

Bundle Charitable Funds Committee 3 December 2019

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- 7 Review of the Meeting
- 8 Date & Time of Next Meeting: Tuesday 17th March 2020, Woodland House

Agenda
Charitable Funds Committee
10th December 2019,
Coed Y Bwl, Woodland House
9:30am – 11:30am

1.	Preliminaries	
1.1	Welcome & Introductions	Akmal Hanuk
1.2	Apologies for Absence	Akmal Hanuk
1.3	Declarations of Interest	Akmal Hanuk
1.4	Minutes of the Committee Meeting held on 10 th September 2019	Akmal Hanuk
1.5	Action Log following the meeting held on 10 th September 2019	Akmal Hanuk
2.	Items for Approval/Ratification	
2.1	New Charitable Funds Bid Application Template	Nicola Foreman
2.2	Annual Accounts	Chris Lewis
2.3	Sustainable Staffing	Joanne Brandon
2.4	Endowment Order	Alun Williams
3.	Items for Review & Assurance	
3.1	Health Charity Financial Position	Chris Lewis
3.2	Charitable Funds Final Internal Audit Report	Chris Lewis
4.	Items for Discussion	
4.1	Investment Manager Update	Chris Lewis – Verbal
4.2	Fundraising Report	Joanne Brandon
4.3	Patrons Process	Joanne Brandon
4.4	Staff Lottery Bids Panel	Mike Jones
5.	Items for Noting and Information	
5.1	Bid Success Report	Simone Joslyn
6.	Items to bring to the attention of the Board/Committee	Akmal Hanuk
7.	Review of the Meeting	Akmal Hanuk
8.	Date and time of next Meeting:	Akmal Hanuk
	Tuesday 17 th March 2020, Woodland House	

Unconfirmed Minutes of the Charitable Funds Committee
Held at Nant Fawr 1 & 2, Woodlands House
10th September 2019 at 9am

Present:

Akmal Hanuk	AH	Committee Chair and Independent Member -Community
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Members:

John Union	JU	Committee Vice Chair and Independent Member - Finance
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In Attendance:

Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications and Engagement
Charles Janczewski	CJ	UHB Interim Chair
Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Simone Joslyn	SJ	Head of Arts and Health Charity
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Director of Nursing
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough
Alun Williams	AW	Head of Financial Services

Secretariat:

Laura Tolley	LT	Corporate Governance Officer
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Apologies:

Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Angela Hughes	AH	Assistant Director of Patient Services
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Sara Moseley	SM	Independent Member

CFC19/09/001	Welcome & Introductions	Action
	The Committee Chair (CC) welcomed everyone to the meeting and advised all attendees of an agenda change as per the decision made not to consider or approve any Charitable Funds Bids until a finance re-structure had occurred. The CC advised that members of the Committee would meet urgently to complete this and bid authors would be advised when bids could be re-submitted.	LT

	The CC welcomed Ruth Walker, Executive Nurse Director (END) as the new Executive Lead for the Committee, to the meeting.	
CFC19/09/002	Apologies for Absence Apologies for absence were noted.	
CFC19/09/003	Declarations of Interests No interests were declared.	
CFC19/09/004	Minutes of the Committee Meeting held on 11th June 2019 The Committee reviewed the minutes of the meeting held on 11 th June 2019. Resolved that: (a) The Committee approved the minutes of the meeting held on 11 th June 2019 as a true and accurate record	
CFC19/09/005	Committee Action Log The Committee reviewed the Action Log and noted that in relation to the Investment Fund Managers Contract a brief summary of tenders be provided to the CC for consideration. Resolved that: (a) The Committee noted the action log (b) A summary of Investment Fund Managers be sent to the Committee Chair for consideration	CL
CFC19/09/006	Wales for Africa Steering Group The Head of Arts & Health Charity (HAHC) advised the Committee that the Wales for Africa Steering Group required structure and requested the group report into the Committee going forward. The Director of Corporate Governance (DCG) suggested this be tested until the end of the financial year and then be reviewed. Resolved that: (a) The Committee considered the Wales for Africa Steering Group (b) The Committee approved the direction of the Wales for Africa Steering Group (c) The Wales for Africa Steering Group minutes be brought to future Committee meetings for information	SJ
CFC19/09/007	Food Sense Wales – Report on Project Success The Executive Director of Therapies & Health Science (EDTHS) introduced	

	<p>the report and confirmed it outlined a number of different elements featured in the Annual Report. The EDTHS advised the Committee that Cardiff & Vale UHB (CVUHB) had received a commendation from Vaughn Gethin, Minister for Health & Social Wellbeing, for the work undertaken in the School Enrichment Programme.</p> <p>The CC asked how the School Holiday Enrichment Programme could link with Children Wellbeing. In response, the EDTHS explained that CVUHB would be sharing this with All Wales and that it was linked with CVUHB overall Shaping our Future Wellbeing Strategy.</p> <p>The EDTHS requested that an update on the Food Sense Wales Project was brought to the Committee annually. In response, the UHB Interim Chair (IC) advised six monthly reporting would be needed from an assurance perspective.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the progress made by Food Sense Wales (b) The Committee supported Food Sense Wales by hosting Food Sense Wales within the Cardiff & Vale Charity (c) A six monthly update report be brought to the Committee for information 	FJ
CFC19/09/008	<p>Sign, Sight & Sound Report</p> <p>The Assistant Director of Patient Services was unable to attend the meeting to present the paper, therefore the CC confirmed the report be brought to the next Committee meeting.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Sign, Sight & Sound Report be brought to a future meeting 	AH
CFC19/09/009	<p>Governance regarding Charitable Funds Committee Project Funding</p> <p>The DCG introduced the paper and confirmed the paper outlined governance improvements around Health Charity Bids, ensuring supported bids are delivered as per the Committee agreements.</p> <p>The DCG advised that Executive Leads on bids was an area which needed revising.</p> <p>After Committee discussion, it was agreed a revised Charitable Funds Bid template would be developed to include the following criteria:</p> <ul style="list-style-type: none"> • Responsible Officer • Who the funds would benefit – Staff, Patients or both • How impact of funds would be measured • How outcome of funds would be measured • Agreed timescales for update reports to be brought back to the Committee 	

	<ul style="list-style-type: none"> How the bids align to the Health Charity and the UHB values and objectives <p>Resolved that:</p> <p>(a) The Committee acknowledged the Governance process that would be instigated</p> <p>(b) A new Charitable Funds Bid Application be developed and brought to the Committee for consideration at the next Committee Meeting.</p>	LT
CFC19/09/010	<p>Endowment Order</p> <p>The Head of Financial Services (HFS) introduced the paper and asked the Committee to approve the purchase of the Care Cube System for a one off cost of £33,000 which would be using money held on Fund 9494 Biggs Legacy Cardiac Research.</p> <p>The EDTHS advised the Committee she felt it would be a good use of Endowment Funds.</p> <p>The IC queried what the rest of the funds would be used for. In response the HFS confirmed a report outlining the expenditure plan over 12 months would be brought to the Committee for information at a future meeting.</p> <p>Resolved that:</p> <p>(a) The Committee approved the purchase of the Care Cube System for the one-off cost of £33,000, using money currently held on Fund 9494 Biggs Legacy Cardiac Research.</p>	AW
CFC19/09/011	<p>Fundraising Report 2018/19</p> <p>The HAHC introduced report and advised the Committee a number of funds had increased due to the hard work of the Fundraising Support Officers within the Health Charity. The HAHC explained the team were planning a number of events for 2019/20 which would balance both physical and not so physical activities to reach a wider audience. The HAHC informed the Committee that The Health Charity hoped to support the Cardiff and Barry 10k events in March and August 2020 to help gain more awareness and support across the Vale of Glamorgan.</p> <p>The HAHC asked the Committee to consider funding in principle for 2019/20 to enable the Health Charity to build relationships with Run4Wales. In response, the IC explained that the request for funding was not made clear in the report and would require a separate paper for the Committee to consider the request formally.</p> <p>The DCG asked the HAHC how much funding would be requested from the Committee. The HAHC confirmed funding would be £12,500 for 6 months or £25,000 for 12 months.</p> <p>After further Committee discussion, the CC confirmed that the Charitable Funds finance re-structure needed to be confirmed before funding could be</p>	

