellence.
Medical education
Improving patient care

Does this application benefit:

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

Benefits to public/staff/patients:

The research being undertaken is directly linked to improving the quality of care of patients with ILD. There are currently no proven treatments for cough in pulmonary fibrosis which can be distressing and disabling. In addition, the research degree is improving the education and training of future leaders in the field. There is a need for increased number of ILD clinicians in Wales due to increasing caseload and treatment complexity. The research will lead to reputational gain for Cardiff and Vale UHB and the Research Fellow will contribute to the performance of clinical trials in ILD; the only access to such trials for patients in Wales.

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

There are no anticipated UHB resource implications.
As the study progresses there may be further expenses relating to database development, publication and presentation costs.

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

No other funding routes.

Funds Required

Name and number of Fund to be used

The following costs are applied for:

Research Fellow salary for 28 months	£124k
fMRI scanning costs (CUBRIC)	£10k
Qualitative research costs (Marie Curie Research Centre)	£25k
Cough monitor costs (University South Manchester)	£3750
Psychological questionnaire costs	£2000
Portable blood gas analyser and consumables	£4,700+VAT

The endowment fund numbers to be used are:

9504 (Lung Research Fund)
9642 (LJ Jones Legacy Lung Research)

Total: £ + VAT @ 20% £ = £170,390

Application for Funds From Charitable Funds Committee

Signed by Bid Proposer: Ben Hope-Gill Designation:Consultant Physicia. ...

Name (capital letters): ...Ben Hope-Gill..... Date: ...24th November 2017...

Signed by Divisional Manager: E. Janssen Designation: DIRECTOR OF OPS.

Name (capital letters): E. Janssen Date: 15/12/17

10.1

10.1



Opportunities

- External networks
- Identity
 - o Increasing
 - o Benchmarking
 - o Diversity
- Internships
- Stories / Visibility
- Marketing / Resources
- Charity Outlet Potential [Chris, Peter, Akmal]
- UHL Space
- Review Vision [Kate]
- Engage Communities – E.G. Marathons

What's Gone Well

- Lottery ↑ strength
- Fast track < £250
- Cardiff Half Marathon
- Wi-Fi / Face Book
 - o Raising the Profile
- Crockery
 - o Impact broader impact
- Orchard
- Staff / PT Morale ↑
- Investments
- Increase Fundraising Team
- Appeals
- Networks with UHB
- Diversity
- Induction
 - o Introduce Charity

Corporate Funding / Sponsorships

- Enterprise / Welsh Water / Sinclair
 - o Joint working – [Akmal] (partnership working)
 - o Develop a clear program [Katie team, Jo]
- Capturing data to be able to share / promote

Marketing Strategy

- Marathon
- Lottery
- Wales for Africa
 - o Annual Report
- Children Nurse
 - o Story [Jo]

Actions

- Influence space in concourse
 - o Discussions with estates re: what's possible
 - o March 2018
 - o Business Case
 - [Geoff] invite committee. - [Simone]
- UHL Shop Space
 - o If UHW not possible
 - Potential second conversation
 - Proof of concept
 - o [Chris] conversation with [Bob] re pharmacy UHL.
- Training
 - o Materials
 - o Resources
- Video promoting charitable [Jo]
- Lottery Templates [Lucy]
 - o Examples
 - o Webpage
- Discussion with [Akmal] / Business School
- Proposal regarding resources required – end of 2018
- Project based
 - o Looking at external assistance
- Stories
 - o Celebrity Ambassador
- Explore repeat donors.

Lessons Learned

- Success increases work
- Website
 - o IT
 - o Creative Templates
 - o Examples
- Training Sessions
- Being **Bold 2018** →
- Charity of choice for our staff

Making Healthcare Better

- Making a real difference to your health(care) (and wellbeing) (now)/(today)
- Working together, making lives better

- Supporting health and wellbeing for now and the future

KPI

- % Staff who are members of the lottery per clinical board
- In for a penny – annual
- £ generated by each of the income streams above
- Number of legacy promises
- Number of social media / website hits
- Number of corporate relationships
- % of charitable fund bids approved for the benefits of:
 - o Staff
 - o PTs
 - o Joint
- (outside of the team, % of staff inspired to fund raise for the charity)

Cardiff Half Marathon

- Promote exec and other committed to the event [Akmal]
- Photo Maria and Len in Jan 2018 [Jo]
- Staff side support [Simone]
- Clinical Board Champions [Steve C] [Peter]
- Weekly Tweets/ FB [Katie and Jo]
 - o Track min 800
 - o Plan phase 1
 - o Phase 2 Wellbeing
- Sample of Posters showcase event [Katie]
- Seren Club – Post card design
- “Grab The Moment”

CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD ENDED JANUARY 2018
Name of Meeting : Charitable Funds Committee Date of Meeting 20 TH March 2018
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

<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 January 2018.

