

## Bundle Charitable Funds Committee 11 September 2018

### Agenda attachments

#### Draft Agenda CFC 11 September 2018.docx

- 4 draft cfc minutes june 2018
  - 4 - Draft CFC Minutes - 19 June 2018.docx
- 5 action log june 2018
  - 5 - Action Log -June 2018.docx
- 6 bids panel report
  - 6 - Bids August 2018.xlsx
- 7 charity fund application
  - 7 - INFUSION ROOM PROFORMA.doc
- 8.a fundraising policy
  - 8a - Fundraising policy in new format.doc
- 8.b ehia for fundraising policy
  - 8b - EHIA for Fundraising Policy.doc
- 10.a breast centre
  - 10a - Breast Centre Paper CFC 18.docx
- 10.b better life appeal
  - 10b - Better Life Appeal Update paper for CFC 17.08.2018.docx
- 12 committee time out 11 december 2018
  - 12 - Draft Agenda CFC Time out Dec 2018.docx
- 13 charitable funds bid staff recognition awards 2019
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- 14 funding for a courtesy car
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- 15.a arts and wellbeing programme
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- 15.b cfc arts coordinator bid
  - 15b - CFC Arts Coordinator Bid.doc
- 17.a finance position
  - 17a - Finance report.docx
- 17.b annual accountds and report
  - 17b - Annual Accounts and Report.docx
- 18.a fundraising report
  - 18a - FUNDRAISING REPORT. Sept 2018 - CHC.docx
- 18.b annual report health charity with finance
  - 18b - Annual Report HC with Finance 05.09.18.docx

**DRAFT - CHARITABLE FUNDS COMMITTEE – 11 September 2018**  
**Corporate Meeting Room – HQ 9.00am – 12 noon**

1	Welcome and introductions	Verbal – Akmal Hanuk
2	Apologies for absence	Verbal – Akmal Hanuk
3	Declarations of Interest	Verbal – Akmal Hanuk
4	<b>Draft CFC Minutes - June 2018</b>	Akmal Hanuk
5	<b>Action Log – June 2018</b>	Akmal Hanuk
6	<b>Bids Panel Report</b>	Mike Jones
7	<b>Charity Fund Application - Inflammatory Bowel Disease Treatment and Education Centre.</b>	Sarah Edwards - Gastroenterology
8a	<b>Fundraising Policy</b>	Simone Joslyn
8b	<b>EHIA for Fundraising Policy</b>	
9	Barry Hospital / Rookwood Hospital	Verbal – Simone Joslyn/ Peter Welsh
10a	<b>Breast Centre</b>	Simone Joslyn
10b	<b>Better Life Appeal</b>	
11	Update on Horatio's Garden	Verbal - Geoff Walsh-T.B.C
12	<b>Committee 'Time Out' 11<sup>th</sup> December 2018</b>	Peter Welsh
13	<b>Charitable Funds Bid Staff Recognition Awards 2019</b>	Peter Welsh
14	<b>Funding for a Courtesy Car</b>	Peter Welsh
15a	<b>Arts and Wellbeing Programme</b>	Peter Welsh
15b	<b>CFC Arts Coordinator Bid</b>	
16a	CFC Arts Fund Bid	Verbal - Simone Joslyn
16b	Staff Lottery Prize	
16c	Health Charity Promotion	

**ITEMS TO BE RECORDED AS RECEIVED AND NOTED FOR INFORMATION BY THE COMMITTEE**

17a	<b>Finance Position</b>	Chris Lewis
17b	<b>Annual Accounts and Report</b>	
18a	<b>Fundraising Report</b>	Simone Joslyn
18b	<b>Annual Report Health Charity with Finance</b>	

19	Single Tender Quote	Verbal – Peter Welsh
20	Items to bring to the attention of the Board / other Committees	Verbal – Akmal Hanuk
21	Date and Time of Next Committee: <b>11 December 2018 9.00am</b> - Cardiff City Stadium	Verbal – Akmal Hanuk

DRAFT

**UNCONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING  
HELD AT 09.00AM TUESDAY 19 June 2018  
CORPORATE MEETING ROOM – HQ  
9.00AM – 12NOON**

**Members:**

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

**Attendees:**

Alun Williams	Head of Financial Services
Peter Welsh	Director of Corporate Governance
Simone Joslyn	Engagement Lead
Angela Hughes	Assistant Director of Patient Experience
Joanne Brandon	Assistant Director of Communications & Engagement

**Secretariat:**

Leanne Miles

**CFC 18/021            WELCOME AND INTRODUCTIONS**

- The Chair welcomed all present to the meeting

**CFC 18/022            APOLOGIES FOR ABSENCE**

- Apologies for absence were received from Mike Jones, Fiona Jenkins

**CFC 18/023            DECLARATIONS OF INTEREST**

- The Chair invited Members to declare any interests in the proceedings.  
Akmal Hanuk – Chair declared an interest in item 10 of the agenda Change Account.

**CFC 18/024            UNCONFIRMED MINUTES OF THE MEETING HELD 20 March 2018**

- The Committee RECEIVED and APPROVED the minutes of the meeting held on 20 March 2018.

**CFC 18/025            ACTION LOG - MEETING OF 20 March 2018**

- The Committee RECEIVED the Action Log from the meeting of 20 March 2018

**CFC 18/026            BIDS PANEL REPORT**

Peter Welsh presented the Bids Panel Report and outlined how successful it has been especially The fast track bids. It outlined approved bids as of the 8<sup>th</sup> May 2018. There were a total of 16 applications to the value of £93,536 received for consideration and the panel approved 16 to the value of £89,186 as bid number 555 was partly approved. There have been a total of 26 small bids process applications to date. Since March 2018 there have been

11 bids approved to the amount of £2,081. Peter Welsh stated that the Bids Panel Time Out will take place in December 2018 prior to the Charitable Funds Committee Time Out so that information will be available for discussion.

**THE COMMITTEE:**

**APPROVED:** The bids supported by the May 2018 meeting of the Charitable Funds Bids Panel.

**CFC 18/027                      TERMS OF REFERENCE – CHARITABLE FUNDS COMMITTEE**

Peter Welsh presented the Revised Terms of Reference for the Charitable Funds Committee. The Terms of Reference and operating arrangements need to be reviewed on a biennial basis by the Committee. There have been a number of operational arrangements discussed since March 2016 which have been implemented. To be compliant such changes have to be included in the Terms of Reference of the Committee and endorsed. The report outlined the changes to be endorsed by the Committee.

Chris Lewis requested an alteration to point 2.6 in the Terms of Reference to reword “to receive at least twice a year reports from the UHB Investment Advisors”.

**ACTION – Peter Welsh**

**THE COMMITTEE:**

**APPROVED** and endorsed, subject to any further amendments, the revised Terms of Reference of the Charitable Funds Committee.

**CFC 18/028                      ORCHARD PROGRESS**

Simone Joslyn presented a paper on the progress of the Orchard. The goal of the Health Board is to establish an ecological community health park which also aims to benefit wildlife, plants and people through positive environmental interaction as well as benefiting staff and patients, and the wider community. The Orchard is funded entirely through donations made to the Charity. Work is continuing to progress at a steady rate and additional funds have been raised through several fundraising and voluntary activities listed in the paper presented. Chris Lewis stated that the figures outlined in the report presented didn't seem to add up but whether it was an IT error. Alun Williams to revisit for accuracy. Maria Battle stated that it was great seeing this report in such detail as this information will be presented to Board and it will have continual sight about fundraising and stated it was a credit to the fundraising team.

**ACTION:** To revisit figures to ensure accuracy – **Alun Williams**

**THE COMMITTEE:**

**NOTED:** The great work being undertaken to complete the project.

**CFC 18/029                      PROP APPEAL**

Simone Joslyn presented a paper on the PROP Appeal and stated the significant work that Lucie Barrett in the Fundraising team had undertaken and to date, has raised a magnificent £83,000. The PROP appeal is for patients in the Regional Neurosciences Specialist Rehabilitation Unit currently based at Rookwood Hospital. Simone Joslyn referenced the fundraising activities that have taken place. Simone Joslyn stated that a paper would be brought to the next meeting in December 2018 outlining other appeals so that everyone is sighted and a discussion on how many appeals should we have running, could take place. Peter Welsh suggested that at the

September 2018 meeting to bring the annual report of the Breast Centre activities which have been very successful.

**THE COMMITTEE:**

**NOTED:** the outstanding work being carried out by the PROP Appeal and the value given to patients and staff at Rookwood

**CFC 18/030 CHANGE ACCOUNT – UPDATE**

Peter Welsh presented a paper on the Change Account. The UHB was contacted by Change Account digital banking platform to discuss the potential of using their services on part of the programme of Staff Benefits. The Charitable Funds Committee has been asked to enter into a contract with Change Bank for an initial period of three years with the option to extend for a further two. Assurance has been given in the form of discussion at the Staff Benefits Group, Local Partnership Forum, Charitable Funds Committee where support in principle was given and at the full Trustees meeting in December 2017. An in depth conversation was undertaken by the Committee members raising several issues such as are staff being advised on debt, other debt management services available, links with Public Health Wales, staff benefits, impacts on credit union. Maria Battle stated that the Change Account along with Credit Union should be mentioned on the staff benefits intranet page and how it is worded to protect the reputation of the Charity. Also legal advice to be sought regarding the agreement between the Charity and Change Card.

**The COMMITTEE:**

**APPROVED:** entering into a contract with Change Account for an initial period of three years with the option to extend for a further two years.

**CFC 18/031 PARK AND RIDE UPDATE**

Peter Welsh gave a verbal update with regards to the Park and Ride. Currently there is park and ride which currently services UHW. There is a proposal to provide a park and ride service for a short period for UHL and Barry with funds from the Charitable Funds. Evaluation for this period would then be forwarded to Cardiff Bus who if they deem it to be a profitable will take on the service. Information would be gathered and a progress paper brought to the next meeting in September 2018. Maria Battle has also asked for information to be added to the report with regards to a bus from the Health High Level Train Station and another park and ride location within Cardiff as part of the scoping exercise.

**ACTION:** Scoping document to be brought to the next meeting - **Peter Welsh**

**THE COMMITTEE:**

**AGREED:** To receive a scoping document at the next meeting in September 2018

**CFC 18/032 STAFF BENEFITS GROUP – UPDATE**

Peter Welsh gave a verbal update on the Staff Benefits Group. Peter Welsh reiterated the amount of products coming through. Griffin Mill is going from strength to strength and is very successful. A further meeting with Enterprise Car Rentals is forthcoming to look at a business benefit as well as staff. Vectis card is attending the next staff benefits group to give an evaluation. Also looking towards the wellbeing agenda and dealing with a number of local gyms with regards to discounts for staff. A further update to be brought to the March 2019 meeting.

#### **THE COMMITTEE:**

**NOTED:** The verbal presentation and the work being undertaken by the staff benefits group.

#### **CFC 18/033          NHS 70<sup>TH</sup> ANNIVERSARY CELEBRATIONS – UPDATE**

Joanne Brandon gave a verbal update on the anniversary celebrations. The website contains a huge number of events taking place across all sites of the UHB. Information has been shared with the Board. The celebrations have linked in with Welsh Government and All Wales Partners. Staff will be in attendance at Llandaff Cathedral for a celebration. There has been a lot of media coverage involving staff and various departments. Our example has been replicated through other health boards. The three big celebrations - bed push, Lens walk and the Cardiff Half Marathon are well under way. Simone Joslyn reiterated the link with the Rookwood 100 year celebrations and the miner's lamp, carried by Aneurin Bevan's grandniece making a stop at UHL on its way to Westminster, with the Cabinet Secretary in attendance and tying in with the opening of the 70<sup>th</sup> exhibition. Simone Joslyn also mentioned a gift for everyone and the possibility of a water bottle donated by Welsh Water. Akmal Hanuk stated that he is a Non-Executive Director of Welsh Water and will take this up directly outside the meeting as there is a Welsh Water Board meeting in July 2018.

#### **THE COMMITTEE:**

**NOTED:** The verbal presentation and the excellent work undertaken to promote the 70<sup>th</sup> anniversary of the NHS.

#### **CFC 18/034          WiFi UPDATE**

Peter Welsh stated that Fiona Jenkins was unable to attend the meeting and that this item is to be deferred to a future meeting Charitable Funds Committee. The intention was to bring a paper to this meeting for extended funding as the charity agreed to fund for a certain period of time only. Chris Lewis stated that the funding of the WiFi is a great benefit to the Charity as it holds the front page for funding and good promotion for the Charity.

#### **THE COMMITTEE:**

**NOTED:** the verbal update

#### **CFC 18/035          FINANCE POSITION – YEAR END**

Chris Lewis presented the Financial Position Report for the period March 2018. The Charity generated £1.459m of income and also spent £1.812m and therefore had a net expenditure of £0.353m. In summary the value of the charitable funds has decreased by £0.459m in the current year to £10.178m. The decrease represents net expenditure of £0.353m and market value losses of £0.106m.

#### **THE COMMITTEE:**

**NOTED:** The financial position of the charity and **ASSURANCE** through the strength of the Charity and the good financial performance during the period.

## **CFC 18/036 FUNDRAISING REPORT**

Simone Joslyn presented the fundraising report which outlined the events that have taken place and the amounts raised and events that are in the pipeline.

It also included a proposed new Health Charity structure due to it being understaffed which in turn could cause destabilization of the Charity support team function, external reputation being damaged through the cancellation of events, potential leavers, and potential sickness which in turn would result in an overburdening of remaining staff. Human Resources advice was taken with regards to the banding of posts. An in depth conversation was undertaken by the Committee members over the proposed structure and finance. Chris Lewis stated that with current fragility of services within the Health Board the proposed structure be reviewed after six months as outlined in the report. Maria Battle proposed that the structure be reviewed after a year and not six months to prove that the new structure is the correct one going forward. Peter Welsh stated that with the figures involved that the Scheme of Delegation would need to be referenced to ensure that governance has been followed.

### **THE COMMITTEE:**

#### **APPROVED:**

- The proposal outlined in the report and the financial implications for one year then to be reviewed plus the funding mechanisms and for this then to the Trustees for their approval
- The changes to the management structure of the support function of the Charity
- To support the interim proposals to provide resilience for the communications and fundraising role during sickness absence
- A further review of the support function financial sign off processes

## **CFC 18/037 ANY OTHER BUSINESS**

Peter Welsh referenced adverse publicity regarding the use of Charitable Funds within organizations but stressed not Cardiff and Vale but one was a Health Board. Maria Battle as Chair of the Trustees was spoken to regarding the issue and though it was appropriate to undertake a health check and obtain specialist legal opinion on what we have been doing with our funds. Peter Welsh stated that he and Joanne Brandon met with a specialist lawyer of Geldards who is an expert in Charitable Funds. Information and guidance is available to those who request a copy and confirms that the Charitable Funds Committee is compliant.