	<p>considered therefore it was agreed that the HAHC would circulate a separate paper outlining funding options to the CC and Committee Members for consideration and Chairs Action following the meeting.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the progress and activities of the Health Charity (b) A further report requesting funding to support Barry & Cardiff 10k events be circulated to the CC and Committee Members for consideration and Chairs Action 	<p>SJ</p> <p>SJ</p>
CFC19/09/012	<p>Annual Report 2018/19</p> <p>The DC introduced the report and explained that once the Committee approved the Annual Report it would be shared across the UHB and social media platforms.</p> <p>The Deputy Executive Finance Director (DEFD) advised some caution if the report was shared widely as accounts would be audited during September 2019 and therefore financial statement sign off would be required.</p> <p>The DCG also advised the DC that the Annual Report would need to go to the Charity Trustee for approval before circulation.</p> <p>The END thanked the Health Charity and Communication teams for the report and confirmed the report contained good variety and the understanding of benefits for staff and patients came through in the report.</p> <p>The HAHC requested any further comments be forwarded to her within two weeks before final amendments are made to the report.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee considered the progress of the Health Charity Fundraising Team plus the statement of financial accounts for Charitable Funds, as advised in the draft Annual Report 2018/19 (b) The Committee would forward comments to the HAHC before the draft final version be submitted to the Charity Trustee (c) The draft Annual Report 2018-19 be revised and submitted to the Charity Trustee for approval before circulation 	<p>JB</p> <p>JB</p> <p>ALL</p> <p>ALL</p> <p>SJ / JB NF</p>
CFC19/09/013	<p>Health Charity Strategy 2019-2024</p> <p>The DC introduced the strategy and advised the Committee that the first time the Health Charity had produced a 5 year plan. The DC explained the strategy set out the Health Charity objectives, comments and views would be welcomed and Committee approval was desired.</p>	

	<p>The EDTHS commented the strategy was set out well, however recommended the timeframe be aligned to the UHB strategy 2025.</p> <p>The CVC asked who the strategy was aimed at. In response, the DC confirmed it was for the Committee and Trustees to gain assurance as the Health Charity was growing the objectives were in line with what was expected.</p> <p>The END asked who worked on the strategy. In response, the DC confirmed that appeal members, fundraisers, staff and third sector workers had contributed to the strategy. The IC queried if feedback from patients could be written into the strategy. In response, the DC confirmed that staff members engaged with patients and feedback on their behalf.</p> <p>The DCG welcomed the strategy and suggested prioritisation of the objectives. The DCG reminded the DC the strategy required Charity Trustee approval before publication.</p> <p>The IC commented that the strategy and discussion that followed provided assurance that the Charitable Funds Committee was leading in the right way.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee considered the Health Charity Strategy 2019-24 (b) The Health Charity Strategy 2019-2025 be submitted to the Charity Trustee for approval before publication 	<p>JB</p> <p>NF</p>
CFC19/09/014	<p>Health Charity Branding Guidelines</p> <p>The HAHC introduced the paper and confirmed the branding guidelines ensured the Health Charity logo was used in the correct way in addition to the Health Charity image becoming professionalised.</p> <p>The CC commented branding guidelines were very important to ensure the Health Charity logo was not used without consent.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the contents of the updated Health Charity Branding Guidelines 	

CFC19/09/015	Sustainable Staffing Paper	
	<p>The DC introduced the paper and explained the increase in Health Charity Staff since June 2018 had a significant impact to the Charities awareness, visibility, professionalism and support. The DC advised the Committee to ensure the Charity achievements and growth the team required further capacity and the report set out three different staffing options for Committee consideration and approval.</p> <p>The IC explained that the options would be difficult to support as no financial figures were included in the report.</p> <p>The DCG advised the Committee that the paper needed to be aligned with the Fundraising Strategy and also required Charity Trustee approval.</p> <p>The HAHC advised the Committee that three positions in the paper were for staff members on secondment, therefore, assurance of job security was desired for the individuals. In response, the CC explained that a report with outlined figures needed to be circulated to the Committee and the finance re-structure completed before consideration.</p> <p>After further discussion, the DCG informed the Committee that a three month extension to the posts would be accepted whilst the financial information was gathered and submitted for final consideration.</p> <p>The IC advised that a clear message needed to be delivered to the staff members on secondment, advising that the Committee intended to keep their positions, however the decision required Charity Trustee consideration and approval.</p> <p>The DC commented a further report that contained the staffing options figures would be circulated and a positive message would be delivered to the individuals on secondment.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the sustainable staffing paper (b) A report that included financial figures be circulated to the Committee 	<p>JB</p> <p>JB</p>
CFC19/09/016	Horatio's Garden	
	<p>The HAHC confirmed the report provided the Committee with a timeframe on Horatio's Garden and the total costs incurred to date.</p> <p>The END thanked the HAHC for the report and questioned if long term maintenance of Horatio's Garden was included in the funding. The HAHC confirmed that long term maintenance was included within the funding.</p> <p>The CVC asked when Horatio's Garden would be opened. In response, the HAHC confirmed June 2021 and a number of events were planned to see progress which all Committee members were invited to attend. The HAHC</p>	

	<p>also advised Horatio's website provided visuals which members were invited to view.</p> <p>The DC explained that patient feedback and patient benefit from Salisbury General Hospital had been the driver for Horatio's Garden and a visit to the hospital for the Committee could be arranged if requested. The DC reminded the Committee that the Health Charity would be the leader across Wales for Horatio's Garden.</p> <p>The END encouraged the DC to communicate with the Patient Experience Team to measure patient experience within Horatio's Garden.</p> <p>The CC queried wording in the legal letter as it stated a 'Board Staff Member' raised concerns with Horatio's Garden, however, the individual was not a Board Member. After further discussion, the DCG confirmed the wording did not impact the legal advice given therefore no action was required.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the update provided (b) The Committee agreed that a future update report be brought to the Committee in 6 months' time. 	<p>JB</p> <p>SJ</p>
CFC19/09/017	<p>Staff Lottery Bid Panel Report</p> <p>The Senior Hospital General Manager (SHGM) informed the Committee that a structure and evaluation meeting was held to ensure bids considered by the Staff Lottery Bid panel measured benefits and outcomes to patients and staff.</p> <p>The HAHC advised the Committee that when funds were approved, if funds were not spent in a timely manner they would be withdrawn and a request for the bid to be re-submitted would be communicated.</p> <p>The HAHC explained funds awarded from the Staff Lottery Bids Panel made a significant difference, therefore work was being undertaken with Clinical Boards to demonstrate the impact of funding to staff and patients.</p> <p>The END confirmed full support of the paper and requested that should funding not be supported by the Staff Lottery Bids Panel, a reasonable explanation be provided, before the bid be submitted to the Committee.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the Staff Lottery Bid Panel Report. 	
CFC19/09/018	<p>Finance Monitoring Report</p> <p>The Deputy Executive Finance Director (DEFD) presented the report and confirmed the following:</p>	