BACKGROUND

This report covers the financial performance for the period ended 31st January 2018.

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 January 2018. 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 January 2018.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2017	6,680	1,507	2,450	10,637
Total Incoming Resources	736	363		1,099
Total Resources Expended	-952	-321		-1,273
Net Incoming/(outgoing) Resources	-216	42		-174
Gains/(Losses) on Investment Assets	121	30		151
Net Movement in Funds	-95	72		-23
Fund Balances carried forward January 2018	6,585	1,579	2,450	10,614

The above table shows the Charity generated £1.099m of income, it also spent £1.273m and therefore had net expenditure of £0.174m.

In addition, the charity also had market value gains on its investments of £0.151m 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 £0.023m, represented by net expenditure of £0.174m and investment gains of £0.151m.

Summary Balance Sheet as at 31st January 2018

	Opening Balance	Closing Balance
	1.4.17	31.01.18
	£'000	£'000
Fixed Assets	9,044	9,195
Net Current Assets / Liabilities	1,593	1,419
Total Net Assets	10,637	10,614
Unrestricted Funds	6,680	6,585
Restricted Funds	1,507	1,579
Endowment Funds	2,450	2,450
Total Funds	10,637	10,614

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.789m relating to the investment portfolio.

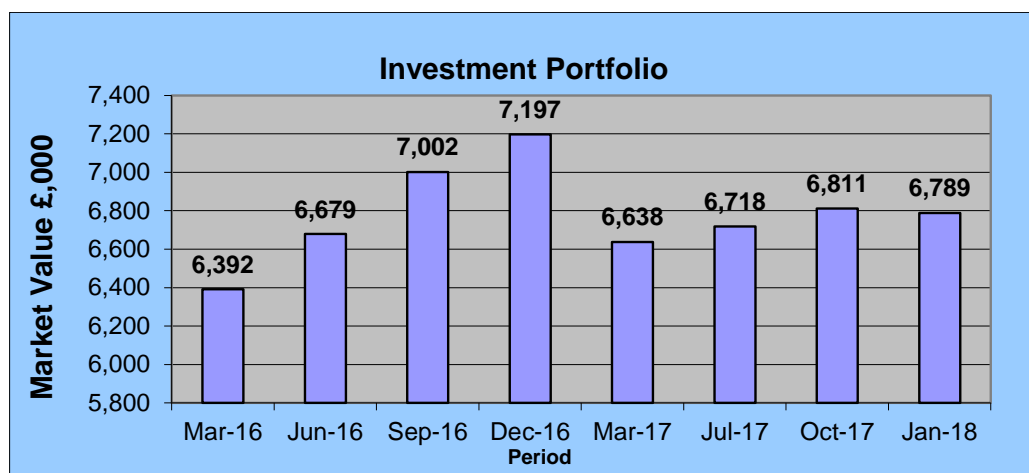
Of the net current assets closing balance of £1.419m, some £1.501m is supported with cash with the balance being net current liabilities of £0.082m.

The fund balances decreased by £0.063m in the period to £10.614m. Of this 62% relates to unrestricted funds, 15% 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 January 2018

	Fund Balances 31 January 2018 £'000
Unrestricted Non Delegated	1,035
Unrestricted Delegated	5,550
Total Unrestricted	6,585
UHW General	366
Education and Training	20
Staff and Patient Welfare	844
Research and Development	349
Total Restricted	1,579
Catherine Jenkins	44
Rookwood Hospital	2,406
Total Endowment	2,450

The following graph shows the investment portfolio's performance from March 2016 to period ended 31st January 2018.



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 £6.789m at the end of January, therefore resulting in a market value gain of £0.151m 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 £0.023m in the current year to £10.614m. This increase represents net expenditure of £0.174m market value gains of £0.151m.

CHARITABLE FUNDS FINANCIAL OUTLOOK 2018/19

Executive Lead : Finance Director
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Author : Head of Financial Services 029 2074 6234
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Financial impact :

Quality, Safety, Patient Experience impact : N/A

Health and Care Standard Number ... CRAF Reference Number
--

Equality Impact Assessment Completed: Yes / No / Not Applicable
--

ASSURANCE AND RECOMMENDATION

ASSURANCE is provided by:

- | |
|--|
| <ul style="list-style-type: none"> The financial strength of the charity. |
|--|

The Charitable Funds Committee is asked to:

- | |
|--|
| <ul style="list-style-type: none"> NOTE the content of the report. |
|--|

SITUATION

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

BACKGROUND

This report provides the Charitable Funds Committee with a summary financial outlook for 2018/19. This plan is based upon income and expenditure estimates and known financial commitments against Charitable Funds. This financial outlook considers both the resources available and estimated expenditure.