### **THE COMMITTEE:**

**NOTED:** The verbal presentation.

## **CFC 18/038 NO ITEMS TO BRING TO THE ATTENTION OF THE BOARD/OTHER COMMITTEES**

## **CFC 18/039 DATE AND TIME OF NEXT MEETING**

- 11 SEPTEMBER 2018 – 9.00am - Corporate meeting Room, HQ



## UPDATED ACTION LOG FOLLOWING MEETING 19 June 2018

MINUTE	DATE	SUBJECT	AGREED ACTION	ACTIONED TO	STATUS
CFC 16/121	19.09.17  20.03.18	BENEFITS OF COLOUR – ENHANCING THE PATIENTS MEALTIME EXPERIENCE	Peter Welsh stated that he had spoken to Joanne Jefford since the December 2017 meeting and stated that there is a delay on delivery and Peter will give a further update at the June 2018 meeting. Update – all crockery has been delivered.	Peter Welsh	Update December 2018 Meeting
CFC 16/157	20.03.18	REVIEW OF THE TERMS OF REFERENCE OF THE CHARITY	Any proposed changes/suggestions to the Terms of Reference of the Charity to be forwarded to Peter Welsh by the end of April 2018	ALL	
CFC 18/027	19.06.18		Alteration to 2.6	Peter Welsh	Complete
CFC 18/028	19.06.08	ORCHARD PROGRESS	Figures to be revisited for accuracy on the report	Alun Williams	Update at September 2018 meeting
CFC 18/031	19.06.18	PARK AND RIDE	Scoping exercise to be undertaken with regards for further park and ride sites across Cardiff	Peter Welsh	Update at September 2018 meeting

No	Applicant's Name	Destination	Amount	Description	Patients Benefit	Staff Benefit	Clinical Board
BP568	Karen Hughes	Orthopaedics Outpatients	£1,137	Tinted, Heat Proof Window Film	Yes	Yes	Surgery
BP569 Chairs Action	Pippa Rimmer	Communications & Engagement	£276	<a href="#">NHS @ 70 Bunting</a>	Yes	Yes	Executives
BP570	Eleri Crudington	Primary, Community & Intermediate Care	£5,708	CRI Staff Outside Breakout Space		Yes	PCIC
BP571	Dr Nicola Lomax	Department of Sexual Health	£1,686	Patient TV Screens	Yes		PCIC
BP572	Louise Crossley	Physiotherapy	£6,305	Exercise for All Equipment	Yes	Yes	CD&T
BP573	Louise Crossley	Nutrition & Dietetics	£6,684	Specialist Weight Management Service User Improvement Project	Yes		CD&T
BP574	Jenny Buckley	East 6 UHL	£981	Upgrade Quiet Room-Sofas	Yes	Yes	Medicine
BP575	Paula Davies	Community Child Health	£4,390	Wellbeing Staff Training	Yes	Yes	Women & Children
BP576	Jenny Hunt	Primary Mental Health Services for Children & Young People	£2,817	The Hope Project. Improvements to Clinical Rooms	Yes	Yes	Women & Children
BP577	Aron White	Corporate Nursing	£1,920	Ipads and App	Yes	Yes	Executives
BP578	Andrea Sullivan	General Surgery	£635	Memorial Bench	Yes	Yes	Surgery
BP579	Various	Third Sector Bids	£24,311	Third Sector Bids	Yes	Yes	
BP580	Jo Wilson	MHSOP	£1,500	Forget Me Not Choir	Yes	Yes	Mental Health
			£58,350				

No	Applicant's Name	Destination	Description	Amount	
SMP27	Luciann Williams	Temporary Staffing Office	Fridge	£239	
SBP28	Karen Hughes	CAVOC	Window Art	£247	
SBP29	Mel Wotton	HeARTh Gallery	TV	£228	
SBP30	Kim Stokes	Maternity	Yogo Mats	£232	
SBP31	Simone Joslyn	Communication, Arts, Health Charity & Engagement	Reproved Paintings in Children's Hospital	£198	
SBP32	Julie Watts	Llanfair Unit - Daffodil Ward	Television	£199	
SBP33-Rejected	Ian Dovaston	Clinical Gerontology	Mandatory May Competition	£150	
SBP34	Sarah Davies	Patient Experience	Bookcase	£94	
SBP35	Tara Robinson	Mental Health	Competition Prize Voucher	£100	
SBP36	Matt Temby	Clinical Diagnostics & Therapeutics	Competition Prize Voucher	£250	
SBP37	Jane Murphy	Medicine	Staff Fun Afternoon in the Park	£249	
SBP38	Sam Owen	Outpatients Physiotherapist	Thera-Bands	£185	
SBP39	David Phillips	Endoscopy UHW	Artwork and Furniture, Patient Waiting Area	£250	
SBP40	Lisa Marley	Paediatric Community Team	Art & Craft For St David's Children Centre	£250	
				£2,871	

[illegible]

REPORT TITLE	
<b>Name of Meeting : Charitable Trust Committee</b> 11/9/18.....	<b>Date of Meeting</b>
<b>Executive Lead : Sarah Edwards</b>	
<b>Author : Clare Tibbatts</b>	
<b>Caring for People, Keeping People Well :</b> We are aiming to achieve substantial improvement in the clinical care, dignity and well-being for our IBD patients, which are currently provided with a sub-standard service, lacking in dignity, privacy and patient choice.	
<b>Financial impact :</b> approx £20,000	
<b>Quality, Safety, Patient Experience impact :</b> We continually strive to provide the highest level of care to our patients and gaining this facility would enable us to provide patient choice with regards to the setting and type of treatment they receive, along with enhanced patient experience and education, in those patients with this debilitating chronic illness.	
<b>Health and Care Standard Number</b> Theme 2: Safe Care 2.1 Theme 3: Effective Care 3.1 & 3.3 Theme 4: Dignified Care 4:1 Theme 5: Timely Care 5.1 Theme 6: Individual Care 6.2	
<b>CRAF Reference Number</b> 1.1 1.3 2.2 3.1 3.1.2 4.2 4.3 5.1 5.1.1 5.1.2 5.1.5 5.1.6 5.1.13 5.6 5.7	
<b>Equality and Health Impact Assessment Completed:</b> No (but can be if required)	

#### ASSURANCE AND RECOMMENDATION

**ASSURANCE** is provided by:

- Gastroenterology Directorate

The Board is asked to:

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

## **SITUATION**

We currently have a 4 chair infusion room at UHL, which is cramped, lacks dignity and privacy and does not have the capacity to meet the current demands of the service. There are no acute assessment areas or education facilities currently provided by the Health Board for IBD patients.

## **BACKGROUND**

As part of our vision at Cardiff & Vale means that a person's chance of leading a healthy life should be 'the same wherever they live and whoever they are', we should undoubtedly be aiming to meet the 2013 'IBD Standards', which are the national targets across the UK. Indeed, we recently received communication from the Welsh Government, asking us to explain whether we are meeting them and if not, how we are going to achieve them as soon as possible. Cardiff & Vale has had a tertiary referral service at UHW for some time now, but has been disjointed and not aligned with the UHL site, which has had minimal resources. We are now working very hard to redesign the entire service across both sites, to provide a much needed update in the way we deliver care to our patients with IBD and make it much more patient focused and equitable. As IBD is a chronic disease that often relapses and remits, the patients may have multiple hospital attendances with several different multidisciplinary team members and we need to make this as comfortable and least disruptive as possible. We need to seamlessly link outpatient, inpatient and self management care, so the patient is able to make the best informed decisions for themselves, with facilities they can access from home, or during admissions. They need to have access to timely specialist care and inpatient admissions that maintain their dignity and respect with simple measures such as access to appropriate toileting. With this in mind, the first step is to develop an IBD infusion and education centre, which will allow greater provision of the newly approved 'biologic therapies' and will provide a facility for group education, support groups, self management and allied health training. We have now acquired a site for this development and have gained funding for the clinical equipment needed, but need to refurbish the area to make it suitable for clinical use and enhance the patient experience. We have had a rough estimate for the work and they think it will be approximately £20,000. A more detailed assessment is also underway. It is this we would request help in funding from the charitable trust as it would make such a huge difference to our patients and the care they receive, whilst we strive to achieve not only meeting but surpassing the national standards, which have been sadly lacking for some time.

## **ASSESSMENT AND ASSURANCE**

If given the requested monies, we would be able to refurbish the old MDT meeting room into a clinical area which provides a new 8 bedded infusion facility with greater space and privacy for patients receiving biologic therapies. We would also include a private 'acute assessment room' with an examination couch, where patients could be seen directly, rather than having to wait to see a GP or in the Emergency department, which goes against all current guidelines. We could also provide group education sessions for both patients, GPs and allied staff, which would allow greater flexibility in patient treatments, reduce unnecessary admissions and allow more management in the community. All of these things would greatly enhance the patient experience of dealing with this debilitating chronic disease and allow a better quality of life.

In summary, we can continue to deliver the core NHS Service using our current facility. However, the MDT room will allow us to improve the patient experience and enhance the service we provide.

Maximum publicity will also be given to the Charity for their invaluable support to allow this to happen.

<b>Reference Number:</b> <i>TBA unless document for review</i> <b>Version Number:</b> <i>1 unless document for review</i>	<b>Date of Next Review:</b> <i>To be included when document approved</i> <b>Previous Trust/LHB Reference Number:</b> UHB 238
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## Fundraising Policy

### Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we acknowledge ethical, sensitive fundraising as a legitimate means to enable the purchase of goods and equipment or services which are not available within capital or revenue budgets, but will help ensure the UHB remains a premier health care provider.

The public see donating cash or equipment, or actively raising funds, as a positive way of supporting a health service which is short of funding.

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

The Health Charity's corporate trustee is Cardiff and Vale University Health Board. Further accountability is provided by the Charity Commission and the Welsh Government's Cabinet Secretary for Health and Social Services.

Responsibility for the management and distribution of funds and the receipt of new charitable monies is with the corporate trustee. This falls on the members of the Board, though the corporate trustee remains the UHB. Responsibility for the management of charitable funds is delegated to the Charitable Funds Committee.

The day to day work related to the Health Charity is performed by the Charitable Funds Officer and the Charity Office. The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity. **Fundraising staff in the Charity Office are members of the Institute of Fundraising and attend continuous professional development;** other staff members in the UHB are not appropriately qualified to give fundraising advice to staff or supporters.

### Policy Commitment

The UHB is committed to ensuring that related fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB, our staff and patients, and the brand of Cardiff & Vale Health Charity. The following procedures have been developed in light of this:

1. The Charity Office **must** be made aware in advance of all activities where patients, visitors, staff or members of the public on the UHB estate will be able to donate money, cash or goods, for any charitable cause. The Charity Office **must** approve such fundraising activities



prior to them being undertaken.

- a. Approval for collecting funds connected to local and national health related awareness campaigns such as Jeans for Genes, and national charity event days such as Red Nose Day is dependent on the fundraising activity being registered in advance with the Charity Office.
  - b. All charities must contact the Charity Office **before** putting up any advertising (including leaflets, flyers, display boards etc.) or longer term structures (including signage, sculptures, and display boards) across the UHB sites in general and in office and ward locations.
  - c. Only Cardiff & Vale Health Charity collecting boxes are permitted on the UHB estate unless permission has been granted by the Charity Office.
2. The Charity Office **must** be made aware in advance of all fundraising activities naming the UHB or Health Charity as the beneficiary. The Charity Office **must** be able to review and approve marketing materials and financial arrangements in advance.
  - a. The corporate trustee retains the right to refuse donations that have been raised in a way that may be detrimental to the objectives of the Health Charity and the wellbeing of communities served by the UHB. The Health Charity will not benefit from fundraising activities perceived as sexist, transphobic, racist, or otherwise offensive.
3. The following situations **must** be referred to the Charity Office:
  - a. An external individual or organisation wishes to support the hospital, or specific wards or departments, with a cash donation, volunteer time, or gift in kind. Gift in kind could be a donation of concert or match tickets; signed memorabilia; donated artwork; children's toys; furniture; training.
  - b. Staff want to hold a fundraising raffle, for which they will sell tickets more than 24 hours in advance of the draw. The Charity Office will act as the promoter and supply numbered tickets in accordance with the Lotteries and Amusements Act 1976.
  - c. Staff want to approach an individual or organisation for sponsorship, financial support, gifts in kind etc.
  - d. An individual or organisation wants to sell items on behalf of the Health Charity.
  - e. Notification of a legacy that names Cardiff and Vale University Health Board, Cardiff & Vale Health Charity or any area of any UHB service as a beneficiary.
  - f. An individual or organisation wants to donate a potential asset (medical equipment, furnishings). This **must** be brought to the attention of the Charity Office at the earliest possible time for inclusion on the asset donation register. Departments receiving donated assets will be asked to confirm the assets conform to relevant standards and revenue consequences are managed.
4. Fundraising restrictions are in place to protect patients, staff, and members of the public:
  - a. Fundraising **must not** take place in wards at the bedside.
  - b. Fundraising staff or volunteers **must not** directly approach patients or visitors to suggest or request involvement or contributions. If patients or visitors approach a member of staff regarding the fundraising activity staff may accept offers of participation and support.
  - c. Staff participation in fundraising activities is voluntary and **must not** be imposed on any individuals.
  - d. An individual member of staff fundraising for a charitable cause on site is acceptable as long as the fundraising does not interfere in scheduled work hours. Care should be taken to ensure that participating in or organising fundraising activities does not impair compliance with statutory regulations and recommended practice.
  - e. Legally, fundraising **must not** be undertaken by individuals under the age of 18.

Children up to the age of 18 can be involved with fundraising with a guardian's permission. However, children cannot collect static collection boxes, sell tickets for licensed lotteries, or count collected money.

5. All charitable income received into any ward or department by any member of staff, either from donations or fundraising activities, **must** be paid into the relevant Health Charity endowment fund, via the Cashiers' Office, within 7 days.
  - a. Cash from a ward or department-based fundraising activity, such as a raffle, **must** be counted and signed as a donation by two members of staff on the donation form and taken in a sealed collection tin or envelope to the Cashiers' Office.
  - b. If under exceptional circumstances staff are not able to take a donation to the Cashiers' Office, staff should contact the Charity Office on extension 41802 for assistance.
  - c. Under **no** circumstances should a donation cheque be made payable to an individual UHB staff member. If you receive a cheque made payable to a member of staff, please forward it to the Charity Office for action.
6. The Charity Office will support departments or partner organisations seeking to raise a substantial sum for a large capital project or long-term work in a particular area.
  - a. In the first instance, this should be discussed with the department's Clinical Board and the Charity Office.
  - b. Where agreed, the Charity Office will support the formation of an Appeal committee. This should involve departmental staff, a patient representative, and a member of the Charity Office.
  - c. The Charity Office retains the right to start, manage and transition appeals according to the Health Charity's priorities and the Charity Office's capacity.

**Other supporting documents are:**

- Naming Policy
- Standards of Behaviour Policy.

**Scope**

The scope of this policy includes fundraising activity in the following situations:

- fundraising undertaken on or off the UHB estate to benefit our patients through Cardiff & Vale Health Charity
- fundraising undertaken on the UHB site by partner charities

**All sections** of this policy apply to:

- Anyone involved in any fundraising event undertaken on UHB sites to benefit any charity;
- Anyone fundraising with the UHB and/or the Health Charity as a named recipient of funds.

**Equality and Health Impact Assessment**

An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact. Key actions have been identified and these can be found incorporated within this policy/supporting procedure.  
**Note: Policies will not be considered for approval without an EHIA**

<b>Policy Approved by</b>	Charitable Funds Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Charitable Funds Committee
<b>Accountable Executive or Clinical Board Director</b>	Deputy Finance Director
<p style="text-align: center;"><b><u>Disclaimer</u></b></p> <p style="text-align: center;">If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <a href="#"><u>Governance Directorate.</u></a></p>	

<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	Date approved by Board/Committee/Sub Committee dd/mm/yyyy	TBA  <i>[To be inserted by the Gov. Dept]</i>	<i>State if either a new document, revised document (please list main amendments). List title and reference number of any documents that may be superseded</i>
2			

## Equality & Health Impact Assessment for Fundraising Policy (and administrative type policy)

**Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment**

**Please note:**

- The completed Equality & Health Impact Assessment (EHIA) must be
  - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
  - Published on the UHB intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required<sup>1</sup>
- Appendices 1-3 must be deleted prior to submission for approval
- 

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	This EHIA has been designed for administrative type policies only.
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Finance Fundraising and Communication Manager, 02921841802
3.	Objectives of strategy/ policy/ plan/ procedure/ service	As stated in the policy.

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<sup>1</sup>[http://nwww.cardiffandvale.wales.nhs.uk/portal/page?\\_pageid=253.73860407.253.73860411&\\_dad=portal&\\_schema=PORTAL](http://nwww.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253.73860407.253.73860411&_dad=portal&_schema=PORTAL)

4.	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory<sup>2</sup> and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need<sup>3</sup>.</p>	<ul style="list-style-type: none"> <li>• Not applicable</li> <li>• See Addendum 1 for staffing profile</li> <li>• As an Administration Policy as opposed to a clinical policy, it was unnecessary to undertake a needs assessment.</li> <li>• The UHB's usual arrangement with regard to consultation was followed (ie. 28 days on the intranet). No comments were received.</li> <li>• It is good practice for staff to consider similar policies from other organisations.</li> <li>• Many admin and governance type policies are based on model policies and guidance.</li> <li>• Stakeholders were not engaged in the EHIA and/or policy development but were consulted in order to share views.</li> </ul>
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	UHB staff, charity staff and others such as volunteers working on behalf of the UHB, will be affected by the Policy.