	<p>The Charity generated £0.331m of income and spent £0.762m. This had resulted in net expenditure of £0.431m. In addition, the charity also had market value gains on its investments of £0.286m for the period compared to the March 2019 valuation. The combined effect of these results is a net decrease in fund balances for the period to July 2019 of £0.145m.</p> <p>The DEFD explained the Health Charity had current commitments totalling £1.5m this year, therefore, £300,000.00 was available. It was further explained that the Charity was still worth a significant amount of money, however, delegated funds required centralisation and further financial commitments needed to be postponed until further release of funds into the Health Charity.</p> <p>The IC commented that the financial situation was unknown to Committee members prior to the meeting, therefore, requested a report that outlined the Health Charity's financial position be brought to each Committee meeting.</p> <p>The DEFD suggested a 'deep dive' into the financial position. In response, the CVC advised he would be keen to get involved with a 'deep dive'.</p> <p>The DCG asked the DEFD to give an indication when bids could be considered. In response, DEFD confirmed a meeting was required with Committee members to discuss and evaluate the financial position. After discussion, the Committee confirmed members would meet as a matter of urgency.</p> <p>The DC proposed a letter be sent out to bid authors from the CC which explained the position to ensure a positive message came from the Committee meeting.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (a) The Committee noted the Finance Monitoring Report (b) A meeting to discuss and evaluate the Health Charity finances be held as soon as possible 	<p>CL</p> <p>CL</p> <p>LT</p> <p>NF</p>
CFC19/09/019	<p>Staff Benefits Group – Car Dealership</p> <p>The SHGM advised the Committee the Health Charity entered into a 3 year agreement with Griffin Mill in June 2018, where Griffin Mill agreed to provide staff discounts plus the provision of a Health Charity vehicle at a discounted rate.</p> <p>The SHGM explained that in recent times, Griffin Mill appeared to be increasingly reluctant/unable to proactively engage with the agreement, which subsequently impacted on the delivery of the agreed benefits to UHB employees, therefore the Staff Benefits Group proposed an early withdrawal from the agreement with a view to contacting local car dealerships and inviting expressions of interest in partnering with the Health Charity to re-provide staff benefits.</p> <p>The SHGM further explained that a tender process commenced in July 2019 and Shared Services advised the Staff Benefits Group that a single proposal was received from Nathaniel Car Sakes. The proposal was</p>	

	<p>reviewed by Staff Benefits Group and Health Charity members and considered the proposal satisfied the requirements of the Health Charity and offered an excellent opportunity for UHB Staff Members.</p> <p>Resolved that:</p> <p>(a) The Committee approved the proposal from the Staff Benefits Group Review Panel to accept the Affinity Partnership Scheme with Nathaniel Car Dealership.</p>	
CFC19/09/020	<p>Staff Benefits Meeting Minutes</p> <p>The Committee reviewed the Staff Benefits Meeting Minutes.</p> <p>Resolved that:</p> <p>(a) The Committee noted the Staff Benefits Meeting Minutes.</p>	
CFC19/09/022	<p>Items to bring to the attention of the Board / Committee</p> <p>The Committee Resolved that:</p> <p>(a) The draft Annual Report 2018-19 be revised and submitted to the Charity Trustee for approval</p> <p>(b) The Health Charity Strategy 2019-2025 be submitted to the Charity Trustee for approval</p> <p>(c) The Sustainable Staffing Paper be submitted to the Charity Trustee for consideration and approval</p>	
CFC19/09/023	<p>Review of the Meeting</p> <p>Resolved that:</p> <p>(a) The Committee members agreed the meeting was productive with a number of actions agreed.</p>	
CFC19/09/024	<p>Date and Time of Next Meeting</p> <p>Tuesday, 10 December 2019, Life Science Hub, Cardiff Bay – Away Day</p>	



Action Log
Following Charitable Funds Committee Meeting
September 2019

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC19/09/018	Finance Monitoring Report	A letter be sent out to bid authors from the Chair which explained financial position	10/09/2019	Laura Tolley	Completed
CFC19/09/018	Finance Monitoring Report	A meeting be held as soon as possible to discuss and evaluate the Health Charity Finances		Nicola Foreman / Akmal Hanuk / Christopher Lewis / Joanne Brandon / Ruth Walker	Completed
Actions In Progress					
CFC19/09/001	Bid Submission	Bid authors be advised when bids could be re-submitted to the Committee for consideration	10/12/2019	Laura Tolley	
CFC19/09/005	Committee Action Log	A summary of Investment Fund Managers to be sent to the Committee Chair for consideration		Chris Lewis	
CFC19/09/007	Food Sense Wales – Report on Project Success	A six monthly report be brought to the Committee for information	17/03/2020	Fiona Jenkins	
CFC19/09/007	Sign, Sight & Sound Report	A report be brought to the next Committee Meeting	10/12/2019	Angela Hughes	Included in agenda item 5.1 of December agenda
CFC19/09/009	Governance Regarding Charitable Funds	A new Charitable Funds Bid Application be developed and brought to the Committee for	10/12/2019	Nicola Foreman	On December Agenda (See item 2.2)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
	Bids	consideration at the next Committee Meeting.			
CFC19/09/010	Endowment Order	A report outlining the expenditure plan over 12 months would be brought to the Committee for information at a future meeting.	31/03/2019	Alun Williams	To be brought to the March 2020 meeting
CFC19/09/011	Fundraising Report 2018/19	A separate paper be circulated outlining funding options to Support Barry & Cardiff 10k events to the Committee Chair and Committee Members for consideration and Chairs Action following the meeting.		Simone Joslyn	
CFC19/09/012	Annual Report 2018/19	A financial statement sign off would be required before the report being circulated		Chris Lewis / Joanne Brandon	
CFC19/09/015	Sustainable Staffing Paper	A report that included financial figures be circulated to the Committee		Joanne Brandon	On December Agenda (item 2.4)
CFC19/09/016	Horatio's Garden	An update report be brought to the Committee in 6 months' time	17/03/2020	Simone Joslyn	
CFC19/09/018	Finance Monitoring Report	A report outlining the Health Charity's financial position be brought to each Committee Meeting for information	10/12/2020	Chris Lewis	On December Agenda (<i>See item 3.1</i>)
CFC19/09/018	Finance Monitoring Report	A 'Deep Dive' into the Health Charity Financial Position be undertaken		Chris Lewis / John Union	
Actions referred to committees of the Board					
CFC19/06/011	Staff Benefits Group – Terms of Reference	The Terms of Reference if the Staff Benefits Group be referred to the Charity Trustee for consideration	March 2020	Nicola Foreman	To be taken to the Charity Trustee in March 2020
CFC19/09/012	Annual Report 2018/19	The Annual Report be sent to the Charity Trustee for approval before circulation		Nicola Foreman / Joanne Brandon	To be taken to the Charity Trustee

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC19/09/013	Health Charity Strategy 2019-24	The Health Charity Strategy 2019-2025 be submitted to the Charity Trustee for approval before publication		Nicola Foreman / Joanne Brandon	To be taken to the Charity Trustee

Report Title:	Charitable Funds Bid Application Form					
Meeting:	Charitable Funds Committee				Meeting Date:	10.12.2019
Status:	For Discussion	✓	For Assurance		For Approval	✓ For Information
Lead Executive:	Director of Corporate Governance					
Report Author (Title):	Director of Corporate Governance					

SITUATION

Charitable Funds Committee has delegated authority to sign off Charitable Funds bids between £10k and £125k above this delegated level the bid has to be presented to Charity Trustee for approval.

In addition to the above there is a small bids panel which can sign off bids up to £250 and Lottery Bids Panel which can sign off bids between £250 and £10k.

All bids, irrespective of level, should meet the purposes of the Charity.

REPORT

BACKGROUND

The Charitable Funds Committee is often presented with detailed complex bids from all areas of the organisation. In an attempt to make the process easier it was agreed that an Application Form for a Charitable Fund Bid would be developed.

ASSESSMENT

The attached form has been developed to support staff making applications to the Charitable Funds Committee. It provides a structure which ensures that if the bid is approved it will meet the purposes and objectives of the Charity.

It should assist those in completing the application form to ensure that the bid is right for Charitable Funds but will also assist those in making the decision on whether or not to support the approval of the bid.

The application form should be used for all bids made to the Charitable Funds Committee. Consideration should also be given as to whether the application form should also be used for other bids e.g. bids over £5k which are approved by the Lottery Bids Panel or whether a simplified version of the form should be produced for this purpose.

RECOMMENDATION

The Committee is asked to:

- **Approve** the Charitable Funds Bid Application Form
- **Agree** what level bids should be required to complete the Charitable Funds Application Form taking into account that all expenditure should further the purposes of the Charity.