ASSESSMENT

Based upon the provisional year-end financial position, the following table provides an estimated financial forecast for the financial period 2018/19.

	Unrestricted Non- Delegated £,000	Delegated £,000	Endowment £,000	Total
Balance B/F 2017/18	995	7,228	2,450	10,673
Income	150	1,141	2	1,293
Expenditure	-50	-1,800	-1	-1,851
Balance C/F 2018/19	1,095	6,569	2,451	10,115

The CFC will note that this forecast is an estimate based on predictions at the time of writing and therefore the following notes will hopefully provide some additional information to support the financials.

Income

Income is received to the charity through the following areas:

- Donations
- Legacies
- Other trading activities (Staff Lottery)
- Investments

Income is depending on external factors, Staff Lottery and Investments are the most constant and predictable in any given period. Donations and particularly legacies are unpredictable and therefore difficult to forecast with any accuracy. The Charity have not been notified of any substantial legacy notifications for 2018/19.

Expenditure

The majority of total spend is delegated expenditure is generated through the Clinical Boards and still somewhat unpredictable as it is linked to relevant income balances. The total expenditure is based on an average for the past three years, including the commitment of £0.500m agreed by the CFC and Trustee's (See below). There may be some slippage with this project and this will therefore be monitored during the year.

Expenditure Commitments

These are generally where the Charitable Funds Committee have agreed funding for non-recurring expenditure. Generally this agreed expenditure is not of a material consideration in comparison to the overall value of the charity. However the Trustees' at their meeting on the 25th January agreed to fund substantial civil engineering work as part the "Horatio's Garden" project at University Hospital, Llandough. Early indications of the cost are approximately £0.500m, although this is purely an estimate at this point in time. No date has been given for the commencement of this work, however for the purpose of this report the cost is included in the forecast for 2018/19.

Investments Gains & (Losses)

Obviously this has a large impact upon any Charity's finances and the previous two years have been very successful for the Charity. The Charity capitalised on this in February 2017 by withdrawing £0.700m from its investment portfolio. To date in 2017/18 the Charity has once again seen gains from its investment portfolio although please note that market values can change at any time. The Charity' Investment advisor's attend the CFC twice a year in order to provide guidance and advice on the portfolio.

Reserves

The reserves of a Charity are part of the unrestricted funds that is freely available to spend on any of the charity's purposes. There is no single level or even a range of reserves that is right for all charities. Any target for the level of reserves to be held should reflect the particular circumstances of the individual charity.

The Charity's current reserve policy states that:-

The Charity's current reserve policy states that:-

- A separate fixed asset investment reserve, based on 10% of the value of fixed asset investments (**£0.679m**).
- A minimum of **£500,000** to ensure that there is sufficient funds for on-going commitments.

Therefore the reserve requirement of £1.179m is required and this is already set aside for this from delegated (subsidiary) funds.

The Charity's current reserves policy has also been particularly prudent and given that the previous policy was written in conjunction with the Charity's own position a couple of years ago it is intended that the policy be reviewed in 2018/19 to reflect the current circumstances of the charity.

Conclusion

The Charity is in a very healthy financial position which is underpinned by a strong balance sheet which includes substantial cash balances generated from the realisation of £0.700m worth of investments in 2016/17. Market value gains have also once again been generated in 2017/18.

In addition Internal audit provided the Charity with a substantial assurance audit rating from the latest audit investigation.

The Charity will continue to monitor and report its financial position to the CFC and as stated will review the reserves policy to ensure it is fit for purpose going forward.

FUNDRAISING REPORT	
Name of Meeting : Charitable Funds Committee 20 March 2018	
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