<sup>2</sup> <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

<sup>3</sup> <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

## 6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<b>6.1 Age</b> For most purposes, the main categories are: <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	There does not appear to be any impact.	n/a	n/a
<b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	The UHB is aware from its demographic information that it employs staff who have disabilities as defined within the Act. As such, the Policy would be made accessible to staff in alternative formats on request or via usual good management practice.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment  <b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender	There appears not to be any impact on staff regarding gender.		
<b>6.4 People who are married or who have a civil partner.</b>	There appears not to be any impact.		
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after	There appears not to be any impact on staff.		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
having a baby whether or not they are on maternity leave.			
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	There appears not to be any impact on staff regarding race, nationality, colour, culture or ethnic origin.	Whilst there doesn't appear to be any impact, if a member of staff was known to have difficulties with the written word, good management would dictate that alternative arrangements be made, such as individual meetings.	All departments to be aware of their staff profiles.
<b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief	It is unlikely to be any impact on staff regarding their religion.	Staff are able to raise any issues with their line manager.	
<b>6.8 People who are attracted to other people of:</b> • the opposite sex	There appears not to be any impact on staff.		



How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
(heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)			
<b>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</b>  Well-being Goal – A Wales of vibrant culture and thriving Welsh language			
<b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	There appears not to be any impact on staff.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<b>6.11 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	There appears not to be any impact on staff.		
<b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	There are no other groups including Carers or risk factors to take into account with regard to this Policy.		

**7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<b>7.1 People being able to access the service offered:</b> Consider access for those living in areas of deprivation and/or those experiencing health inequalities  Well-being Goal - A more equal Wales	As an administrative Policy, there will be no impact.		
<b>7.2 People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-	As an administrative Policy, there will be no impact.		

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p><b>7.3 People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p> <p>Well-being Goal – A prosperous Wales</p>	<p>As an administrative Policy, there will be no impact.</p>		
<p><b>7.4 People in terms of their use</b></p>	<p>As an administrative Policy,</p>		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p><b>of the physical environment:</b> Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>	there will be no impact.		
<p><b>7.5 People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of</p>	As an administrative Policy, there will be no impact.		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>			
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	<p>As an administrative Policy, there will be no impact.</p>		

**Please answer question 8.1 following the completion of the EHIA and complete the action plan**

<b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b>	Overall, there appears to be very limited impact on the protected characteristics and health inequalities as a result of administrative type policies.
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## Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<b>8.2 What are the key actions identified as a result of completing the EHIA?</b>	If a member of staff was known to have difficulties with the written word, good management would dictate that alternative arrangements be made, such as individual meetings. Staff are able to raise any issues with their line manager/Human Resources.	Line Manager as applicable	Depending on individual need	Action in accordance with UHB Employment Policies and Procedures such as the Dignity at Work Policy and to follow advice from Human Resources
<b>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</b>  This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?	As there has been potentially very limited impact identified, it is unnecessary to undertake a more detailed assessment and formal consultation is not required.			

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.4 What are the next steps?</b></p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> <li>Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> <li>continues unchanged as there are no significant negative impacts</li> <li>adjusts to account for the negative impacts</li> <li>continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)</li> <li>stops.</li> </ul> </li> <li>Have your strategy, policy, plan, procedure and/or service proposal approved</li> <li>Publish your report of this impact assessment</li> <li>Monitor and review</li> </ul>	<p>The Policy remains unchanged. The EHIA has been consulted upon internally as a generic document to support a variety of administrative-type policies and procedures.</p> <p>It has been approved by the Charitable Funds Committee</p> <p>When an administrative-type policy is developed or reviewed, this EHIA will form part of that consultation exercise and publication. This EHIA will be reviewed three years after approval unless changes to terms and conditions, legislation or best practice determine that an earlier review is required. The UHB standard is that all policies are reviewed within 3 years (1 year if a statutory requirement).</p>			







Cardiff & Vale Health Charity 1056544



Registered Charity No. 1056544

## **BREAST CENTRE APPEAL UPDATE.**

The Breast Centre at University Hospital Llandough treats between 450 and 500 new breast cancer patients every year; for initial investigations, follow-up treatment and patients returning for results. At a time when patients may be very anxious they tell us it makes a huge difference to them to have a streamlined service with everything under one roof.

The centre houses out-patient clinics and diagnostic radiology services together. Patients can have a mammogram or ultrasound and get their results on the same day; then if further investigations are needed these can also be carried out at the centre.

### **Keep Fit Class**

Grace Uruski, Breast Care Nurse, has been running a Keep Fit Class at the centre on Tuesdays and Thursdays. The staff and others who go have raised £600 and also a lost a few of the other kinds of pounds themselves!

### **#theglovesareon**

BREAST cancer survivor Soraya Kelly is championing a campaign she hopes will unite people in the fight to promote early detection of cancer.

Mum-of-four Soraya Kelly has launched her [#theglovesareon](#) social media campaign and has already gained widespread support.

Soraya came up with her campaign idea [#theglovesareon](#) and says this represents her as a fighter. The campaign is characterised by the use of giant pink boxing gloves.

### **Rene Hicks BCav**

Irene (Rene) Hicks, has raised over £80,000 for the Llandough Hospital Breast Centre Appeal, despite the death of three of her four sons – two in the last 24 months. Rene first started fundraising after a family member was diagnosed with breast cancer.

In recognition of her efforts she was presented with a British Citizen Award for her services to volunteering and charitable giving. Rene was presented with her award at The Palace of Westminster, London by TV Presenter Matt Allwright, and Will Gore, BCA Ambassador.

Her fundraising achieves £1,000 every month by selling items donated and purchased by members of the community via a very busy Facebook site and a weekly bingo game. Rene has managed to co-ordinate significant numbers of members of the community, to join forces to make a real and positive difference to the quality of treatment that can be provided by our local hospital that cares for cancer patients.

Cllr . Sue Goddard has also recently nominated Rene to receive a fabulous garden makeover by Alan Titchmarsh and his green-fingered Love Your Garden Team. As a surprise they will create a practical garden for Rene in recognition for the support that she offers to the Breast Centre and local community from charity collections, bingo nights and fundraising events.

### **Breast Centre Gala**

The Pink Tie Gala Dinner held at Cardiff's Marriot Hotel and was hosted by patron, Welsh fashion designer Julien Macdonald and saw guests donning a pink or black tie to help celebrate the 7th anniversary . An auction was held where fantastic, one of a kind prizes and experiences were on offer such as a week's holiday in Spain including flights. The event raised £10,304.

### **Strictly Top Dancer**

It was a strictly top evening at the SSE Swalec Stadium, were eight teams trained for 6 months to create dances and formations for The Strictly Top Dancer 2018 at the SSE Swalec Stadium in May. They learned a new skill, created their own dance families and raised an exceptional amount of money.

The Sparkly Misfits team was crowned the winners - they took over a third of the audience vote on the night to scoop the glitter ball and there was not a dry eye in the house when they performed 'This is me' from the Greatest Showman.

A huge thank you to everyone involved from the venue, production, staff, organising team, supporters but most of all the teams and coaches for giving up so much of their valuable time!

Everyone involved helped to raise the phenomenal amount of £45,826.

Mandy Weston organiser for both, strictly and the gala ball has raised a phenomenal £150,000 for the centre.

### **Garden Party**

Nicola Charles and Lorraine Perkins held a garden party this summer and raised an amazing £2,155. Both were inspired to help by the experiences of some of their friends who are receiving treatment for breast cancer. This is Nicola and Lorraine's ninth annual Garden Party, and they pick a different charity each time.

### **Admiral Insurance does Ministry of Fun**

Staff members based in the Third Party department in Cardiff, recently held a Tickled Pink Awareness Raffle.



Cardiff & Vale Health Charity 1056544



Registered Charity No. 1056544

Lead by Amy Lintern with help from colleagues, Melissa Rees and Vikki Williams, people who were wearing pink on the day received a raffle ticket and were entered into a raffle to win prizes. There was also the option to purchase raffle tickets and make a donation.

The event raised a wonderful £322, and Admiral have kindly agreed to match fund that, making a fabulous £644.

### **Matalan Llantrisant**

Huge thanks to Carole Richards, store manager at [Matalan Llantrisant](#). Back in 2014 Carole made the Breast Centre the store's nominated charity, and kindly started stocking Breast Centre branded pink bags, umbrellas and wrist bands. Since then, the staff and their lovely customers have raised an incredible £8,330 for the Breast Centre Appeal!

### **Concert for Sara**

Rosemary de Lloyd and Simon Lovell-Jones, who with their hard work and passion, put together a concert in memory of Sara Lovell, an internationally-known cellist who passed away.

The 50 members of Concert Orchestra De Cymru have generously donated their time for free.

Rosemary de Lloyd, manager of Concert Orchestra De Cymru, said, 'Sara was always so positive and brave, right up until the end.'

Sara's brother, Simon Lovell-Jones, will be conducting Concert Orchestra De Cymru with his son, Charlie Lovell-Jones, playing the Max Bruch Violin Concerto. Guest artists Ffion Perrett (soprano) & Robert Marson (bass baritone) will be singing, and a specially formed choir - the ABC (Against Breast Cancer) Singers - will be performing favourite choral items.

### **54321 Cymru**

54321 Cymru is a 180 mile charity cycle ride in Europe that takes place over 3 days. Gerry Stacey, signed up to take on the challenge after a family member was diagnosed with Breast Cancer. Gerry says "at a very difficult time, the staff at centre, from the consultants to the nurses was all amazing giving invaluable support to us all. Gerry raised an incredible £2,895.

**Equipment**

The Breast Centre appeal have recently purchased a specialist injection chair for patients to ease comfort during the time of injection for sentinel node procedures. This chair has proven to be a big hit with both our patients and the staff within the Radiology Department at University Hospital Llandough.

Donations to the Breast Centre Appeal are used to provide special bras for mastectomy and reconstruction patients and offer complementary therapies, pamper evenings, lingerie evenings and style and confidence sessions for women having gone through treatment for breast cancer.

Donations have also provided a physiotherapist for one on one sessions as an exercise prescription service, the first of its kind in Wales, and a gym for our patients having surgery for breast cancer.

To date the Breast Centre Appeal has raised a magnificent £476,000



## **Better Life Appeal Update**

The All Wales Adult Cystic Fibrosis Centre at University Hospital Llandough is the only adult Cystic Fibrosis centre in Wales, and cares for more than 350 patients. The aim of the Better Life Appeal is to raise money to refurbish the new specialist inpatient ward.

To date, donations to the Better Life Appeal have also refurbished and equipped six new rooms which now house the specialist nurses and research nurse; provide an outpatient treatment room; specialist physiotherapy room; CF patient gym; clinical psychologist room and a necessary storage room.

There is huge support from staff and people in the community who want to raise money for the Better Life Appeal. A few examples are below.

### **Annual Golf Day – Glamorganshire Golf Club**

Peter Goodfellow organised his annual golf day for the 9<sup>th</sup> year at Glamorganshire Golf Club on Friday 25<sup>th</sup> May 2018. Over 40 golfers participated and helped raise the fantastic amount of **£2460.00** which was split equally between the Better Life Appeal and the Cystic Fibrosis Trust.

Over the last 9 years, Peter has raised **£29,285.00** in total. He has already set the date for next year's golf day for Good Friday 2019 at the Glamorganshire Golf Club.

### **Fancy Dress Walk – Pen Y Fan**

Jo Doce who works as a nurse on the Cystic Fibrosis Ward and her group of friends and work colleagues walked the 886 meters to the top of Pen Y Fan in fancy dress to raise money for the Better Life Appeal. They raised the amount of **£1329.62** which will help provide bigger improved space for patients, to help with frequent and prolonged stays in hospital.

### **Events in memory of Kim Hodges**

Two events were organised recently in memory of Kim Hodges who was a patient at the CF unit who passed away recently.

Hayley Beddows organised a charity fun day which included entertainment, various stalls, bouncy castle and raffle at the Manor Park Country House in Clydach, Swansea on 5<sup>th</sup> April 2018. Kim's mum came to the unit to present the cheque of **£2,045** to the staff.

Kay Downie from Celtic Events organised a fundraising day which included craft stalls, mediums, tarot and oracle card readers at The Art Centre in Pontardawe on 14<sup>th</sup> April 2018. Kay raised **£400** on the day and would like to make this an annual event in memory of Kim.

### **Fundraising Ball**

Helen Stabler who is a colleague in the UHB organised a fundraising ball which raised the amount of **£1,640**. Helen wished for the money to benefit CF patients on ward West 1 at UHL. The money has been banked into the Better Life Appeal fund with the view that it will be ring fenced to furnish rooms on West 1 which will be used by CF patients.

### **Ladies Night**

Joanne Griffiths from Aberdare hosted a black tie event on 3<sup>rd</sup> March 2018. The freemasons of Aberdare and their wives made a donation of £500 to this event which was included in the final fundraising total of **£1500**. The event was organised in memory of Kelly Lewis who was a patient at the CF Unit, UHL.

### **Victoria Lambe**

Victoria Lambe has been raising money for the Better Life Appeal over the last year by Trekking to Everest base camp, running the Cardiff half marathon and taking part in the Great North swim. Vicky has raised the amount of **£8,839.27** in total as her best friend Allison John receives treatment at the CF Unit.

### **Inhale the Music Festival**

A fantastic music festival was organised recently by Beth Clarke who is a CF patient and regularly visits the CF Unit. The festival was held at the Lookout café bar in Cardiff bay raised the amazing amount of **£3,500**. Local bands and artists who all gave their time for free, performed all afternoon and into the late evening. This was the first year that Beth has organised the Inhale the Music Festival but would like to make this an annual event as it was so well received.

## **The Future of the Better Life Appeal**

Since the Better Life Appeal was set up in 2006, staff, fundraisers and supporters have raised the magnificent amount of **£574,473.18**.

The Better Life Appeal was initially set up to refurbish a small area of the cystic fibrosis ward and as time has moved on it changed to refurbishing the brand new 3 storey extension to the existing Cystic Fibrosis Centre which has been agreed by the Executive Board. The new in patient bed base will consist of 18 en-suite beds of which 14 will be located within the new ward and 4 outlying beds for special infections.

The Charity fundraisers have worked very closely with the Better Life Appeal Committee for the last 12 years to help raise money to refurbish the new ward and feels that this has now been achieved and the time is right to close the appeal and concentrate on new appeals within the UHB.

The Better Life Appeal endowment fund would remain open and staff in the charity office would still be available for advice and support if needed but regular meetings attended by the charity fundraisers would not be needed.

Georgina is working on creating a fundraising pack to give to all supporters when they express an interest in raising money for the UHB and a version for the Better Life Appeal is being created which will be available within the next few months.

**The committee are asked to approve the closure of the Better Life Appeal and for it to continue as an endowment fund.**

The current balance of the Better Life Appeal Endowment fund is **£350,503.14**.



**DRAFT - CHARITABLE FUNDS COMMITTEE – Time out Session**

**11 December 2018**

**Cardiff City Stadium - 9.00 – 16.30**

	Welcome and introductions Apologies for absence Declarations of Interest Housekeeping  Fundraisers Story- Irene Hicks	Verbal – Akmal Hanuk	0900 – 09.15    09.15- 09.30
1	Setting the Health Charity Scene  Showcasing the charity <ul style="list-style-type: none"> <li>• Business role</li> <li>• Fundraising role</li>   <li>• Communication and Engagement role</li> </ul>	Joanne Brandon/ Simone Joslyn  Barbara John Lucie Barrett, Georgina Burke, Sue Dickson- Davies Jayne Catherall	09.30 -09.45   09.45 – 10.30
	<b>Break</b>		10.30 – 10.45
2	Learning charity <ul style="list-style-type: none"> <li>• Digital</li> <li>• Legal</li> </ul>		10.45 – 12.15
	<b>Lunch</b>		12.15 – 13.00
3	Realising the Benefits Pt, Staff & Organization examples		13.00- 14.00
	<b>Comfort Break</b>		14.00 - 14.15
4	Priorities/ Opportunities Endorsing the plan/ priorities 2019		14.15-14.45
5	Committee meeting / items		14.45 – 16.00
	Items to bring to the attention of the Board / other Committees A.O.B Date and Time of Next Committee:	Verbal – Akmal Hanuk	16.00 – 16.30

## CHARITABLE FUNDS EXPENDITURE APPROVAL

**Name of Meeting : Charitable Trust Committee**

**Executive Lead :** Director of Workforce and OD

**Author :** Learning Education and Development

**Caring for People, Keeping People Well:** Valuing people and harnessing innovation and technology to make this a great to work and learn place for patients and staff. The bid also underpins the Health Board's 'Values'

**Financial impact : £25,000**

**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)

### 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

Underpinned by our values Cardiff and the Vale UHB aims to become a great place to work and learn. The ambition of a healthy and engaged workforce with a productive, efficient and high performing workforce is key to its success.