Shaping our Future Wellbeing Strategic Objectives

1. Reduce health inequalities	✓	6. Have a planned care system where demand and capacity are in balance	✓
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn	✓
3. All take responsibility for improving our health and wellbeing	✓	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	✓
4. Offer services that deliver the population health our citizens are entitled to expect	✓	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	✓
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time	✓	10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	✓

Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term	✓	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:		Not Applicable							

Kind and caring
Caredig a gofalgwr

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

CHARITABLE FUNDS BID APPLICATION FORM

5. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(i) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives		(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

6. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	
- in prevention, diagnosis and treatment of illness	
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	
- Services or facilities as are required for the diagnosis and treatment of illness	



CHARITABLE FUNDS BID APPLICATION FORM

- 7. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?**

- 8. Please explain what your strategy is when the project/funding comes to an end? (e.g. if you bid is to fund the employment of a member of staff what will happen to that member of staff when the funding expires)**



CHARITABLE FUNDS BID APPLICATION FORM

9. **Please explain the expected outcomes/benefits of the project and how will these be measured?** *(please note you will be expected to report to the Charitable Funds Committee on an appropriate basis to demonstrate either the outputs of the project or that your project is being delivered as planned)*

10. **Please explain how your bid meets the Public perception test?** *(Can you see any reason why your bid would damage the reputation of the Charity to make this expenditure from Charitable Funds?)*



CHARITABLE FUNDS BID APPLICATION FORM

Name:

Position:

Bid approved by: Position:

(Please note that your bid should be approved by either Clinical Board Director or Executive Director)

Date:

Report Title:	Sustaining and developing the Health Charity Fundraising team				
Meeting:	Charitable Funds Committee			Meeting Date:	10.12.2019
Status:	For Discussion		For Assurance	For Approval	√ For Information
Lead Executive:	Ruth Walker				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

SITUATION

This report is being provided for the committee to shape the future workforce of the Health Charity. The staffing capacity over the next 12 – 24 months will impact on its ability to thrive and deliver projects that matter to patients, staff and partner organisations.

BACKGROUND

In September 2018, the Health Charity was moved to the UHB Communications and Engagement Team due to organisational restructuring within Executive Services. This restructure required an evaluation of service provision, including staffing and funding resources to deliver the Health Charity's operational services, in line with governance requirements plus UHB and Welsh audit recommendations.

This coincided with the ambitions of the Charitable Funds Committee (CFC) to develop and grow the marketing of the Charity, professionalise the unit in line with a more commercial approach and to increase the promotion and visibility of the Charity internally and externally.

Part of this process included assessing the roles required and staffing structure:

- a re-evaluation of the Engagement and Special Projects Manager role to that of Head of Arts and Health Charity to provide direct line management of team members and service stability and continuity.
- secondment of an interim Business/Operational Manager allowing a further strengthening of structure and processes, improved governance and a building of capacity within the team.
- Secondment of an interim Digital Communications Officer to carry out specific duties aligned to increasing the visibility of the Health Charity and support capacity requirements.
- Additional posts were recruited into on a temporary basis, with funding resources of these provided by the Arts Council for Wales and specified Project Funds approved by the CFC.

ASSESSMENT

The temporary increase in staffing resources was approved by the CFC in 2018 and subsequently the Health Charity Fundraising Team has been successful in reaching a wider audience and contributed to increasing funds, (i.e. £0.54m, as indicated in the Annual Report 2018/19).

This has resulted in increased benefits supporting patient and staff initiatives and service

improvements.

The role of the fundraiser also includes duties of implementing the bids with the relevant teams and increases the demand on staffing resources to deliver the aims of the bid.

The permanent establishment of this resource would allow this work to continue and further develop, through increasing visibility of the Health Charity in a crowded charity market (35 charities operate from the UHB site) awareness of the benefits to staff and patients and continuing the core elements of fundraising opportunities. The team is also significantly involved in engagement with UHB services and building more corporate relationship and sponsorship opportunities with local businesses and companies.

ASSURANCE is provided by:

Increased visibility and profile of the Health Charity across our buildings, in the media, websites, and events and across social media.

The increased reputation of the Health Charity as a strong contender in a saturated market. Provision of robust management and business support processes within the Fundraising Team in line with governance and audit requirements.

Growth in income to the Health Charity.

RECOMMENDATION

The Committee is asked to:

Approve the sustainable staffing paper of the Health Charity to allow it to build on its recent success, thereby:

- increasing health charity awareness both internally and externally
- further increase income and therefore have a greater impact on future fundraising
- delivering on patient and staff initiatives in line with the Health Boards aspirational vision

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities	√	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where	√

						innovation thrives			
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention	√	Long term	√	Integration	√	Collaboration	√	Involvement	√
Equality and Health Impact Assessment Completed:		No.							

Sustainability and Development of Health Charity Fundraising Team

Health Charity growth income– 2017/18 – 2018/19

Annual Income	2017-2018 £	2018-2019 £	Increased Income
Donations	701,000	732,000	31,000
Staff Lottery	227,000	242,000	15,000
Legacies	305,000	740,000	435,000
Investments	201,000	207,000	6,000
Other trading activities	26,000	79,000	53,000
Total	1.46m	2.0m*	0.54m

*represents an **increase** in income of £0.54m from previous financial year

Health Charity Staff costs

Fundraising Team (establishment)

Name	Role	Wte	Band	£
Lucie Barrett	Senior Fundraiser	1.0	6	£37,929
Georgina Burke	Senior Fundraiser	0.91	6	£34,515
Sue Dickson-Davies	Senior Fundraiser	0.80	6	£30,343
Daniel Howorth	Fundraising Support Officer	1.0	3	£21,581

Finance Team (establishment)

Name	Role	wte	Band	£
Alun Williams	Head of Financial Services	1.0	tbc	tbc
Andrew Turton	Senior Charitable Funds Officer	1.0	tbc	tbc
Other Health Charity finance support	tbc	tbc	tbc	tbc

Secondment posts for discussion

Name	Role		wte	Band	£	£
Simone Joslyn	Head of Arts and Health Charity	37.5	1.0	8b	50% funding (current) 34,791	100% funding (proposed) 69,582

Key responsibilities and achievements

- Management of Health Charity Fundraising Team and Arts Project Team – strong links with the Wellbeing and Future Generation Act and Health, Wellbeing initiatives, Social prescribing and prevention agenda across the UHB
- Strategic lead for Arts & Wellbeing programme – initiatives include: Music to our Ears, Hearth Gallery, Dance & Movement that matters, Outdoor and Orchard art, Our Health Heritage and Improving Environment projects
- Leads on Our Orchard/ Horatio's Garden and WellBeeing projects
- Engagement and contribution to corporate projects, including; Pride, Eisteddfod, Wales for Africa and our strategy Shaping our Future Wellbeing
- Responsible for facilitating initiatives that emerge out of charitable funds
- Builds and develops relationships that lead to income generation or sponsorship of key projects - e.g. Arts Council of Wales, Horatio's Garden.
- Attends Health Charity fundraising events, raising awareness and increasing the profile of the Health Charity both internally and externally

Name	Role		wte	Band	£
Jayne Catherall	Senior Communications & Engagement Officer	37.5	1.0	Temp	37,929

Key responsibilities and achievements

- Raise the profile and visibility of the Health Charity across all mediums
- Provides content for Health Charity and Corporate websites, intranet, social media accounts
- Provides communications including press releases, media and social media coverage for the Health Charity – increasing visibility and raising awareness of the Health Charity and its benefits
- Develops branding, style guides for design and promotion of appeals e.g. videos and graphics
- Branding and promotional material and assets across events
- Incorporating stakeholders and corporate partnerships, Big Moose, Nathaniel, Peter Alan
- Produce communications strategy; provides graphics and design for Health Charity reports and strategies
- Attends and supports Health Charity Fundraising events – providing audio and visual support and communication and engagement services
- Works with external organisations on improving visibility of the Health Charity across the UHB (e.g. Wall Glamour at UHW)
- Grown the Health Charity's social media following by **50%** in the last 12 months, with a reach now of around 300,000 people across social media
- Developing a new website in line with the ambitions of the CFC
- Obtained publicity and coverage equating to over £250,000 of rate card advertising and paid for publicity

Name	Role		wte	Band	£
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Barbara John	Operational/Business Manager	37.5	1.0	6	40,662
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Key responsibilities and achievements