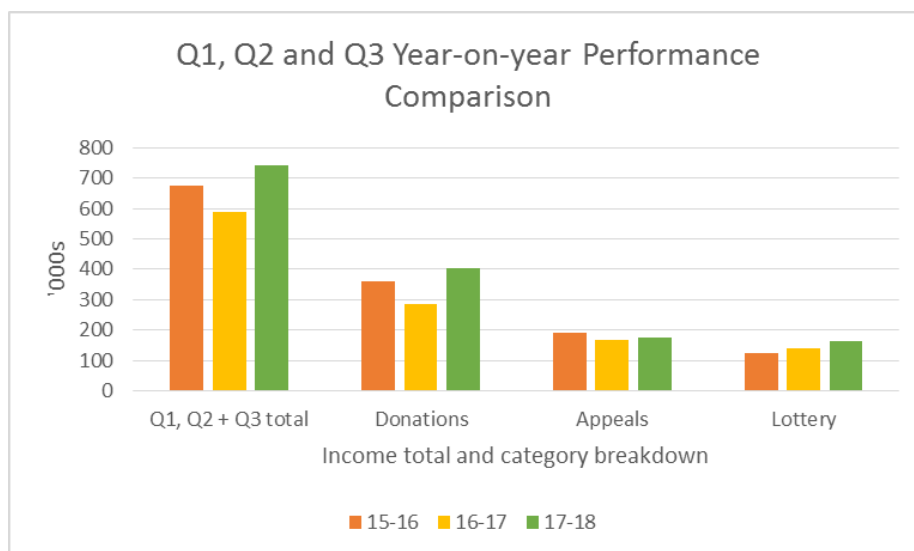
SITUATION

Income	July	Oct	Jan	Total
	£,000	£,000	£,000	£,000
Legacies	1	0	209	210
Donations	89	135	178	402
Appeals	88	40	45	173
Lottery	53	56	56	165
Total	231	231	488	950

Please note that the above table excludes Investment Income of £149k for the period

Fund No	Appeal	£,000	£,000	£,000	Total
9180	Stroke Services Appeal	1			1
9149	Breast Centre Appeal	52	11	26	89
9337	Bone Marrow Transplant Appeal	3	2	2	7
9447	Better Life Appeal	27	18	14	59
9448	Prop Appeal	4	8	3	15
9639	Children's Video Telemetry Appeal	1	1		2
	Total	88	40	45	173

BACKGROUND / UPDATES



This graph compares the performance of the Charity Office (therefore excluding Legacy income) for the first three quarters of the last three years.

We note that income at this point in the year is up from both last year and 2015-16 in nearly all categories. We are pleased that due to the recent Mega Draw prize and promotion we are currently retaining more staff lottery members than we lose, but we are concerned that when the pension deductions increase later this spring, we will see an increase in members will choose to cancel their deduction.

In terms of the fall in donation income registered in this part of 2016-17, we attribute that to these three conditions:

- Fewer grant applications during 16-17, compared to 15-16
- Audit-recommended refusal of DVLA payments previously accepted
- Donors preferring to buy items themselves and donate them, rather than donate cash

We respect the wishes of our donors, and we hope that as we continue to prove the integrity of the Health Charity, donor trust will grow.

Cardiff & Vale Staff Lottery

The Mega Draw was an exciting afternoon, with the £10,000 prize won by lottery member Suzanne Bequer-Moreno. The winning number was drawn by Geoff Walsh, who kindly encouraged his staff to watch the event and supply plenty of atmosphere. The Facebook Live video achieved 1,327 views, and a post earlier in the day reached 4,951 people.

A total of 4,756 numbers were included in the Mega Draw. We are now looking ahead to our next target of 5,000 lottery numbers.

Communications

The Health Charity has reached 2,934 likes on Facebook, as of 12 March. There are 75 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.

On Twitter, the Health Charity feed has 1,285 followers. This month's analytics show 5,496 impressions, 84 mentions and 289 profile visits. We are pleased to be engaging with a wider range of people on Twitter, including people out on training runs ready for the Cardiff Half.

Events

Staff Recognition Awards

The Staff Recognition Awards were a great success, and it was great to support such an inspiring evening. The Health Charity's Make It Better Fund sponsored four categories:

- Acting Today for a Better Tomorrow, won by the Our Orchard Project Team;
- The Equality, Diversity & Human Rights Award, won by Adele Watkins;
- Living our Values Award, won by Graham George;
- And Staff Fundraiser of the Year, won by Helen Stabler from West 1, UHL.

We were also thrilled to see that projects supported by the Health Charity were recognized; congratulations to Oliver Williams on winning the Dr Kate Granger Award for Compassionate Care with his work on falls prevention, and to the Corporate Health Standard Team for being runner up for the Health at Work & Wellbeing Award.

Bed Push

The Bed Push is scheduled for 20 May, alongside a 5km and 10km run, celebrating the NHS at 70.

Cardiff Half Marathon

As of 13 March we have had 235 ask for spaces. Our target is to reach 250 by April, at which point the project will be in profit.

Staffing

We are delighted to welcome Barbara John on a secondment with us for two days a week for the next 6 months. Barbara's substantive role is within Mental Health and we will appreciate her support on various projects, including designing our new donation forms and working with Wales for Africa partners to define new projects.