Staff engagement is key to organisational performance and has many significant associations with patient satisfaction, patient mortality, infection rates, as well as staff absenteeism and turnover. The more engaged staff members are, the better the outcomes for Patients and the organisation generally.

In general terms, the more positive the experiences of staff within an UHB, the better the outcomes for that UHB. Creating a positive work environment in which staff feel valued, respected and supported is essential. This is supported by the NHS annual staff survey which provides a mechanism to assess level of engagement among staff.

The Heath Board is committed to recognising staff for their input and commitment and has run for the past 8 years a Staff Recognition Event, which has incrementally built in its success and is now a more permanent date in the yearly UHB calendar.

The purpose of this paper is to request funds to support the ongoing organisation of this UHB event over the next 5 years.

## BACKGROUND

Next year, 2019, will be the 8<sup>th</sup> annual staff recognition awards ceremony.

The event has grown in success and size over the years and attendance is now around 400 staff. The event showcases Staff's achievements over the year and provides an award ceremony to celebrate individual and team achievements in the following categories:

- Chair and Chief Executive Award
- Acting Today for a Better Tomorrow
- Dr Kate Granger and Research and Development
- Equality, Diversity and Human Rights
- Welsh Language
- Health and Wellbeing
- Manager of the year
- Living our values
- Volunteer of the year
- Leadership

- Patient Experience
- Quality, Sustainability and Efficiency
- Going the Extra Mile
- Education and Development



## ASSESSMENT

Application for funds are requested to support the running of the event, an itemized summary of the cost of the event is highlighted below for information.

<b>Price Breakdown Based on 400 Attendees</b>	
Room Hire	£1,610.00
Drink Reception	£864.00
Finger Buffet	£6,120.00
Black Table Slips	£200.00
<b>Total incl VAT</b>	<b>£8,794.00</b>

The Learning Education and Development also work closely with sponsors to provides additional funds to support the event.

## RECOMMENDATION

A request for £25,000 over 5 years to support this event is requested from Charitable funds to support the cost of the event as highlighted above. This, alongside sponsorship monies, will ensure the continuation of this important event in Cardiff and Vale Staff's calendars.



## Funding for the Courtesy Car at University Hospital Llandough

**Executive Lead : Peter Welsh-General Manager University Hosital Llandough**

**Authors : Peter Welsh General Manager UHL and Colin McMillan Head of Transport and Sustainable Travel**

**Caring for People, Keeping People Well**

**Financial impact : £ 33,000**

**Quality, Safety, Patient Experience impact : N/A**

**Health and Care Standard Number 1 CRAF Reference Number**

**Equality Impact Assessment Completed: Not Applicable**

### RECOMMENDATION

The Charitable Funds Committee is asked to :

**Support :** The Bid of £33k to fund the Courtesy Car Service at UHL for a 3 year period.

### SITUATION

University Hospital Llandough is a hospital has around 540 beds currently, with additional investment and development planned to increase to over 700 by 2020.

The hospital site includes new parking developments which are situated on a steep gradient, requiring patients, visitors and staff to walk some distance to hospital entrances, of which there are a number. The hospital also has one of the longest hospital corridors in Europe, which additionally impacts upon patients and visitors, especially those who are older people and/or those with mobility problems whether temporary or enduring.

Since April 2013, an on-site shuttle minibus service has been in operation at key times of day for 5 hours a day on a Monday- Friday basis to transport patients and visitors between the bottom car park, other designated pick up points and the hospital main entrances and to return them to their vehicles. Passengers are predominantly older users of services such as General Medicine (including patient with breathing difficulties), Gerontology, the Stroke Unit, Pulmonary Rehabilitation Outpatients, Mental Health, Orthopaedics, and the Day Hospitals.

Since the opening of Hafan y Coed (Mental Health Facility) in April 2016, the site has become increasingly busy with an increase in patient and visitor attendances. This is reflected in the increased usage of the shuttle service.



Hafan y Coed also uses the vehicle for patient recreational trips, outside of the core shuttle service hours. This includes taking patients shopping at evenings and weekends as part of their rehabilitation.

Further patient service developments are planned for the site in the coming two years. The transfer of head and spinal injury services currently based at Rookwood Hospital. These patients tend to be in hospital for considerable periods as part of their rehabilitation. This could potentially include use of the vehicle for recreational purposes.

In addition consultation is currently in process for The Transfer of older people's service (mental health) based in Iorwerth Jones (North Cardiff) to the former Llanfair Mental Health Unit at UHL has not been completed.

The hospital's decked car park is situated at the West end of the hospital – a considerable distance from the main entrance and out-patients department and even further for patients accessing services at the rear of the hospital. The shuttle bus also collects those patients/visitors travelling by bus from the bus stops on site.

The shuttle bus service has been very well received since its introduction, and usage continues to grow. Positive comments have been received from patients, visitors and the Vale Older People's Forum. Although the service currently runs for only five hours per day, usage has been up to 100 passengers on busy clinic days. The service was funded until December 2013 by the Health Board charity, and Royal Voluntary Service has provided funding from gifting to allow the service to continue until the end of June 2017.

Building on this success, the RVS generously agreed in 2016 until 2018.

However, in early 2018 the RVS notified the Health Board that they could no longer fund the service due to reduction in gifting aid available. They hope to be in a position in future years to re-establish the service when further funds may be available.

## **BACKGROUND**

Since 2014 the Royal Voluntary Service (RVS) has continued to financially support a patient/staff transport site shuttle bus service. This has continued to grow in popularity and it is estimated that approximately 1,200 people per month now use the service. Users are split 50:50 between patients and staff.

The RVS has provided approximately £11,000 per annum to fund the service. In March 2018, a meeting was held with representatives from the RVS and UHB where we were advised that RVS are unable to provide future funding when the current funding ceases at the end of June 2018. This is primarily due to dwindling fundraising opportunities within the UHB, which has significantly reduced their 'Gifting Pot'.

This funding is used to maintain core hours service between 08.30 and 12.30. it is also used for fuel, maintenance, insurance and other costs. This service is supplemented by the use of RVS volunteers during the afternoon.

If this service is discontinued it would be very much missed by patient, visitors and staff who has given extremely positive feedback on the enhancement this shuttle service provides.

This application has the full support of the RVS and it is hoped that RVS will be in a position to re-introduce their financial support at a later date.

## ASSESSMENT

End of year the RVS produce a report which evaluates the use of the service. The report for each year showed the following:

### Usage

Month	Passenger Numbers Recorded
July 2017	850
August 2017	814
September 2017	1060
October 2017	1127
November 2017	1256
December 2017	780
January 2018	987
February 2018	788
March 2018	879
April 2018	470
May 2018	TBC
Total	9011

The provision of this service has improved the patient/visitor experience by:

- specifically benefitting patients and visitors, most especially older people, who have difficulty walking from the car parks to the main hospital entrances and return to their cars. This has proved a particular benefit over the winter months and during bad weather.
- reducing patients (in particular) and visitors stress, in relation to parking and accessing clinical services on time
- providing the Royal Voluntary Service with an opportunity to promote services on board the shuttle bus thereby improving awareness and



potentially increasing both service user and volunteer recruitment locally

- making (when not required) the shuttle bus available for patient trips/outings.
- build upon the positive feedback for users of the service
- improving patient/visitor awareness by displaying the service prominently in the hospital's new Patient Information Centre in the new Plaza/Main Entrance
- demonstrates partnership working between the Health Board and Royal Voluntary Service e.g. the livery of the vehicle

Since 2016, the gifting from the RVS has been £11k per year. A breakdown of costs are shown below:

Item	Cost (£)
Driver @15 hours per week	7,000
Service, maintenance, LOLER, etc	880
Fuel @ £60 per week	3,120
<b>Total</b>	<b>11,000</b>

The RVS funding ceased on 30<sup>th</sup> June 2018.

In order to continue the service, the Bids Panel received and approved a bid to fund the service for a period of six months. This will end on the 31<sup>st</sup> December 2018.

The Charitable Funds Committee is asked to consider further funding for a period of 3 years (this was explained to the Bids Panel when they approved the 6 month funding)

The maximum cost would be £33k which would equate to £11k per annum required on an annual basis over a 3 year period.

It is hoped that the RVS will then be in a position to re-instate their funding. In addition, will endeavour to provide more volunteers for the service which over time may result in the need to fund the 'guaranteed' service in the morning session.

## CARDIFF AND VALE HEALTH BOARD

## CARDIFF & VALE HEALTH CHARITY

### ARTS & WELLBEING PROGRAMME

#### Music to our Ears



- WNO
- Music in Hospitals
- UHL Community Choir
- Forget me Not Chorus
- Insole Court Choir
- Harmoni

#### Hearth Gallery



- Events Programme:
- Paul Whittaker Solo Exhibition
  - 100 Years RAF Celebration
  - Gwanwyn Festival, Exhibition and workshops
  - Haf / Saatchi TBC
  - NHS 70 / Gallery and Eisteddfod
  - Cardiff Print Workshops
  - Cardiff Camera Club
  - 56 Group
  - Winter Open Exhibition 2018

#### Dance & Movement that matters



- Rubicon
- Elderfit

#### Outdoor & Orchard Art



- Dilys Jackson
- Tree Sculpture
- Horatio's Garden
- Cath Lewis

#### Our Health Heritage

- St Fagans
- Whitchurch Historical Society
- Mushin Museum
- Memetz/CRI
- Museum of Military Medicine

#### Improving Environment Projects

- Audio / VR project NHS@70
- Rookwood 100
- Paintings in Hospitals
- Hafan y Coed
- UHL Arts trail inc Staff Vending Machine room exhibits
- Ward based projects
- Miscellaneous Rules/MH
- Murals (Llanfair)
- Barry Hospital development

#### Schools, Colleges & Universities



- Ysgol y Deri
- Lansdowne Primary
- Llandough Primary
- St Cyres High School
- Psychology & Therapeutic Art
- University of South Wales
- School of Art & Design, Cardiff University

## DEVELOPING THE UHB ART, HERITAGE AND ENVIRONMENT PROJECT

**Name of Meeting :** Charitable Funds Committee **Date of Meeting** 11<sup>th</sup> September 2018

**Executive Lead:** Peter Welsh

**Author :** Peter Welsh – on behalf of the Arts and Environment Group

**Caring for People, Keeping People Well :** This report underpins the UHB strategy elements of Culture and Values and how the request for funding made within the report can support these elements as we care for our population

**Financial impact:** £ £29,747

**Quality, Safety, Patient Experience impact :** This funding will support the 12 month secondment (part time) for an Arts and Environment Project Lead

**Health and Care Standard Number ...** N/A

**CRAF Reference Number .....** N/A

**Equality and Health Impact Assessment Completed:** Yes / No / Not

The Committee is asked to:

- **APPROVE** : The funding of a part time project lead for an Arts, Heritage and Environment post for a period of 12 months from Endowment Funds (UHW)
- **RECEIVE** : A progress report in 6 months time

### SITUATION

The current Arts and Environment team within the UHB is extremely small but with an ever growing workload. The team currently consists only of one dedicated part time Band 3 staff member who has very limited support from 2 members of the Arts as part of their already extensive remits. This is in stark contrast to other Health Boards in Wales which have much more developed teams than Cardiff and Vale, and have members of staff solely dedicated to Art and Heritage and driving forward this Arts agenda. For Example, Abertawe Bro Morgannwg has an Arts and Heritage team of 8 people, and are currently placing great emphasis on supporting the Welsh Government's vision to increase the presence of Art in their Hospitals.

This proposal is to fund a Band 6 (part time) project lead for the UHB from Charitable funds, for a period of 12 months secondment.. During this period, the project lead will explore and produce detailed business cases for alternative funding from the Arts Council of Wales, Welsh Government and other sources to establish permanent posts.

This banding and Role Profile is in line with the posts within the other Health Boards in Wales.

In addition the post holder will progress different Arts programmes within the UHB and in particular those for UHW and will be responsible for exploring and developing future opportunities. The role will encompass developing on our current Arts Strategy in line with Welsh Government priorities and working closely with the Health Charity, external organisations and partners to maximise opportunities within our Hospital sites.

As part of this proposal we have also looked at the work of other Hospitals within the NHS. Southmeads Hospital in Bristol is a new hospital development that has placed a large emphasis on Art and improving environments throughout the planning and building stage of the development. Underpinning the project was a close collaboration between the NHS Trust, architects, commissioned artists, and developers.

This is a particularly pertinent and exciting example for us at Cardiff and Vale as we look to redevelop the UHW site – giving the UHB an ideal opportunity to work jointly with planners and developers to embed the importance of Art into our Hospital sites. Thus enabling us to build partnerships, develop a shared vision, encourage engagement in the process of change and foster a sense of ownership of the new buildings, which would be an important factor for staff wellbeing, and invaluable to our patients. We have the opportunity to lead the way in Wales in working collaboratively with the Art community for the benefit of our population and the inclusion of this role in the structure of the Arts and Environment team would be pivotal in enabling the UHB to maximise this opportunity to the full.

## **BACKGROUND**

The Welsh Government and the Arts Council of Wales, have recently entered into a Memorandum of Understanding (MOU) about the importance of Arts within the Hospital environment. The MOU also includes Public Health Wales and participants in the Cross Party Group on Arts and Health in the National Assembly. It also highlights the need for the Arts Council of Wales to be more closely aligned with the priorities of Government and Health Boards and to respond to the challenge of working towards a more holistic approach to health and wellbeing for our patients.

Our patients are already seeing benefits from the Arts projects within the UHB. The Arts programme is wide ranging from Music and Art exhibitions to Theatre and Heritage programmes, all of which contribute to our Arts and Wellbeing Programme (See attached Document).

In order to further develop and enhance the experience we offer to our patients, as per the element of Culture within the UHB strategy, there is a

pressing need for a larger Arts, Heritage and Environment team within the UHB.

This team will take on the essential role of supporting the Welsh Government, and in turn the UHB's vision to enhance the particularly powerful contribution that Art within the secondary care setting makes towards a healthy, connected and engaged human life. The programme the team offers, as well as getting people more physically active, allows us to see the results in breaking through loneliness, isolation and depression for our patients, helping them to recover quicker within the hospital setting or ideally, supporting them in their care at home or in the community.

The way in which the imaginative and emotionally expressive experiences of the Arts can make a distinctive and versatile contribution to keeping people well is tangible, and as recognised by the Art Council and Welsh Government, Healthcare providers in Wales have an excellent opportunity to harness the power of Art in supporting our patients now and in the future.

Background Documents available to support this proposal are:

- **Arts and Health in Wales – Welsh Government Study**
- **Arts Health and Wellbeing – Welsh NHS Confederation**
- **Arts and Wellbeing Programme – Cardiff and Vale UHB**
- **Art and Wellbeing: Towards a Culture of Health – US Department of Arts and Culture Study**

The development of these services will concentrate on improvements on Art within the UHB but will specifically prioritise developments at UHW. The funding for this would be available from several legacy funds from UHW (in excess £120K available) which are not restricted. As mentioned the funding will be for a maximum of 12 months and hope the additional recurring resources will be obtained within the 12 month period.

The CFC will not be asked to continue funding beyond the 12 months period and will received a formal update on progress in 6 months time.

In summary, this post is appropriate for temporary charitable funding as it will enhance the patient experience.