- Operational and business lead – supporting the Director and Head of Health Charity with day to day operational requirements of the Health Charity
- Development of local policies and procedures, in line with Governance requirements
- Budget and financial management, ensuring all invoicing and procurement processes are in line with UHB policy and Charitable Funds Commission rules.
- Project management
- Produce Health Charity annual reports /strategies / fundraising reports
- Legacy management – strategy development and awareness raising and liaison with solicitors/donor families. A key part of the Charitable Funds aims.
- Staff Benefits Group – operational support and Health Charity liaison/ produce CFC reports
- Developing relationships with internal and external sponsors (e.g. Nathaniel Car Dealership - providing staff financial benefits and impacting on wider UHB services e.g. winter planning)
- Managing contracts/MOU's/sponsorship agreements
- Third Sector Grant Scheme management
- Staff line management / HR management
- Attends and supports Health Charity Fundraising events

Summary

Permanent resourcing of the posts would enable the continuation of the growth of the charity in line with the aims and objectives of the CFC and its strategy, to include:

- further development of the Health Charity as a viable business unit
- development of sponsorship opportunities and securing sponsorship at all levels
- explore further opportunities for fundraising and maximizing potential income generation
- build networks with key decision makers, influencers, prospective partners and the wider commercial sector; strategically seeking opportunities for fundraising
- build and cultivate new, existing and potential relationships at the most senior levels
- gain further exposure with social media, filming and visibility of the charities work
- provide more opportunities to generate stories of where and how charitable funds are spent within the Health Board
- provide assurance that Health Charity funds are directly benefiting patients and staff and reassurance to donors their money is being well spent on NHS patients and staff.



Cardiff Half Marathon 2018 Summary



News stories

Over 350 people are taking part in the Cardiff Half Marathon for Cardiff & Vale Health Charity

<http://www.cardiffandvaleuhb.wales.nhs.uk/news/49498>

A traumatic brain injury won't stop Kristian running the Cardiff Half Marathon

<https://healthcharity.wales/a-traumatic-brain-injury-wont-stop-kristian-running-the-cardiff-half-marathon/>

Georgie takes on 12 challenges to thank the team that helped put her back together

<https://healthcharity.wales/georgie-takes-on-12-challenges-to-thank-the-team-that-helped-put-her-back-together/>

Quadruple bypass can't stop Roshan running

<https://healthcharity.wales/quadruple-bypass-cant-stop-roshan-running/>

Physiotherapy technical instructor runs Cardiff Half Marathon to raise money for her ward

<https://healthcharity.wales/physiotherapy-technical-instructor-runs-cardiff-half-marathon-to-raise-money-for-her-ward/>

Oliver is taking on the Cardiff Half to break a record!

<https://healthcharity.wales/oliver-is-taking-on-the-cardiff-half-to-break-a-record/>

Emergency Unit staff team sign up to this year's Cardiff Half Marathon

<https://healthcharity.wales/emergency-unit-staff/>

Unison Branch Secretary Mike joins Maria's Marvels for this year's Cardiff Half Marathon

<https://healthcharity.wales/unison-branch-secretary-mike-joins-marias-marvels-for-this-years-cardiff-half-marathon/>

DOSH are running the Cardiff Half Marathon to raise dosh for Cardiff & Vale Health Charity

<https://healthcharity.wales/dosh-are-running-the-cardiff-half-marathon-to-raise-dosh-for-cardiff-vale-health-charity/>

Cardiology team run to raise money in memory of much-loved patient

<https://healthcharity.wales/cardiology-team-run-to-raise-money-in-memory-of-much-loved-patient/>

Largest staff team lead the way at this year's Cardiff Half Marathon

<https://healthcharity.wales/largest-staff-team-lead-the-way-at-this-years-cardiff-half-marathon/>



Media websites

Footballer, 27, makes a miraculous recovery after doctors fit a titanium plate into his skull – [Daily Mail](#)

Footballer, 27, loses half his SKULL in brutal street attack that left him in a coma for 24 days – [The Sun](#)

Footballer, 27, who spent 24 days in coma after 'unprovoked' attack has titanium plate fitted on skull – [Daily Mirror](#)

Kristian Speake to run Cardiff Half Marathon to thank those who saved his life – [Western Telegraph](#)

Footballer left with half a skull after unprovoked street attack – [Metro](#)

The horrific damage to a talented footballer's skull in an unprovoked attack - [Walesonline](#)

A traumatic brain injury won't stop Kristian running the Cardiff Half Marathon – [Wales247](#)

Quadruple bypass can't stop Roshan running - [Cardiff Half Marathon](#)

Roshan prepares to run Cardiff Half Marathon less than a year after major heart surgery – [ITV Wales](#)

Quadruple Bypass Can't Stop Roshan Running – [Wales247](#)

Quadruple Bypass Can't Stop Roshan Running – [Cardiff Times](#)

TV & Radio Coverage

Roshan prepares to run Cardiff Half Marathon less than a year after major heart surgery – [ITV Wales News 6 October 6pm](#)

Cardiac nurses run in memory of much loved patient – [BBC Wales Today 4 October 6:30pm](#)

Cardiac nurses run in memory of much loved patient – [BBC Good Morning Wales radio show October 6:30pm](#)

Detective Sergeant Georgina Lloyd takes on 12 challenges to thank the team that put her back together – [Bro FM](#)

Cardiff Half Marathon: Wales' big race ready for the off – [Bridge FM](#)

Cardiff Half Marathon – [BBC News 11 October](#)

Cardiff Half Marathon in pictures – [BBC News 7 October](#)

Social Media

Facebook

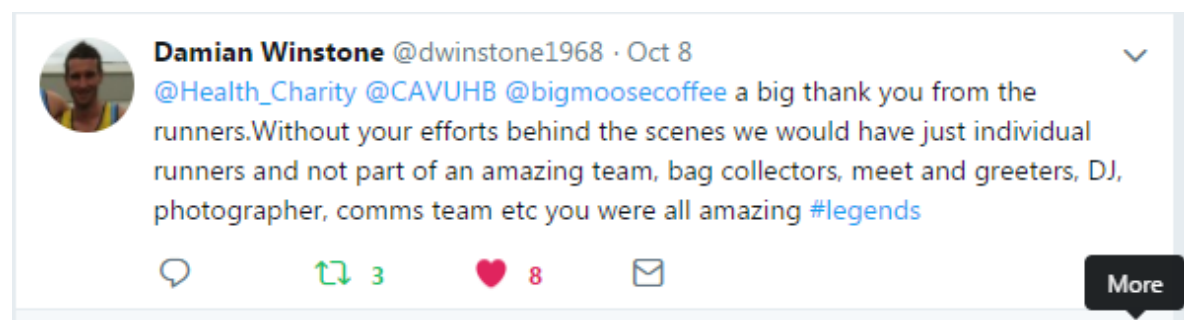
From 10 August 2018 we put out 71 posts about the Cardiff Half Marathon which reached 77,591 people.

Twitter

From 10 August 2018 we put out 302 posts about the Cardiff Half Marathon #teamhealthcharity which reached 206,675 people

Total social reach on Facebook and Twitter 284,266.

Our favourite tweets!





Peter Easton @PeterEaston01 · Oct 7



Cardiff half marathon all done. Thanks to those who sponsored me for a great charity. It was a great day! @Health_Charity



1



Sandra Williams @shandybob17 · Oct 9



Replying to @Health_Charity @CV_UHB @CardiffHalf

I saw the sign that said "Pain is temporary and Pride is forever". This got me around the route and stuck in my mind for the entire half marathon. 🙌
#cardiffhalf2018



matt @matthop411 · Oct 7

Getting serious race jealousy watching the @CardiffHalf
Congrats to the runners. Especially those running for @Health_Charity
I'll be with you next year! #RuntheDiff



1 1 14



SexualHealth Cardiff @cavsexualhealth · Oct 8

So 13 finishers and over £1000 raised for the Cardiff & Vale Health charity.... well done team sexual health! Sorry if we've all been a bit achy in clinic today...
#CardiffHalfMarathon2018 @CV_UHB @CAVDirofComms @Health_Charity
@CAV_LenRichards #postrunfatigue



1 13 28



Suzanne Hardacre @SuzanneHardacr1 · Oct 7

We did it!!! 🙌🙌🙌🙌🙌 #proudhom, #maternityrocks, #cavisthebest, Congratulations to everyone running or walking today you're awesome 🌟
@CV_UHB @cavcw @Health_Charity thank you for supporting us along the way it was amazing 🥰



3 8 69



Llechidcelt @llechidcelt · Oct 7

Well done to Kidney transplant recipient @AdamJohnHughes and @BreeRevs on running the #cardiffhalf for University Hospital Wales Transplant Unit and @Health_Charity

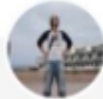


1 5 7



Daniel Boyland @daniel_boyland · Oct 7

Sweet beans, got my second fastest half marathon @CardiffHalf today, random sore underarms and classic calves but amazing day and course also double bonus for @Health_Charity as got my target today not a bad medal either



Daniel Boyland

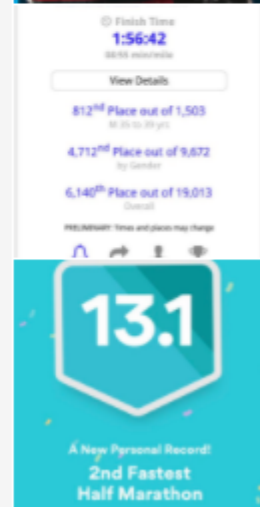
(Goodbye to) Cardiff Half

Raising awareness and money for **Cardiff & Vale Health Charity** because it'll provide much needed support to NHS services



£325.00

raised of £325 target
by 20 supporters



Report Title:	Endowment Order - £30k Purchase of Breast pumps with stands/cases						
Meeting:	Charitable Funds Committee				Meeting Date:	10 DEC 19	
Status:	For Discussion		For Assurance		For Approval	X	For Information
Lead Executive:	Head of Service and Delivery – Children and Women						
Report Author (Title):	Head of Financial Services						

SITUATION

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

BACKGROUND

The Neonatal Intensive Care Unit wish to purchase twenty (20) Symphony Breast pumps, with stands and protective cases, for use on the Unit.

This will allow them to provide breast pumps at every cot space, to facilitate expressing of baby milk, for every mum, next to their baby. This will help to encourage and increase the Unit's rate of breast feeding, known to be beneficial for all sick or premature babies.

The whole cost will be met entirely from existing Funds, following a donation received from the SCIPS charity.

ASSESSMENT

The Committee will note that this is a one-off spend of £30,018.

Future costs will be limited to repairs or spare parts, and will be covered by an existing contract with Clinical Engineering, who maintain existing pumps already on the Unit.

There are no installation or training costs involved.

ASSURANCE is provided by:

- Monies currently held in a designated fund – 9116 Child Health NeoNatal Intensive Care. Balance at end of October 2019 was £92,229.50
- The full cost amount of £30,018 was received from the South Glamorgan Special Care Baby Unit charity (SCIPS) in October 2019.

RECOMMENDATION

The Charitable Funds Committee is asked to:

- Approve the purchase of the twenty breast pumps with stands and cases, for a one-off cost of £30,018, using money currently held on Fund 9116 Child Health Neonatal Intensive Care.

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	X
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	X	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term	X	Integration		Collaboration	X	Involvement	X
Equality and Health Impact Assessment Completed:	Yes / No / Not Applicable If "yes" please provide copy of the assessment. This will be linked to the report when published.								



Report Title:	Charitable Funds Financial Position Report - for the Period of October 2019				
Meeting:	Charitable Funds Committee			Meeting Date:	10th December 2019
Status:	For Discussion		For Assurance	For Approval	For Information ✓
Lead Executive:	Director of Finance				
Report Author (Title):	Head of Financial Services				

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.

REPORT

BACKGROUND

This report covers the financial performance for the 7 month period ended 31st October 2019.

Statement of Financial Activities

The Statement of Financial Activities covers the financial transactions that have taken place throughout the period ended 31st October 2019. In addition to income and expenditure it also includes gains/losses on investments. A summary of the financial activities for the period is shown in the following table.

Statement of Financial Activities for the period ended 31st October 2019.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total £'000
Fund Balances brought forward April 2019	6,128	1,991	2,543	10,662
Total Incoming Resources	381	311		692
Total Resources Expended	-944	-254		-1,198
Net Incoming/(outgoing) Resources	-563	57		-506
Gains/(Losses) on Investment Assets	143	36		179
Net Movement in Funds	-420	93		-327
Fund Balances carried forward October 2019	5,708	2,084	2,543	10,335

The above table shows the Charity generated £0.692m of income and spent £1.198m. This has resulted in net expenditure of £0.506m.

In addition, the charity also had market value gains on its investments of £0.179m for the period compared to the March 2019 valuation.

The combined effect of these results is a net decrease in fund balances for the period to October 2019 of £0.327m.

Summary Balance Sheet as at 31st October 2019

	Opening Balance 1.4.19 £'000	Closing Balance 31.10.19 £'000
Fixed Assets	8,617	8,796
Net Current Assets / Liabilities	2,045	1,539
Total Net Assets	10,662	10,335
Unrestricted Funds	2,543	5,708
Restricted Funds	1,991	2,084
Endowment Funds	6,128	2,543
Total Funds	10,662	10,335

Of the closing fixed asset balance, £2.503m relates to Rookwood Hospital with the balance of £6.293m relating to the investment portfolio.

Of the net current assets closing balance of £1.539m, some £1.650m is supported with cash with the balance being net current liabilities of £0.111m.

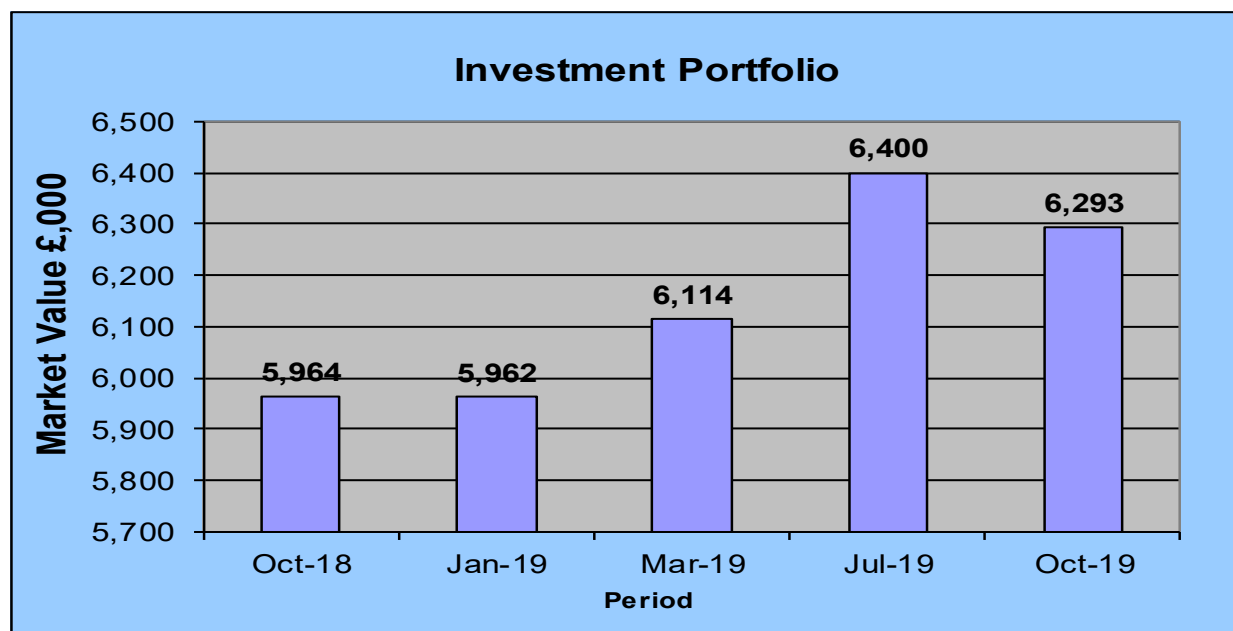
The fund balances have decreased by £0.327m in the period to £10.335m

A summary of the key constituent fund balances is shown in the following table.

Summary of Fund Balances at 31st October 2019

	Fund Balances 31 October 2019 £'000
Unrestricted Non Delegated	444
Unrestricted Delegated	5,264
Total Unrestricted	5,708
Diabetes Investigation	12
UHW General	368
Education and Training	20
Staff and Patient Welfare	1,045
Research and Development	637
ECCO	2
Total Restricted	2,084
Catherine Jenkins	40
Rookwood Hospital	2,503
Total Endowment	2,543
Total Funds	10,335

The following graph shows the investment portfolio's performance over the past calendar year.