<b>CHARITABLE FUNDS FINANCIAL POSITION REPORT FOR THE PERIOD FOR JULY 2018</b>
<b>Name of Meeting :</b> Charitable Funds Committee <b>Date of Meeting</b> 11 <sup>TH</sup> September 2018

<b>Executive Lead :</b> Finance Director
<b>Author :</b> Head of Financial Services
<b>Caring for People, Keeping People Well :</b> The Charity supports the UHB in delivering its objectives.
<b>Financial impact :</b> Financial update
<b>Quality, Safety, Patient Experience impact :</b> The Charity improves patient experience.
<b>Health and Care Standard Number</b> Not Applicable
<b>CRAF Reference Number</b> Not Applicable
<b>Equality and Health Impact Assessment Completed:</b> Yes / No / Not Applicable

## 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.

## BACKGROUND

This report covers the financial performance for the 4 month period ended 31st July 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 July 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 31<sup>st</sup> July 2018.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total £'000
<b>Fund Balances brought forward April 2018</b>	<b>6,054</b>	<b>1,677</b>	<b>2,523</b>	<b>10,254</b>
Total Incoming Resources	211	363		574
Total Resources Expended	-256	-155		-411
Net Incoming/(outgoing) Resources	-45	208		163
Gains/(Losses) on Investment Assets	304	101		405
<b>Net Movement in Funds</b>	<b>259</b>	<b>309</b>		<b>568</b>
<b>Fund Balances carried forward July 2018</b>	<b>6,313</b>	<b>1,986</b>	<b>2,523</b>	<b>10,822</b>

The above table shows the Charity generated £0.574m of income, it also spent £0.411m and therefore had net income of £0.163m.

In addition, the charity also had market value gains on its investments of £0.405m for the period compared to the March 2018 valuation.

The combined effect of these results is a net increase in fund balances for the year of £0.568m.

## Summary Balance Sheet as at 31<sup>st</sup> July 2018

	<b>Opening Balance</b>	<b>Closing Balance</b>
	<b>1.4.18</b>	<b>31.07.18</b>
	<b>£'000</b>	<b>£'000</b>
Fixed Assets	9,012	9,417
Net Current Assets / Liabilities	1242	1,405
<b>Total Net Assets</b>	<b>10,254</b>	<b>10,822</b>
Unrestricted Funds	2,523	6,313
Restricted Funds	1,677	1,986
Endowment Funds	6,054	2,523
<b>Total Funds</b>	<b>10,254</b>	<b>10,822</b>

Of the closing fixed asset balance, £2.480m relates to Rookwood Hospital with the balance of £6.937m relating to the investment portfolio.

Of the net current assets closing balance of £1.405m, some £1.440m is supported with cash with the balance being net current liabilities of £0.035m.

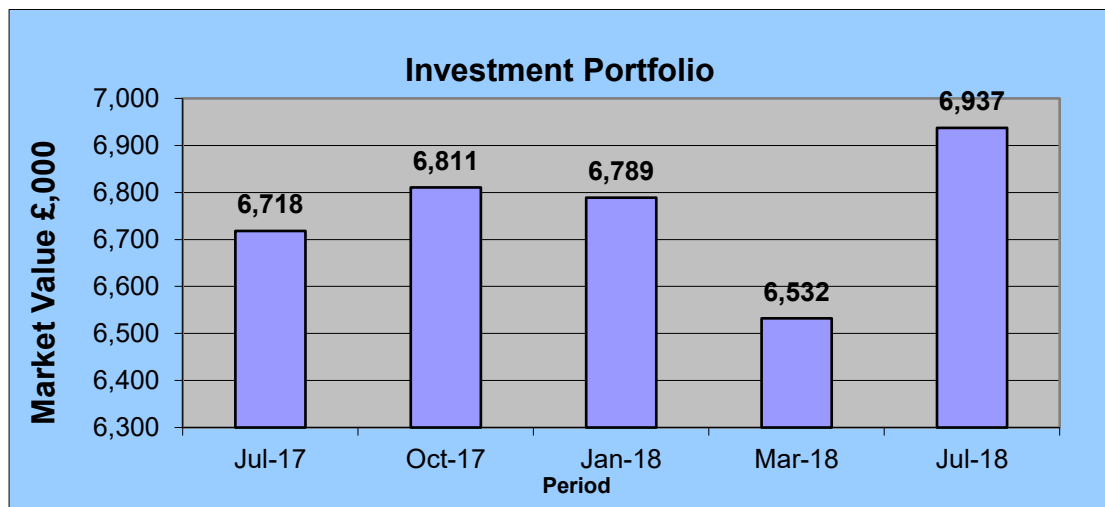
The fund balances have increased by £0.568m in the period to £10.822m. Of this 59% relates to unrestricted funds, 19% to restricted funds and 24% to endowment funds. A summary of the key constituent fund balances is shown in the following table.

## Summary of Fund Balances at 31<sup>st</sup> July 2018

	<b>Fund Balances 31 July 2018 £'000</b>
Unrestricted Non Delegated	1,190
Unrestricted Delegated	5,123
<b>Total Unrestricted</b>	<b>6,313</b>
Diabetes Investigation	12
UHW General	369
Education and Training	20
Staff and Patient Welfare	927
Research and Development	656
ECCO	2
<b>Total Restricted</b>	<b>1,986</b>
Catherine Jenkins	43
Rookwood Hospital	2,480
<b>Total Endowment</b>	<b>2,523</b>
<b>Total Funds</b>	<b>10,822</b>



The following graph shows the investment portfolio's performance over a twelve month period ended July 2018.



The investment portfolio started the financial year with a market value of £6.532m. The value has increased to £6.937m at the end of July, therefore resulting in a market value gain of £0.405m for the period.

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

In summary the value of the Charitable Funds has increased by £0.568m in the current year to £10.822m. This increase represents net income of £0.163m and market value gains of £0.405m.

<b>DRAFT ANNUAL REPORT AND ACCOUNTS 2017/18</b>	
<b>Name of Meeting :</b> Charitable Funds Committee	
<b>Date of Meeting</b> 11 <sup>TH</sup> September 2018	
<b>Executive Lead :</b> Finance Director	
<b>Author :</b> Head of Financial Services	
<b>Caring for People, Keeping People Well :</b> The Charity supports the UHB in delivering its objectives.	
<b>Financial impact :</b> Financial Control	
<b>Quality, Safety, Patient Experience impact :</b> The Charity improves patient experience.	
<b>Health and Care Standard Number</b>	Not Applicable
<b>CRAF Reference Number</b>	Not Applicable
<b>Equality and Health Impact Assessment Completed:</b> Yes / No / Not Applicable	

## **ASSURANCE AND RECOMMENDATION**

**ASSURANCE** is provided by:

- Strong Financial Performance

The Committee is asked to:

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

## **SITUATION**

To receive and consider the draft Funds Held on Trust Annual Report and Accounts 2017/18.

## **BACKGROUND**

The audit of the Funds Held on Trust Annual Report and Final Accounts are due to take place by the Wales Audit Office ( WAO) and could therefore still be subject to change. The financial performance relating to the period 2017/18 was presented to the Committee at the meeting of 19<sup>th</sup> June 2018. The full draft integrated report has been circulated to all of the members of the committee via separate cover for comment and therefore any further comments would be most welcome with a deadline set for Friday 21<sup>st</sup> September 2018.

## **ASSESSMENT**

Upon completion of the WAO audit, the Funds Held on Trust, Annual Report and ISA 260 Audit Report (Incorporating the Letter of Representation) will be presented to the Charitable Funds Committee at the meeting of 11<sup>th</sup> December 2018.

Formal approval will then be sought from the Trustees which will require a special meeting as the board meeting is scheduled for 31<sup>st</sup> January and is beyond required timescales for submission to the Charity Commission.

<b>FUNDRAISING REPORT</b>
<b>Name of Meeting : Charitable Funds Committee 11th September 2018</b>

<b>Executive Lead</b>
<b>Author :</b> Head of Arts and Health Charity- 029 20742406
<b>Caring for People, Keeping People Well :</b>
<b>Financial impact :</b>
<b>Quality, Safety, Patient Experience impact :</b>
<b>Health and Care Standard Number ...</b>
<b>CRAF Reference Number .....</b>
<b>Equality and Health Impact Assessment Completed:</b> Not Applicable

## **ASSURANCE AND RECOMMENDATION**

The Charitable Funds Committee is asked to:

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

## **Cardiff & Vale Staff Lottery**

The Summer Super Draw will take place Friday 31st August at 1.00pm in the Aroma Coffee Shop at UHL. We will give away 5 x prizes of £1,000 and a Griffin Mill Cars will hand over the lucky winner a fantastic prize of a Peugeot 208, 5dr hatchback, 1.2 Pure tech Allure.

Between the announcement of the prize in June and the draw planned for August, membership increased from 4598 to 4799 numbers which will be included in the Super Draw.

## **Communications**

The Health Charity has reached 3,625 likes on **Facebook**, as of 5<sup>th</sup> September. The most popular post was about a donation to the Coronary Care Unit from Jim Price in memory of his wife. This story reached over 5,200 people.

**Twitter**, the Health Charity feed has 1,432 followers as of 5<sup>th</sup> September.

This month's Twitter analytics show 60,200 impressions, 118 mentions and 1,080 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 who are tweeting their progress.

The most popular tweet was spaces still available for the Cardiff Half Marathon which reached 4,901 people.

## News stories

We have been focusing on the stories behind the runners for the Cardiff Half Marathon and have issued six stories to the local press which were released on to social media and the website over the period of a week. These were hugely successful and picked up by Run for Wales and the local press. Roshans story was a half-page in the South Wales Echo.

We also had good press coverage from the Cardiff Bay Bed Push cheque handover for £12,133, with Cardiff Times and Penarth Times running stories.

The Well-being Project press release has also attracted a lot of interest, with Made in Cardiff wanting to come and film with the team in the next few weeks about our plans.

## Web site

We have made some initial design changes to the website following user feedback and we will be continuing to refresh and update the content during the next few months. We have been recently adding more news stories to the website and have received positive feedback from users.

## Events



### Better Life Appeal

A spectacular 12 hour music festival was held on 7<sup>th</sup> July in aid of the **‘Better Life Appeal’** which supports The All Wales Adult Cystic Fibrosis Centre at the University Hospital Llandough.

This is the first year that Beth Clarke has organised the wonderful Inhale the Music Festival at the Lookout Café Bar in Cardiff Bay and raised the fantastic amount of £3,500, which will help people living with Cystic Fibrosis in Wales. Beth hopes to make this an annual event.

10 Bands played from 1pm until 1am and entertained the crowds whilst they danced and frolicked all afternoon and evening. A hog roast was available as well as a raffle and silent auction.



The bands who all donated their time free of charge included, Gentlemen prefer Blondes, Liana Harding aka Shirley Classy, Wyburn & Wayne, Sion Dom Reynolds, Kitchen Jammers, Lee Gilbert, Hegsy and the Elements and Skalet Heat Patrol (headlining).

### **NHS 70 - Celebrating the NHS at 70 with afternoon tea on the wards**

Throughout Cardiff and Vale University Health Board hospitals, a delicious afternoon tea was served on 5<sup>th</sup> & 6<sup>th</sup> July 2018 to celebrate the 70th Anniversary of the NHS.

This celebrations provided an opportunity for patients and staff to reflect on the positive changes in the NHS over the last 70 years, whilst also highlighting the importance of nutrition and hydration in patients' health, well-being, recovery and rehabilitation.

The afternoon tea celebrating the 70th Anniversary of the NHS has been provided with support from Cardiff & Vale Health Charity, and is another example of the Charity and Health Board's partnership and commitment to improving patient care.



The afternoon tea service will be delivered and supported by Therapists, Caterers and Volunteers. Executive Board members visited various sites across the Health Board, helping to support and highlight the good work and care delivered by its dedicated and hard-working staff in all areas.

### **Len's Challenge**

Len Richards, Chief Executive of Cardiff and Vale UHB set off on 23<sup>rd</sup> June to walk Offa's Dyke to raise money for Cardiff & Vale Health Charity and Improving Chances.

This challenge was supported by Griffin Mill Garages who donated a bespoke support car.



During the challenge Len was accompanied by Evan Moore, Executive Medical Director for Betsi Cadwaladr UHB, Carol Shillabeer Chief Executive of Powys Teaching Health Board, Staff from Aneurin Bevan and Cwm Taf UHB, Ian Thomas and a team of volunteers from the Gwent Wildlife Trust, Julian Atkins the Chief Executive of the Brecon Beacons National Park Authority, representatives from Powys County Council, , Rob Dingle the Offa's Dyke Trail Officer, and staff from organisations such as Llamau, Natural Resources Wales, and Welsh Water.

Cardiff and Vale UHB staff, including Paul Harrison and members of the Communication, Planning, Public Health Team, Executive Directors and Cardiff & Vale Health Charity, also joined Len along the route.

Of all the things that were achieved by this challenge (including raising over £6,000 for two amazing charities, celebrating the NHS' 70<sup>th</sup> anniversary in a unique way, and promoting physical activity and walking to a wide audience), one of the most striking, yet unexpected, positive aspects of the walk were the conversations had, and the new contacts and friends made, by the walkers.

They spoke about big ideas, the future of the health service, the importance of reconnecting people with the natural environment, the need to work collaboratively across organisations and sectors to improve population health and wellbeing, and so much more – all the while, enjoying the beautiful Welsh countryside themselves.



**Eisteddfod**



Cardiff and Vale University Health Board and the Health Charity came together to support the Eisteddfod in Cardiff last week.

We had some great conversations, met some wonderful people and enjoyed networking opportunities with our fellow health colleagues.

Thanks to everyone who gave their time to represent the health board and the health charity, and to all our visitors who showed an interest in our work



## Pride

On Saturday 25<sup>th</sup> of August, PRIDE Cymru brought a colourful carnival to the centre of Cardiff.

One of the main attractions of PRIDE Cymru's Big Weekend in the Welsh capital was a mile-long parade which included a giant inflatable unicorn.

As a Stonewall Cymru top 100 employer, Cardiff and Vale UHB was there to fly the rainbow flag and march in support of our LGBT+ patients, staff and friends alongside a number of other NHS Wales organisations.



In order to celebrate not only our equality and diversity but also our history and heritage (as 2018 marks the 70<sup>th</sup> anniversary of the introduction of the NHS), Cardiff & Vale Health Charity designed and commissioned an old hospital bed, covered with brightly coloured pompoms, to be our float this year.



The atmosphere on the day of the parade was electric and the bed was a hit with everyone, as several people stopped for photographs or have a lie down and be pushed around the parade route by our Equality Manager, Keithley Wilkinson and the Head of Arts and the Health Charity, Simone Joslyn.

### **Cardiff Half Marathon**

As of the end of August we have issued 550 spaces. Our target was to reach 400 by August, the team have exceeded this target and we continue to work hard to promote the event and spaces available. The opportunity to transfer places closed on 13 August.

We would like the committee to support our plan for a thank you event following the run. We have partnered with Big Mousse; Big Mousse coffee shop in the centre of Cardiff is a not for profit endeavor, the profits go to help homeless and other disadvantaged people get back into work and society.

We will offer all our runners the opportunity to meet in the space provided for photos, videos, social networking and to provide thanks and encourage further fundraising and support of the Health Charity. We intend to do this by offering all who participate a drink voucher and provide bag drop facilities (and all important toilets) at the Big Mousse coffee shop venue.

### **Future events for 2018**

Oct 7 <sup>th</sup>	Cardiff Half Marathon
Oct 9 <sup>th</sup>	Health Board volunteer thank you event
Oct 19 <sup>th</sup>	Prop Blue Tie Ball
22 <sup>nd</sup> Nov	Health Charity fundraisers thank you – Afternoon event, Committee member attendance requested .
Nov 28 <sup>th</sup>	Rookwood (100) staff Christmas party
Dec 12 <sup>th</sup>	Breast Centre Appeal Pink Tie Ball

### **Small Grants Scheme 2018-19**

Cardiff & Vale Health Charity allocated £25,000 to support third sector community healthcare improvement projects in the region during 2018-19. Funded projects, up to a maximum value of £10,000, will build on collaborative work and will be focused on the third sector's role in health and social care.