Finance Summary

The investment portfolio started the financial year with a market value of £6.114m. The value has increased to £6.293m at the end of October 2019 therefore resulting in a market value gain for the period of £0.179m 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 decreased by £0.327m in the current year to £10.335m. This decrease represents net expenditure of £0.506m and market value gains of £0.179m.

ASSESSMENT

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.

1. Reduce health inequalities					6. Have a planned care system where demand and capacity are in balance				
2. Deliver outcomes that matter to people					7. Be a great place to work and learn				
3. All take responsibility for improving our health and wellbeing					8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology				√
4. Offer services that deliver the population health our citizens are entitled to expect					9. Reduce harm, waste and variation sustainably making best use of the resources available to us				
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time					10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives				
Sustainable Development Principles: Five ways of working		Prevention		Long term	Integration		Collaboration	√	Involvement



Report Title:	Internal Audit Report for Charitable Funds 2018/19					
Meeting:	Charitable Funds Committee			Meeting Date:	10th December 2019	
Status:	For Discussion		For Assurance	For Approval	For Information	✓
Lead Executive:	Director of Finance					
Report Author (Title):	Head of Financial Services					

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.

REPORT

BACKGROUND

In accordance with the 2018/19 internal audit plan, a review of Charitable Funds within Cardiff & Vale University Health Board has been undertaken. The objective of the audit was to evaluate and determine the adequacy of the systems and controls in order to provide reasonable assurance to the Audit Committee that risk material to the achievement of the system objectives are managed appropriately.

ASSESSMENT

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

Elements of good practice were observed within all the areas covered in the report. The governance arrangements in place for the administration of the charitable funds within the Charitable Funds Committee was good.

There was one high priority issue identified during the review relating to dormant funds. In addition one medium and one low priority. Each recommendation has been addressed and management actions agreed by the Director of Finance.

ASSURANCE is provided by:

- Strong financial controls
- Reasonable Assurance Audit Assurance Rating

The Committee is asked to:

- **NOTE** the contents of the report and the management actions assigned to the recommendations

1. Reduce health inequalities					6. Have a planned care system where demand and capacity are in balance				
2. Deliver outcomes that matter to people					7. Be a great place to work and learn				
3. All take responsibility for improving our health and wellbeing					8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology				√
4. Offer services that deliver the population health our citizens are entitled to expect					9. Reduce harm, waste and variation sustainably making best use of the resources available to us				
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time					10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives				
Sustainable Development Principles: Five ways of working		Prevention	Long term		Integration		Collaboration	√	Involvement



Cardiff and Vale University Health Board

Charitable Funds

Final Internal Audit Report

2019/20

NHS Wales Shared Services Partnership

Audit and Assurance Services

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Opinion and key findings

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Appendix A

Management Action Plan

Appendix B

Assurance opinion and action plan risk rating

Review reference:

C&V-1920-15

Report status:

Final Internal Audit Report

Fieldwork commencement:19th August 2019**Fieldwork completion:**26th September 2019**Draft report issued:**30th September 2019**Management response received:**17th October 2019**Final report issued:**17th October 2019**Auditor/s:**

Olubanke Ajayi Olaoye, Senior Internal Auditor

Ian Virgill, Acting Head of Internal Audit

Executive sign off:

Bob Chadwick – Director of Finance.

Distribution:

Chris Lewis, Deputy Director of Finance

Alun Williams, Financial Services Manager

Andrew Turton, Senior Charitable Funds Officer

Lucie Barrett, Fundraising Officer

Committee:

Audit Committee



Audit and Assurance Services conform with all Public Sector Internal Audit Standards as validated through the external quality assessment undertaken by the Institute of Internal Auditors.

ACKNOWLEDGEMENT

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

Disclaimer notice - Please note:

This audit report has been prepared for internal use only. Audit & Assurance Services reports are prepared, in accordance with the Internal Audit Charter and the Annual Plan, approved by the Audit Committee.

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1. Introduction and Background

The review of Charitable Funds was completed in line with the 2019/20 Internal Audit plan for Cardiff and Vale University Health Board.

The Cardiff and Vale University Health Board General Purpose Charitable Fund is a registered charity that is governed by the Trust Deed. Under the terms of this deed the Charitable Fund is administered by the Trustees, the Cardiff and Vale University Health Board as a body corporate. The fund is an umbrella charity with a number of subsidiary charities registered therein and also managed by the Health Board.

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

2. Scope and Objectives

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

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

The areas that the review seek to provide assurance on were:

- Up to date policy and procedures are in place for the appropriate management of the charitable funds;
- All charitable funds income received is appropriate and accounted for correctly (including gift aid);
- All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund;
- Effective governance arrangements are in place for the charitable funds; and
- Funds held in Trust are appropriately monitored, managed and invested.

3. Associated Risks

The potential risks considered for the review were as follows:

- Charitable funds income isn't maximised;
- Charitable funds income may be incorrectly recorded and or accounted for;

- Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded; and
- Non-compliance with legislation and Charity Commission guidelines.


OPINION AND KEY FINDINGS

4. Overall Assurance Opinion

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

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

The level of assurance given as to the effectiveness of the system of internal control in place to manage the risks associated with established controls within the Charitable Funds is **reasonable assurance**.

Reasonable assurance		The Board can take reasonable assurance that arrangements to secure governance, risk management and internal control, within those areas under review, are suitably designed and applied effectively. Some matters require management attention in control design or compliance with low to moderate impact on residual risk exposure until resolved.
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Overall the controls in place to manage the risks associated with the systems and processes tested within the review are of a reasonable standard.





Elements of good practice were observed within all the areas covered as documented in section 6 of this report.

The governance arrangements in place for the administration of the charitable funds within the Charitable Funds Committee was good.

However, the review identified some issues, particularly around the management of dormant funds where effective monitoring is not currently in place and the previously agreed management action has not been implemented. It was noted that there has been a 72.7% increase in the level of dormant funds between July 2018 and March 2019.

5. Assurance Summary

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

Assurance Summary					
1	Up to date policy and procedures are in place for the appropriate management of the charitable funds				✓
2	All charitable funds income received is appropriate and accounted for correctly (including gift aid)			✓	
3	All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund				✓
4	Effective governance arrangements are in place for the charitable funds				✓
5	Funds held in Trust are appropriately monitored, managed and invested		✓		

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

Design of Systems/Controls

The findings from the review have highlighted 1 issue that is classified as a weakness in the system control/design for Charitable Funds.

Operation of System/Controls

The findings from the review have highlighted 2 issues that are classified as weaknesses in the operation of the designed system/control for Charitable Funds.

6. Summary of Audit Findings

In this section, we highlight areas of good practice that we identified during our review. We also summarise the findings made during our audit fieldwork. The detailed findings are reported in the Management Action Plan (Appendix A).

Objective 1: Up to date policy and procedures are in place for the appropriate management of the charitable funds

We identified the following areas of good practice:

- There is an updated core and non-core guidance on Charitable Funds expenditure which was submitted to the Trustee Board Committee in March 2019.
- There is also an up to date fund raising policy which was reviewed in September 2018.
- The Charitable Fund Financial Control Procedure (FCP) 2 have been updated and is accessible to relevant staff on Finance's shared drive.

There were no findings identified under this objective.

Objective 2: All charitable funds income received is appropriate and accounted for correctly (including gift aid)

The following areas of good practice were noted:

- All 30 tested samples of the charitable fund income were traced to the bank.
- There are adequate systems in place to capture information that enables the reclamation of gift aid.
- Gift aid is championed by the fund raising department, wherever possible.
- A standard schedule is sent to HMRC on a timely basis for reclaiming gift aid.
- Gift aid monies were found to be reapportioned to the correct fund.

We identified the following finding in relation to this objective:

- Testing was undertaken on a sample of 30 receipts from various sources of the charitable fund income to ensure donation forms were completed, funds were banked, thank you letters were timely sent and gift aid forms were completed. Some exceptions were noted within the findings as detailed in appendix A.