Successful projects are linked to the themes of the UHB's Shaping Our Future Wellbeing strategy:

### **Strategic Principles of:**

- **Empower the person**
- **Home first**
- **Outcomes that matter to people**
- **Avoid harm, waste and variation**

The Grants Programme was administered by the Make It Better/Staff Lottery Panel at Cardiff & Vale Health Charity, facilitated and supported by Glamorgan Voluntary Services (GVS), in liaison with Cardiff Third Sector Council (C3SC).

We received 28 applications, with a combined value of £184,810.58, more than 7 times the available amount of £25,000, and twice as many applications as last year. Each of the applications were of a very high standard, and they show clearly the breadth of third sector activity and innovation in Cardiff and the Vale of Glamorgan.

### **Successful applicants;**

HC017	Cruse	All of CAV	3647.00
HC018	Recovery Cymru	All of CAV	2977.60
HC023	Church Army - the Amber Project	All of CAV	6876.00
HC029	ADHD Cardiff	All of CAV	3500.00
HC035	Good Gym (Cardiff & Vale)	Vale	5000.00
HC038	Barry Hard of Hearing	Barry	2310.00
<b>Total</b>			<b>£24310.60</b>

### **Staffing**

We have progressed actions to secure the sustainability of the Cardiff & Vale Health Charity team following discussion/ agreement from the June meeting

We have integrated into the larger Communication, Arts, Health Charity and Engagement team

We had our first time out session on 30<sup>th</sup> July to plan the year ahead and ensure everyone was consulted and engaged in the vision for the team and the responsibilities of their portfolios

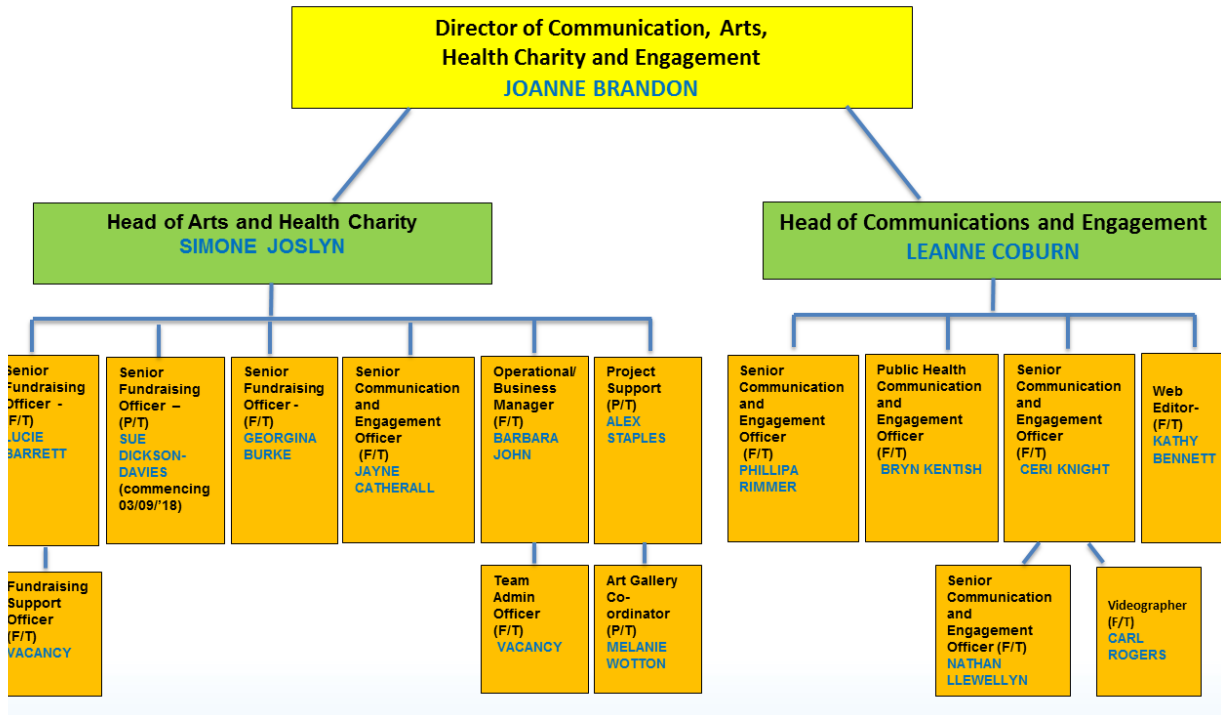
### **Update -**

- Sue Dickson-Davies joined the team from September 2018 for a 12 month secondment into the post left vacant by Katie Mallam.
- Helen Swambo transferred to another post from September 2018. The band 3 post will be advertised full time to support the fundraising officers.
- Melanie Wotton, Art gallery coordinator has moved over to the team (no cost implication)
- We have advertised for a full time administration post (from the 50% Health Charity contribution to the Head of Arts and Health Charity post)
- Jayne Catherall has taken up the digital communication post (on a secondment basis)

- Barbara John is undertaking the Operational/ Business manager post (on a secondment basis)

Georgina and Lucie recently undertook a benchmarking visit to Queen Elizabeth Birmingham hospital fundraising team and we plan to discuss and agree some future actions based on the learning from this visit.

## Structure



## **Every donation making healthcare better**



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## Message from our Chair



Welcome to the 2017-18 annual report of the Charitable Funds Committee of Cardiff & Vale Health Charity, and my first message as Chair.

I am delighted to report that this year, the Health Charity spent £1.8 million in support numerous good causes throughout Cardiff and Vale University Health Board. Examples of the impact of this money on our patients and staff are included in the report – I hope you find these stories as interesting and inspiring as we do.

Of course, the Health Charity relies on the support of our generous fundraisers and donors, and in 2017-18 we showed a strong financial performance, generating income of £1.460 million. It is pleasing to note that both donations and staff lottery income increased – a testament to the hard work and care shown in our hospitals and community health centres.

The Health Charity's portfolio had a small loss of £0.106million this year. However, taken in context of the previous year's £0.946 gain, it is clear that going forward, the Charity has a robust balance sheet.

In 2017-18, the Health Charity experienced many special 'firsts'. I was delighted that the Our Orchard fund was the chosen charity of Cllr Stuart Egan, the Mayor of the Vale of Glamorgan. The Mayor's support in fundraising and promoting the project was fundamental to the official launch of Our Orchard on 7 April 2017, and the outstanding progress made during the year.

Another first for the Health Charity was the introduction of the Third Sector Small Grants scheme. The Make It Better Panel made monies available to pump prime projects by the community groups, charities and community interest companies that are an integral partner of delivering health and social care objectives in Cardiff and the Vale. We funded projects supporting people in recovery from addiction, young carers, people with acquired head injuries and several others – a snapshot of the value the third sector provides. Following the successful introduction of this scheme the Charitable Funds Committee plan to invest further to ensure that the 2018-19 Scheme is also a success

And finally, but also for the first time in our history, Cardiff & Vale Health Charity has been chosen as one of the official associate charities of the Cardiff University Cardiff Half Marathon in October 2018. We launched our recruitment campaign in December 2017, and by the end of March 2018 had more than 250 runners committed to running and raising funds for their chosen ward or department. I am very proud that people are inspired to raise money and engage in a healthier, more active lifestyle, and my sincere thanks and admiration to those who have signed up.

This campaign has involved substantial investment from the Health Charity and our fundraising team, but much credit is due to the many staff members who have generously volunteered to encourage, motivate and train new runners for the Cardiff Half challenge – people like Spiro Pezaros, who has supported a group of new runners from their first Couch to 5k session in January to 10k runs in June. Their commitment, as ever, is remarkable.

**Akmal Hanuk**  
**Chair, Charitable Funds Committee**



## About Cardiff & Vale Health Charity

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

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

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

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

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

This report is an opportunity for us to thank all of our fundraisers, for your hard work and generosity in supporting Cardiff & Vale Health Charity and the funds that are close to your hearts.

Over the following pages, we share some of your inspiring stories; we know our staff and patients also have stories of the difference your donations have made.

## **Our Fundraising Support Team**

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

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

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

## **Volunteers**

Many thanks to the volunteers who have supported the Health Charity over the last year. Our volunteers come from all walks of life and include staff, patients, members of the public and businesses; all of whom are very generous with both time and their fundraising efforts. It would never be possible to thank every volunteer individually but we are so appreciative of your hard work!! We are always looking to encourage more volunteers to support us, so if you know anyone who is interested, please do not hesitate to get in touch

## **Cardiff & Vale Staff Lottery**

This year has been successful in terms of promoting our staff lottery; in 2017-18 the total Staff membership income has again increased, by over £32,000

We are very grateful to the staff who choose to support the Health Charity. The £1,000 weekly prize has again been won by 52 staff members, all of whom have been delighted to hear the news!



The Staff Lottery Super Draw and Mega Draw are now established as annual events, and each make a substantial contribution to the lottery's on-going growth. This year, Emyllt Glyn Jones, a Speech and Language Therapist, won the car, and Suzie Bequer-Moreno, from Patient Experience, won £10,000.



## Fundraising Highlights

### The Make It Better Fund

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

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

#### A7 activity room

Jackie is the activities co-ordinator for ward A7 at University Hospital of Wales, and she wanted to make the day room more welcoming for people with dementia. Her idea was to buy special games, puzzles, crafting equipment and interactive lighting to help people relax and take their mind off being in hospital. The NHS is not always able to fund these kinds of projects, but thanks to your donations, Jackie really has been able to Make It Better for everyone using the space.



#### New crockery launch

New blue crockery for every ward in University Hospital Llandough has been purchased with donations to the Make It Better Fund. The blue crockery weighs less and is much brighter than the old white plates, but still feels like china.



This investment of just £20,000 in new crockery will make a huge difference to patients. Research shows that blue plates help people eat more, which is essential for the 40% of patients who are malnourished when they arrive in hospital. These plates are specially designed to be easy to use, even if you only have use of one arm, visual impairment or dementia. They have a more 'at home' feel than the white crockery and we know that this helps in our patients' recovery.

## **Creativity, Dance and Movement in Recovery Project.**

This is a range of creative art workshops, particularly focussing on movement, dance, and mindfulness in the UHL Gallery, Stroke Unit and Sunroom for Gwanwyn 2018. The workshops encourage creative expression whilst also improving mobility, strength, social interaction and stress reduction, and practical falls prevention. All contributing to a holistic approach to health and wellbeing for our patients.

## **Sessions of Drama & Arts for Young Onset Dementia Friendship Group**

The project proposal for the young onset dementia service (YOD) to work collaboratively with two external therapists who would jointly provide sessions applying expertise in arts, drama, and creative work to the weekly YOD service friendship group, improving mood and cognitive functioning and emotional wellbeing, enhancing our ability to sustain home care giving and reducing the need for admissions. It also gives an opportunity to increase social interactions and encourage creative thinking!

## **Paediatric Area of the Trauma Department**

Children receiving treatment at the plaster cast clinic in University Hospital of Wales' Trauma Clinic will find the time passes a lot more quickly, thanks to the amazing new wall murals in the waiting room. The artwork was funded by the Cardiff and Vale Health Charity's Make It Better Fund, for general projects that enhance the service provided to patients. The Charity also supported a new display board for waiting times, and a children's activity table and new books for the waiting area.

## **Staff Recognition Awards**

UHB staff work incredibly hard and show exemplary good will and dedication to care for our patients and keep them well. Our main event to acknowledge and thank staff is the Staff Recognition Awards.



Once again, thanks to the support from the Make it Better fund, we were able to host an inspirational night in City Hall. The night was all about recognising staff achievement and letting our staff know that their commitment is valued and the work they do is noticed, respected and celebrated by the organisation. With some music and dancing thrown in!!

## **Thank you to all our Supporters and Donors**

We are continually inspired by the generosity of all those who support the work of the Health Board by Donating to our Health Charity and we would like to thank you all.

### **Trusts and Foundations**

- Thank you to the members of the Llanidloes Fundraising Committee who generously gave a £1030.00 cheque this year to the Better Life Appeal.
- Also this year, we successfully applied for a grant from Big Lottery Fund Wales, which enabled us to hold a PhotoRenga project for our acquired brain injury patients and staff at Rookwood Hospital in April.

### **Thank you to our corporate partners and supporters**

We would like to thank all the companies and their employees who have supported the Charity this year with donations, sponsorship and their time.

- Admiral
- Cardiff Saracens RFC
- Howdens Joinery, based in Watford
- Matalan Llantrisant
- Cardiff Airport Bucket collection
- Lia's Kitchen and Green City Events
- Principality
- Griffin Mill
- Little Crown Inn
- ASDA
- Cottrell Park Golf
- Gleeds
- Cardiff City Football Club
- Morrisons
- Marks and Spencers – Culverhouse Cross

### **Thank you to our Individual Supporters**

When patients want to show their gratitude for the care received in our Hospitals, they come to The Cardiff and Vale Health Charity. We are always grateful for the support from patients, their friends and family, those who donate to our appeals and on a monthly basis. It is this support that allows us to support those whose need is greatest within our care environments. Your generosity, is, as always amazing – Thank you.

### **Thank you to our Supporters and Community Groups**

The enthusiasm of our volunteer fundraisers continues to inspire us. There are many fantastic examples of those who support the charity. Every single person deserves acknowledgement, but to name everyone would be impossible, so we would like to mention a few examples to highlight the kind of support we receive and to thank them all.

## Our Appeals



### The Better Life Appeal

A big thank you to our fundraisers who have raised an extraordinary amount this year for the Better Life Appeal. Every donation to this fund will be used to benefit the 370+ adults with cystic fibrosis living in Wales.

- **Cllr Jeff Edmunds**, Mayor of Llanelli for 2017-18, fundraised an amazing £4,000.
- Twenty-two year old Cystic Fibrosis patient **Chris Lipscombe** raised £1,342.65 in sponsorship, by running 40 miles. What an achievement!
- **Paula Down**, went on to hold a gala evening which was then match funded by **Barclays Bank**. This has resulted in a grand total of £3,420.
- Huge thanks to our friends in Penarth, **Peter and Rhys Goodfellow**, raised £3,850 during the **Good Friday Golf Day**.



**Phil Gloster**, A Cystic Fibrosis patient, walked from his home in Porthmadog to his clinic appointment at University Hospital Llandough, walking a total of 165 miles (roughly 24 miles per day).

- **Clare Kingdon** donated a sum of £1,400 in memory of her husband Gareth.
- **Huw Brace**, a Cystic Fibrosis patient who completed an amazing 428-mile bike ride in just three days to raise a wonderful £729 for the Better Life Appeal.
- **Helen Stabler**, one of our staff members, organised an evening of glamour and fun raising £1,140. Helen was inspired to fundraise by her work in caring for CF patients.



The Haematology department at University Hospital of Wales cares for patients with a wide range of blood-related illnesses. Donations to our capital appeal for #TeamHaem will help build a brand new ward, clinic, chemotherapy day unit, and research laboratory.

- **Linda Pook**, through selling her amazing cakes has raised a total of £900.00
- The staff and customers at **ASDA** kindly donated £200 towards the Haematology Day Unit
- A number of wonderful knitted items were donated by **Marian Lewis** which once sold raised £94.50 for the #TeamHaem fund.



## The PROP Appeal

The Prop Appeal benefits patients in the regional Neurosciences Specialist Rehabilitation Unit, currently based at Rookwood Hospital. Patients generally have a serious and life changing disability, and often have to cope with re-learning all aspects of daily living. Money raised by the Appeal is used to create a more stimulating environment for patients.

- Pontypool Rugby Club raised £3,000 in memory of **Roger Addison** during a fundraising raising fixture.
- At the Principality Stadium French and Welsh rugby fans kindly gave an amazing £576.00 in our bucket collection.
- Our wonderful runners at the Cardiff and Bath half marathons, too many to name individually but together raising phenomenal amounts for the Charity and it's appeals



- **Emma Chapman**, who raised £725!
- **Amy, Cerys and Kim** ran in memory of Claire Nokes and raised an amazing £6,835.30.
- **Claire Nokes' father, Dr Len Nokes**, is involved in Cardiff City Football Club, who have generously raised and donated £1,848.67 to the Prop Appeal this year

## Our Orchard • Ein Berllan



As University Hospital Llandough rapidly becomes the second biggest hospital in Wales, it is also developing into a centre for rest, recovery and rehabilitation. The Hospital has long-term patients who can be in hospital for a considerable period of time.

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

### Our Orchard Appeal

- Our Orchard was fortunate to be one of the chosen charities of **Cllr Stuart Egan**, the Mayor of the Vale of Glamorgan 2017-18. £4,359.08. Stuart also organised a sponsored head shave by UHB and UNISON staff raised £600.
- **Karen Burke** raised an amazing £1,471.26 in sponsorship by running the Cardiff Half Marathon .
- The wonderful singers of **Llandough Hospital Choir** have kindly donated a total of £713.54





Cardiff & Vale Health Charity 1056544

## The Breast Centre Appeal

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



The pink tie Breast Centre Ball is an annual fundraising event for the Breast Centre supported by its wonderful patrons including Julien Macdonald. The event is always wonderful and the support received on the night is always phenomenal.

- **Irene Hicks** continues to be one of the biggest supporters of the Breast Centre and her tireless fundraising has resulted in her raising more than £70,000 to date including over £25,000 In this year alone.



Strictly Top Dancer 2018 was a 'Strictly' wonderful event at the SSEW Swalec Stadium to raise funds for the Breast Centre Appeal. Eight teams trained for 6 months to create routines for the event in May. They learned new skills and raised over £45,000 for the appeal.

- **Gerry Stacey** took on an amazing cycle challenge for the Breast Centre and raised over £400
- **Judith Thomas** raised over £1,200 for the Breast Centre appeal





## And for our other funds . . . !

- **Kirsty Hollidge**, who donated an amazing £1,394.50 for our Radiology department, to introduce music for patients during MRI scans.
- Cardiff Bay 10k in June.
- Representatives from the **Trauma and Orthopedics directorate** raised £500 to benefit patients in their clinics and wards!
- **Rachel Norman** raised an awesome £280 from her Cardiff Bay 10k, for the Nurses Fund for the gastro ward at University Hospital of Wales.
- The team from **the Village Gym and Hotel** completed the Bay 10k and raised an amazing £1,213 for our patients on stroke and cardiac wards. Thanks so much!
- **Natasha Barton**, A nurse on ward B6 in University Hospital of Wales. Natasha took part in a number of Triathlons, including:

The Porthcawl Triathlon  
 The Cardiff Triathlon  
 The Long Course Weekend  
 Ride London on Sunday 30 July

She also plans to participate in the Tenby Ironman on Sunday 10 September and the Cardiff Half Marathon on Sunday 2 October!  
 She has so far raised over £800 for her patients



- A big thank you to **Richard Jones**, who took on the Yorkshire Three Peaks Challenge in August, and raised an awesome £2,308.75 for Ward T4 at the University Hospital of Wales.

Richard was diagnosed with a brain tumour in 2013 after suffering life-changing seizures. Unable to work or drive, Richard underwent surgery to have the tumour removed in January 2014



## Legacies

Between April 2017 and March 2018 the Health Charity recorded **£305,582.39** in legacies. On behalf of all the staff and patients at Cardiff and Vale University Health Board, we are grateful to those individuals who remembered our wards and departments in their will, and who have been able to support the areas of healthcare in Cardiff and the Vale that matter most to them.

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

• Mrs Rudge	Renal Care	£1,000
• Miss Butterworth	Better Life Appeal	£2.91
• Mr Biggs	Cardiac research	£15.56
This sum was part of a generous legacy bestowed in 2016-17.		
• Mr Frederick Hann	Asthma Research	£46,500
• Mrs S Rees	Neonatal Intensive Care Department	£2,000
• Mrs M Fairweather.	The Breast Care Unit, Wards East 1 West 2 in UHL, Haematology UHL General Patients fund	£10,000
• Mr Davies	B4 Neurosurgery Ward	£5,000
• Mr Halloway	General Surgery Ward West 1 UHL	£500
• Mrs C Watts	UHW Neurology services	£50.40
• Mrs A Wright	General purpose UHL	£30,000
• Mr G Davies	Children's Hospital	£95.72
• Mr Davies	Cardiac Care	£5,000
• Miss C Jones	Breast Care	£4,822.80
• Mr P Jourdain	General Purpose	£12,595
• Mrs L Williams	Liver Unit	£10,000
• Mr G Powell	General Purpose	£3,000
• Mrs C Phillips	Asthma Research	£175,000

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

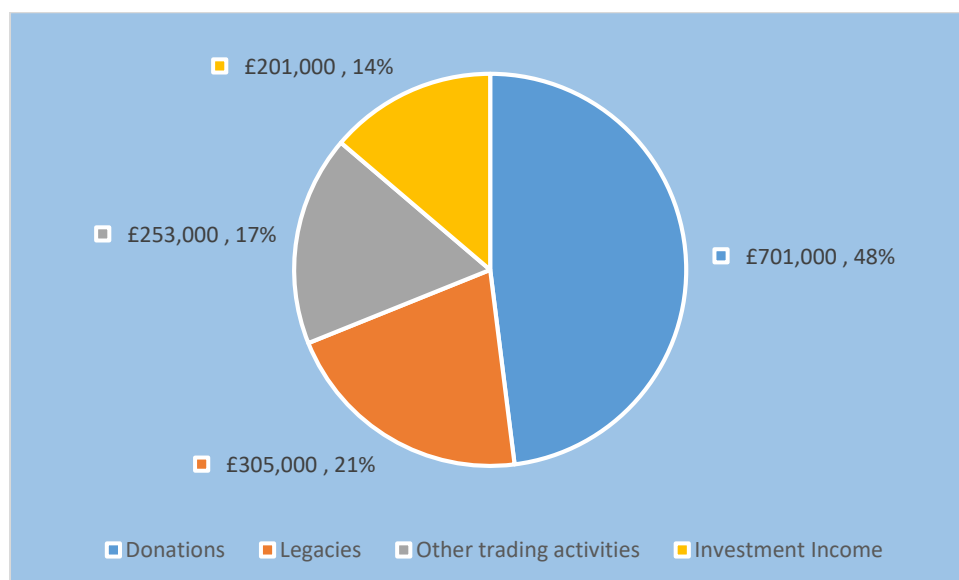
## Financial Achievements and Performance

### Income Summary

Incoming resources for the year 2017/18 totalled £1.460m, which represents a decrease of £0.145m from the previous financial year.

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

### Income Analysis



#### Donations (48% - £0.701m)

The Charity is very grateful to have received donations of £0.701m to help us achieve our goals and objectives.

#### Legacies (21% - £0.305m)

The Charity received £0.305m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

#### Other Trading Activities (17% - £0.253m)

The Charity generated £0.226m from the Cardiff and Vale Staff Lottery and a further £0.027 from other trading activities.

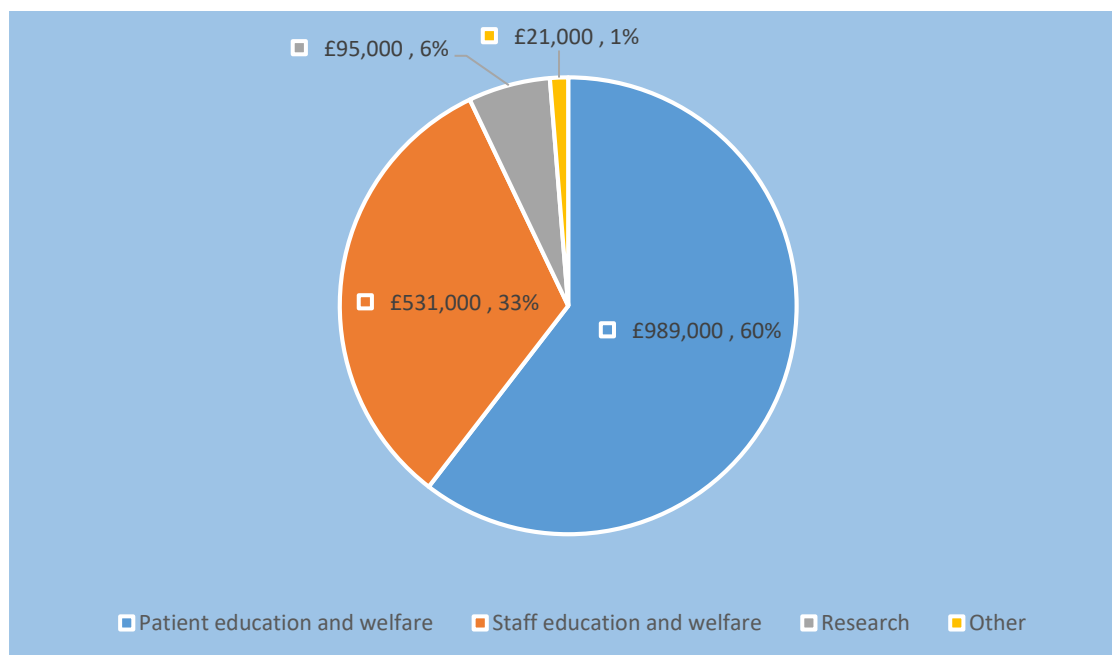
#### Investment Income (14% - £0.201m)

Dividends and Interest from the Charity's Investment Portfolio was £0.201m.

## Expenditure Summary

In 2017/18 expenditure on charitable activities was £1.636m. This included patient education and welfare, staff education and welfare, research and other expenditure.

## Expenditure Analysis



## Investments and Performance

During 2017/18 the Charity had market value losses of £0.106m.

## Overall financial position

The value of the Charity as at 31<sup>st</sup> March 2018 has decreased by £0.383m from the previous year. This is represented by net expenditure of £0.371m, investment losses of £0.106m and asset revaluation of £0.094m.

## **Structure, Governance and Management**

### **The Charity**

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

### **Registration**

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

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

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

### **Constitution**

Cardiff and Vale University Local Health Board holds charitable funds as sole corporate trustee and the board members of the Health Board (Whilst not “trustees” in their own right) are jointly responsible for the management of those charitable funds. The membership of the board was as follows at the time the annual report was approved.

## Independent Members

Maria Battle	Chair
Prof Marcus Longley	Vice Chair (until 30/09/17)
Charles Janczewski	Vice Chair (from 01/10/17)
Akmal Hanuk	Independent Member – Local Community
Dawn Ward	Independent Member – Trade Union (from 01/02/18)
Eileen Brandreth	Independent Member – Information, Communication and Technology
Elizabeth Treasure	Independent Member – University (until 31/12/17)
Gary Baxter	Independent Member – University (From 01/01/18)
Ivar Grey	Independent Member – Finance (Until 30/03/17)
John Union	Independent Member - Finance (From 01/10/17)
John Antoniazzi	Independent Member – Estates (From 16/01/17)
Margaret McLaughlin	Independent Member – Third Sector (Until 30/09/17)
Sara Moseley	Independent Member – Third Sector (From 01/10/17)
Martyn Waygood	Independent Member – Legal (Until 30/09/17)
Michael Imperato	Independent Member – Legal (From 01/10/2017)
Stuart Egan	Independent Member – Trade Union (Until 31/12/2017)
Susan Elsmore	Independent Member – Local Authority

## Officer Members

Len Richards	Chief Executive (From 19/06/17)
Dr Sharon Hopkins	Interim Chief Executive (Until 18/06/17) then reverting back to Director of Public Health
Fiona Kinghorn	Interim Director of Public Health (Until 16/08/17)
Robert Chadwick	Director of Finance
Julie Cassley	Interim Director of Workforce and OD (Until 30/09/17)
Martin Driscoll	Director of Workforce and OD (From 01/10/17)
Abigail Harris	Director of Planning
Alice Casey	Executive Programme Director (Until 31/05/17)
Fiona Jenkins	Director of Therapies and Health Sciences
Graham Shortland	Medical Director
Ruth Walker	Executive Nurse Director
Steve Curry	Acting Chief Operating Officer (From 01/04/17) Substantive in post from November 17

## Charitable Funds Committee

The Committee is empowered with the responsibility to:

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

## **Charitable Funds**

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

We manage three types of funds:

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

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

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

The day to day administration of funds is undertaken by:

Charitable Fund Department, Cardiff and Vale University Health Board  
6th Floor, Brecknock House,  
University Hospital of Wales,  
Heath Park, Cardiff, CF14 4XW

## **Investment Risk Management**

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

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

## **Reserves Policy**

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

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

- A separate fixed asset investment reserve, based on 10% of the value fixed asset investments (circa £550,000)

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

## **Investment Contract Risk**

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

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

## **Financial Control Risk**

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

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

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

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

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

## Advisors

<b>Bankers</b>	Government Banking Service Southern House 7th Floor Wellesley Grove Croydon CF9 1WW	NatWest Bank Plc 3rd Floor One Kingsway Cardiff CF10 3AQ
<b>Investment Managers</b>	Cazenove Capital Management 12 Moorgate London EC2R 6DA	
<b>External Auditors</b>	Wales Audit Office 24 Cathedral Road Cardiff CF11 9LJ	
<b>Internal Auditors</b>	NWSSP Internal Audit Department 1st Floor, Brecknock House Heath Park Cardiff CF14 4XW	
<b>VAT Advisors</b>	Ernst & Young LLP The Paragon Counterslip Bristol BS1 6BX	



# **CARDIFF AND VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

## **Foreword**

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

## **Statutory Background**

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

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

## **Main Purpose of the Funds Held on Trust**

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

**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018**

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2017/18
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds</b>					
Donations and Legacies	3	648	358	0	1,006
Other trading activities	4	0	253	0	253
Investments	5	150	50	1	201
Other					
<b>Total incoming resources</b>		<b>798</b>	<b>661</b>	<b>1</b>	<b>1,460</b>
<b>Expenditure on :</b>					
Raising funds	6	93	102	0	195
Charitable activities	7	1,266	349	21	1,636
Other		0	0	0	0
<b>Total expenditure</b>		<b>1,359</b>	<b>451</b>	<b>21</b>	<b>1,831</b>
Net gains / (losses) on investments	13	-79	-26	-1	-106
<b>Net income / ( expenditure)</b>		<b>-640</b>	<b>184</b>	<b>-21</b>	<b>-477</b>
Transfer between funds		14	-14	0	0
<b>Net movement in funds</b>		<b>-626</b>	<b>170</b>	<b>-21</b>	<b>-477</b>
Gains / (losses) on revaluation of fixed assets	12			94	94
<b>Reconciliation of Funds</b>		<b>-626</b>	<b>170</b>	<b>73</b>	<b>-383</b>
Total Funds brought forward as at 1 April 2017	19	6,680	1,507	2,450	10,637
<b>Total Funds carried forward as at 31 March 2018</b>		<b>6,054</b>	<b>1,677</b>	<b>2,523</b>	<b>10,254</b>

The notes on page 27 to 41 form part of these accounts

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

		Unrestricted funds	Restricted funds	Endowment funds	Funds Total 2016/17 £000
	Note	£000	£000	£000	£000
<b>Incoming resources from generated funds</b>					
Donations and Legacies	3	869	322	0	1,191
Other trading activities	4	0	228	0	228
Investments	5	146	39	1	186
Other					
<b>Total incoming resources</b>		<b>1,015</b>	<b>589</b>	<b>1</b>	<b>1,605</b>
<b>Expenditure on :</b>					
Raising funds	6	86	95	0	181
Charitable activities	7	751	274	22	1,047
Other		0	0	0	0
<b>Total expenditure</b>		<b>837</b>	<b>369</b>	<b>22</b>	<b>1,228</b>
Net gains / (losses) on investments	13	743	197	6	946
<b>Net income / ( expenditure)</b>		<b>921</b>	<b>417</b>	<b>-15</b>	<b>1,323</b>
Transfer between funds		-62	62	0	0
<b>Net movement in funds</b>		<b>859</b>	<b>479</b>	<b>-15</b>	<b>1,323</b>
Gains / (losses) on revaluation of fixed assets	12			66	66
<b>Reconciliation of Funds</b>		<b>859</b>	<b>479</b>	<b>51</b>	<b>1,389</b>
Total Funds brought forward as at 1 April 2016	19	5,821	1,028	2,399	9,248
<b>Total Funds carried forward as at 31 March 2017</b>		<b>6,680</b>	<b>1,507</b>	<b>2,450</b>	<b>10,637</b>

**CARDIFF AND VALE HEALTH CHARITY**  
**BALANCE SHEET AS AT 31 MARCH 2018**

	Note	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total 31 March 2018 £000	Total 31 March 2017 £000
<b>Fixed assets:</b>						
Tangible Assets	12			2,480	2,480	2,406
Investments	13	5,134	1,355	43	6,532	6,638
<b>Total fixed assets</b>		<b>5,134</b>	<b>1,355</b>	<b>2,523</b>	<b>9,012</b>	<b>9,044</b>
<b>Current assets:</b>						
Debtors	14	177	61	0	238	239
Cash and cash equivalents	15	908	303	0	1,211	1,487
<b>Total current assets</b>		<b>1,085</b>	<b>364</b>	<b>0</b>	<b>1,449</b>	<b>1,726</b>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	16	165	42	0	207	133
<b>Net current assets / (liabilities)</b>		<b>920</b>	<b>322</b>	<b>0</b>	<b>1,242</b>	<b>1,593</b>
<b>Total assets less current liabilities</b>		<b>6,054</b>	<b>1,677</b>	<b>2,523</b>	<b>10,254</b>	<b>10,637</b>
<b>Total net assets / (liabilities)</b>		<b>6,054</b>	<b>1,677</b>	<b>2,523</b>	<b>10,254</b>	<b>10,637</b>
<b>The funds of the charity:</b>						
Endowment Funds	19			43	43	44
Revaluation Reserve	19			2,480	2,480	2,406
Restricted income funds	19		1,677		1,677	1,507
Unrestricted income funds	19	6,054			6,054	6,680
<b>Total funds</b>		<b>6,054</b>	<b>1,677</b>	<b>2,523</b>	<b>10,254</b>	<b>10,637</b>

The notes on page 27 to 41 form part of these accounts

Director of Finance

Mr Robert Chadwick

Date.....

**CARDIFF AND VALE HEALTH CHARITY**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDING**  
**31 MARCH 2018**

		<b>Total Funds 2017-18 £000</b>	<b>Total Funds 2016-17 £000</b>
	<b>Note</b>		
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	17	<b>-477</b>	<b>5</b>
<b>Cash flows from investing activities:</b>			
Dividend, interest and rents from investments	5	201	186
Movement in Investment Cash	13	-110	224
Proceeds from the sale of investments	13	579	1,961
Purchase of investments	13	-469	-1,485
<b>Net cash provided by (used in) investing activities</b>		<b>201</b>	<b>886</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>-276</b>	<b>891</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	15	1,487	596
<b>Cash and cash equivalents at the end of the reporting period</b>	15	<b>1,211</b>	<b>1,487</b>

# NOTES TO THE ACCOUNTS

## 1. Accounting policies

### a) Basis of Preparation

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

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

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

The Trustees consider that there are no material uncertainties about the Charity’s ability to continue as a going concern. There are no material uncertainties affecting the current year’s accounts.

In future years, the key risks to the Charity are a fall in income from donations or a fall in investment income but the Trustees have arrangements in place to mitigate those risks (see the risk management and reserves sections of the annual report for more information).

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

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

- A restricted fund or
- An endowment fund

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

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

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

**c) Incoming resources**

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

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

**d) Income resources from legacies**

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

Receipt is probable when:

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

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

**e) Income resources from endowment funds**

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

**f) Resources expended and irrecoverable VAT**

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

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

A constructive obligation arises when:

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

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

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

#### **g) Allocation of support costs**

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

#### **h) Fundraising costs**

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

#### **i) Charitable Activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct



costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 7.

**j) Debtors**

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

**k) Cash and cash equivalents**

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

**l) Creditors**

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

**m) Realised gains and losses**

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

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

**n) Fixed Assets**

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

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1<sup>st</sup> April 2018, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.
- ii) Equipment is valued at the lower of estimated net replacement cost or recoverable amount;
- iii) Assets in the course of construction are valued at current cost.
- iv) Capitalisation threshold is £5,000

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the National Assembly for Wales and HM Treasury.

## Depreciation

- i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- ii) Equipment is depreciated on current cost over the estimated life of the asset using the following standard lives (guidance on standard lives has been issued under WHC (2000) 07 “FRS15 tangible fixed assets”);
- iii) Impairments, where incurred in the year, are separately identified in note 7 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.

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

## 2. Related party transactions

Cardiff and Vale University Local Health Board is the Corporate Trustee of the Charity.

During the year, other than noted below, there are no other material related party transactions involving the Corporate Trustee, board members or senior key management staff.

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

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

Related Party	Payments to related party £000	Receipts from related party £000	Amounts owed to related party £000	Amounts due from related party £000
Cardiff and Vale Health Board	348		41	11
Cardiff University	28			
University of South Wales	12			
Cardiff City Council	5			

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

<b>Board Member</b>	<b>Related Party Relationship</b>
Marie Battle	Council member Cardiff University
Mrs Eileen Brandeth	Director of Information Technology at Cardiff University
Cllr Susan Elsmore	Elected member for Health Housing & Wellbeing for the city of Cardiff Council
Gary Baxter	Vice Chancellor of the college of Biomedical and life sciences at Cardiff University
Professor Marcus Longley	Director of the Welsh Health Institute for Health and Social at the University of South Wales

### 3.Income from donations and legacies

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Endowment funds £000</b>	<b>Total 2017-18 £000</b>	<b>Total 2016-17 £000</b>
Donations	525	176	0	<b>701</b>	616
Legacies	123	182	0	<b>305</b>	575
	<b>648</b>	<b>358</b>	<b>0</b>	<b>1,006</b>	<b>1,191</b>

### 4.Other trading activities

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Endowment funds £000</b>	<b>Total 2017-18 £000</b>	<b>Total 2016-17 £000</b>
Staff lottery	0	227	0	<b>227</b>	193
Other trading	0	26	0	<b>26</b>	35
	<b>0</b>	<b>253</b>	<b>0</b>	<b>253</b>	<b>228</b>

### 5.Gross investment income

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Endowment funds £000</b>	<b>Total 2017-18 £000</b>	<b>Total 2016-17 £000</b>
Fixed asset equity and similar investments, deposits and cash on deposit	150	50	1	<b>201</b>	186
	<b>150</b>	<b>50</b>	<b>1</b>	<b>201</b>	<b>186</b>

## 6. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted funds £000	Total 2017-18 £000	Total 2016-17 £000
Fundraising office	73	24	97	84
Fundraising events		72	72	71
Investment management	20	6	26	26
Support costs ( Inc Governance)				
	<b>93</b>	<b>102</b>	<b>195</b>	<b>181</b>

## 7. Analysis of charitable activity

	Activities taken directly £000	Support costs £000	Total 2017-18 £000	Total 2016-17 £000
Patient education and welfare	922	67	989	624
Staff education and welfare	495	36	531	295
Research	88	7	95	63
Other			0	43
Depreciation	20	1	21	22
	<b>1,525</b>	<b>111</b>	<b>1,636</b>	<b>1,047</b>

## 9. Allocation of support costs

	Raising funds £000	Charitable activities £000	Total 2017-18 £000	Total 2016-17 £000
<b>Governance</b>				
External audit ( WAO)		10	10	10
Internal Audit		9	9	9
Other professional fees	26	0	26	26
<b>Total governance</b>	<b>26</b>	<b>19</b>	<b>45</b>	<b>45</b>
Finance and administration		92	92	91
	<b>26</b>	<b>111</b>	<b>137</b>	<b>136</b>

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total Funds 2017-18 £000
Raising funds	20	6		26
Charitable activities	87	23	1	111
	<b>107</b>	<b>29</b>	<b>1</b>	<b>137</b>

## 10. Trustees' remuneration, benefits and expenses

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

## 11. Auditors remuneration

The auditor's remuneration of £19,000 (2017/18) relates to the audit of the statutory annual report and accounts only.

## 12. Tangible fixed Assets

## Cost or valuation

<b>Balance at 1 April 2017</b>	2,512					<b>2,512</b>
Additions	0					0
Revaluations	-12					-12
Disposals	0					0
Impairments	0					0
<b>Balance at 31 March 2018</b>	<b>2,500</b>					<b>2,500</b>
<b>Accumulated depreciation</b>						
<b>Balance at 1 April 2017</b>	106					<b>106</b>
Disposals						0
Revaluations	-106					-106
Impairments						0
Charge for year	20					20
<b>Balance at 31 March 2018</b>	<b>20</b>					<b>20</b>
<b>NBV at 31 March 2018</b>	<b>2,480</b>					<b>2,480</b>
<b>NBV at 31 March 2017</b>	<b>2,406</b>					<b>2,406</b>

Following a revaluation of the NHS assets across Wales the Rookwood site was revalued as at a valuation date of 1st April, 2018. The valuation was consistent to the previous valuation in 2007 and 2012 reflecting the restriction to hospital use only.

## 13. Fixed Asset investments

### Movement in fixed asset assessments

	<b>Investments Listed on Stock Exchange £000</b>	<b>Cash Held in Investment Portfolio £000</b>	<b>Total 2017-18 £000</b>	<b>Total 2016-17 £000</b>
Market value brought forward	6,343	295	<b>6,638</b>	6,392
Add: additions to investments at cost	469		<b>469</b>	1,485
Less disposals at carrying value	(551)		<b>(551)</b>	(1,738)
Add any gain / (loss) on revaluation	(147)		<b>(147)</b>	716
Movement of cash held as part of the investment portfolio		123	<b>123</b>	(217)
<b>Market value as at 31st March 2018</b>	<b>6,114</b>	<b>418</b>	<b>6,532</b>	<b>6,638</b>

As at 31 March 2018 the following investment was considered material: UBS ETF MSCI US Socially Responsible ETF: This holding amounts to 7.7% of the total portfolio. The significant

As at 31 March 2018 the following Investment was considered material: UBS ETF MSCI USA Socially Responsible ETF: This holding represents 7.7% of the total portfolio. The significance of financial instruments to the ongoing financial sustainability of Cardiff and Vale Charity is considered in the risk analysis section of the trustees' annual report.

The main shorter term risk from financial instruments lies in the combination of capital volatility and consistency in annual income. The environment for safe haven assets in the UK remains challenging as sustained low interest rates has made seeking yield from high Quality bonds and cash difficult. The risk facing the bond market in this environment is that when interest rates do start to rise and move towards historical normal levels, there will be the significant risk of a fall in capital values. Also the mature bull market for equities where valuations are more stretched and therefore the focus remains on finding value and avoiding overbought stocks.



Also the mature bull market for equities where valuations are more stretched and therefore the focus remains on finding value and avoiding overbought stocks as well as ensuring that the portfolio is well diversified across asset classes.

The Cardiff and Vale Portfolio is being managed in line with other charities on a similar risk mandate by Cazenove Capital. Against the long term strategy the portfolio is neutrally weighted in equities, property and alternatives while being underweight in bonds with a tactical position in cash. The cash position is used to add to equities as and when opportunities arise.



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

	<u>236</u>	<u>237</u>
<b>Debtors over 1 year</b>		
Other debtors	2	2
	<u>238</u>	<u>239</u>
<b>Total debtors</b>		

#### 15. Analysis of cash and cash equivalents

	<b>31 March</b> <b>2018</b>  <b>£000</b>	<b>31 March</b> <b>2017</b>  <b>£000</b>
Cash in hand	1,211	1,487
	<u>1,211</u>	<u>1,487</u>

#### 16. Analysis of liabilities

	<b>Total</b> <b>31 March</b> <b>2018</b>  <b>£000</b>	<b>Total</b> <b>31 March</b> <b>2017</b>  <b>£000</b>
<b>Creditors under 1 year</b>		
Other creditors	143	114
Accruals	64	19
	<u>207</u>	<u>133</u>
<b>Total creditors</b>	<u>207</u>	<u>133</u>



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

	Total 2017-18 £000	Total 2016-17 £000
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	(477)	1,323
<b>Adjustment for:</b>		
Depreciation charges	20	22
(Gains) / losses on investments	106	(946)
Dividends, interest and rents from investments	(201)	(186)
(Increase) / decrease in debtors	1	(56)
Increase / (decrease) in creditors	74	(152)
<b>Net cash provided by (used in) operating activities</b>	<b>(477)</b>	<b>5</b>

## 18. Role of volunteers

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

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

	Balance 1 April 2017 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Catherine Jenkins	44	1	(1)		(1)	43
	<b>44</b>	<b>1</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>43</b>

#### b. Analysis of Restricted Funds

	Balance 1 April 2017 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Diabetes Investigation	12					12
UHW General	341	29	(24)		(5)	341
Education and Training	20					20
Staff & Patients Welfare	770	443	(330)	(14)	(14)	855
Research & Development	362	189	(96)		(7)	448
Training Research & Education						
ECCO	2		(1)			1
Other						
	<b>1,507</b>	<b>661</b>	<b>(451)</b>	<b>(14)</b>	<b>(26)</b>	<b>1,677</b>

#### c. Analysis of unrestricted and material designated fund movements

	Balance 1 April 2,017 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Unrestricted (Income)	6,680	798	(1,359)	14	(79)	6,054
There are currently ???						
Unrestricted funds. Listed below are the top ten funds by value.						
	<b>6,680</b>	<b>798</b>	<b>(1,359)</b>	<b>14</b>	<b>(79)</b>	<b>6,054</b>

#### Schedule of Material Fund Balances as at 31st March 2018

	Balance 1 April 2,017 £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2018 £000
Unrestricted Delegated	1,382		-73		-79	1,230
Unrestricted Non Delegated	1,129	14	-176			967
UHW Nurses	204	56	-27			233
Lung Research (Llan)	162	10	-5			167
Biggs Legacy Cardiac Research	154	6	-4			156
Geriatric Research (UHW)	148	6	-22			132
UHW Patients General	90	32	-1			121
Leukaemia & Lymphoma	122	13	-18			117
Haematology Day Unit	88	28	-22			94
Orchard Llandough	90	13	-19			84
	<b>3,569</b>	<b>178</b>	<b>-367</b>	<b>0</b>	<b>-79</b>	<b>3,301</b>

#### d. Revaluation Reserve

	1 April 2,017 £000	Income £000	Expenditure (Depreciation) £000	Transfers £000	Gains and losses £000	Balance 31 March 2,017 £000
Rookwood	2,406		-20		94	2,480
	<u>2,406</u>		<u>-20</u>		<u>94</u>	<u>2,480</u>

#### Additional notes

#### 20. Commitments

2017/18

£000

#### The funds have the following commitments:

Charitable projects

<b>Total</b>	<b><u>1,065</u></b>
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#### Name of commitment

£000

Murphy Legacy ( CFC: 16/091)	4
Patient WIFI CFC/15/027	46
Third Sector Grants (CFC16/124)	25
Horatio's Garden ( CFC16/143)	500
Screen Bids ( CFC 16/159)	25
Charity Model Ward ( CFC 16/160)	170
Lung Research Studies (CFC 16/161)	295
	<u><b>1,065</b></u>

#### 21. Donated Assets

During the year the Charity purchased assets to the value of £271k. These are included in the Charity's Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements.

#### 22. Post Balance Sheet Events

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2018 and the date the financial statements are approved. The fair value of investments held by the Charity at 31<sup>st</sup> March 2018 has changed in the intervening period as follows:

	31/03/2018 £,000	11/01/2019 £,000
Investment	6,538	0

## **STATEMENT OF FINANCIAL TRUSTEE'S RESPONSIBILITIES**

As Financial Trustee of the funds held on trust I am responsible for:

- the maintenance of financial records appropriate to the activities of the fund(s).
- the establishment and monitoring of a system of internal control.
- the establishment of arrangements for the prevention of fraud and corruption.
- the preparation of annual financial statements which give a true and fair view of the funds held on trust and the results of their operations.

.....2018

..... Financial Trustee

**STATEMENT OF TRUSTEE RESPONSIBILITIES**  
**IN RESPECT OF THE ACCOUNTS**

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

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

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

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

**By order of the trustee**

Signed:

Trustee ..... Dated ..... 2018

Financial Trustee ..... Dated ..... 2018