Objective 3: All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund

The following area of good practice was noted:

- All expenditure items reviewed were appropriate to Fund purpose.

We identified the following finding in relation to this objective:

- Testing was undertaken on a sample of 30 expenditure items to establish if they were appropriate to the fund purpose, supported by required backing documents, adequate authorisation had been undertaken and transactions had been accurately entered into the Oracle system. Some exceptions were noted as detailed in appendix A below.

Objective 3: Effective governance arrangements are in place for the charitable funds

The following areas of good practice were noted:

- The Charitable Funds Committee is a sub-committee of the Board with an independent member as chair. Charitable funds are subject to regular monitoring and reporting to the Charitable Funds Committee.
- The meetings are held quarterly as per the agreed Terms of Reference.

There were no findings identified under this objective.

Objective 5: Funds held in Trust are appropriately monitored, managed and invested.

The following areas of good practice were noted:

- Cazenove Capital Management (CCM) provides details on the profit/loss of investments in a quarterly report and attends the Charitable Funds Committee meetings on a bi annual basis. This allows the representative to answer questions and give more detailed information about investment options/performance;

- The Health Board advises on their concerns on ensuring investments are in line and do not breach the ethical restrictions.

We identified two significant findings in relation to this objective:

- There has been an increase of 72.7% in the level of dormant funds between July 2018 and March 2019. There are currently no effective processes in place for monitoring and managing dormant funds. The previously agreed management action to improve the management of dormant funds has not been implemented.

7. Summary of Recommendations

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

A summary of these recommendations by priority is outlined below.

Priority	H	M	L	Total
Number of recommendations	1	1	1	3

Finding: 1 - Dormant Fund Test Findings (Control Design)	Risk
<p>The total amount of dormant charitable funds (funds that are not used for a period greater than one financial year) held by the UHB as at March 2019 (the latest available dormant fund analysis) was £1,065,811.69. The total amount of dormant charitable funds held by the UHB as at June 2018 was £616,999. This represents a 72.7% increase in dormant funds between July 2018 and March 2019.</p> <p>Ten dormant fund accounts (under the administration of 7 fund holders) were selected for review and Clarification was requested as to:</p> <ul style="list-style-type: none"> • Why the funds are yet to be used. • If there plans or any intention to use the fund • Evidence to support spending plans/ intention to use the fund. <p>The results identified that:</p> <ul style="list-style-type: none"> • Six of the sampled fund holders responded however none of them could provide any evidence of clear expenditure annual plans. • Two of the fund holders that responded were not sure of the current position of the funds. One of the fund holders stated that this was a fund held at an historical position, account was never actioned. • One fund holder did not respond. <p>Following last year's audit, management agreed that regular review of dormant funds would be undertaken and fund holders would be contacted. However, there is still no system in place to show that Dormant Funds are reviewed to identify</p>	<p>Charitable funds income isn't maximised</p>

<p>reasons for dormancy and intentions/plans to use the funds in accordance with the funds stated purpose.</p> <p>None of the 10 sampled Funds held evidence of formally documented expenditure plans that stated intended use, estimated costs and timescales for use.</p> <p>In the selection of audit samples, funds with no movement for 1 year and prior year samples were not selected, however, it was noted that seven (totalling £238,739.97) of the eleven dormant funds that were sampled for last year's audit, still had no transactional movement in the last year.</p>	
<p>Recommendation 1</p>	<p>Priority level</p>
<p>Fund holders must be contacted and reminded that they should not allow funds to remain dormant and expenditure plans must be developed to ensure appropriate use of the funds. Where funds are not being utilised they should be reviewed and potentially re-allocated / transferred.</p> <p>To ensure there is a robust and adequate control system in place, the FCP should include more information on the treatment of dormant funds such as the requirement for periodic reporting and update of dormant funds and periodic exercises where dormant funds are reviewed by Finance etc.</p>	<p>High</p>
<p>Management Response</p>	<p>Responsible Officer/ Deadline</p>
<p>This is a strategically important issue for the charity and a policy on the treatment of dormant funds will be specifically considered by the CFC/Trustee. This policy will consider these findings and recommendations.</p>	<p>Deputy Director of Finance March 2020.</p>

Finding 2: Charitable Fund Income Testing (Operating effectiveness)	Risk
<p>As part of the audit, testing was undertaken on Charitable funds income to establish if donation forms were completed, funds were banked, thank you letters were timely sent and gift aid forms were completed where applicable.</p> <p>A sample of 30 receipts was selected from the following sources:</p> <ul style="list-style-type: none"> • 9 Direct bank payments of which 3 were from the online fund raising platform; • 16 Cash and cheque donations from Wards / Departments; and • 5 legacy donations <p>The following issues were identified:</p> <p>Cash & Cheque donations:</p> <ul style="list-style-type: none"> • 3/16 receipts were not supported by donation forms; • 8/13 donation forms had no donor signature section within them. It is noted that these are the old style donation forms that are slowly being replaced as stocks are depleted; • 1/5 with a donor signature section was not signed (4 were not applicable because they were not tax payers); • 2/13 donor forms were not signed by the paying officer. • 1/13 donations received was not timely paid to the Cashiers Office. 2/13 could not be determined if timely paid (date of submission to Cashier not stated). 	<p>Charitable funds income is not maximised.</p> <p>Charitable funds income may be incorrectly recorded and or accounted for.</p>

<ul style="list-style-type: none"> • 2/13 thank you letters could not be sent (blue forms were not received). • 3/11 thank letters were not timely sent. They were sent between 13 & 52 days after receipt of the donation. The timing of 6/11 sampled could not be determined. <p>Legacy Income:</p> <ul style="list-style-type: none"> • 2/5 legacy income had thank you letters sent 40 and 50 days after receipt respectively. It is acknowledged that one of the letters was partly delayed due to waiting for information on the donor from solicitors. 	
Recommendation 2	Priority level
<p>Staff should be informed of the standardised documentation to be used for the completion of donations.</p> <p>Management should inform relevant staff and ensure they are aware that:</p> <ul style="list-style-type: none"> • The donation form should be adequately completed. • Donation form copies should also be timely forwarded to the key departments responsible for the processing of the donations. • Thank you letters should also be timely dispatched to the donors. 	Medium
Management Response	Responsible Officer/ Deadline
<p>The Fundraising team will continue to engage with the Clinical Boards to ensure donation forms are completed correctly and submitted to the fundraising team within a timely manner.</p>	<p>Simone Joslyn Head of Arts and Health Charity. March 2020.</p>

Finding 3: Charitable Fund Expenditure Test (Operating effectiveness)	Risk
<p>Testing was undertaken on a sample of 30 items of Charitable funds expenditure to establish if they:</p> <ul style="list-style-type: none"> • Were appropriate to the purpose of the fund. • Had the required backing documents. • Had been adequately authorised. • Had been accurately entered into the Oracle system. <p>The results of the testing identified the following findings:</p> <ul style="list-style-type: none"> • Three items did not have the appropriate backing document to support the expenditure as follows: <ul style="list-style-type: none"> ○ One item of expenditure was not supported by a Request for Payment from Charitable Fund form. It is acknowledged that an authorised Purchase Order was originally raised but was then cancelled to allow payment via BACS transfer. It is therefore evident that the expenditure was authorised but not on the correct form. ○ One item lacked clarity between the backing documents and the details of the transaction as recorded on Oracle; and ○ For one item the request for Payment from Charitable Fund form wasn't completed until a month after the expenditure was incurred. • One item had the incorrect description recorded on Oracle. The supplier's name was used instead of the description as per the invoice. 	<p>Charitable funds expenditure may be inappropriate, excessive or may be incorrectly recorded</p>

Recommendation 3	Priority level
<p>Management should remind key staff responsible for processing the Charitable fund expenditure to ensure that transactions have the required supporting documents and undergo the expected approval as stated within the Financial Control Procedure.</p> <p>All transactions entered into Oracle should accurately match their supporting documents.</p>	<p>Low</p>
Management Response	Responsible Officer/ Deadline
<p>Staff will be reminded of the importance of ensuring that the correct supporting documentation exists at all times.</p>	<p>Alun Williams / November 2019</p>

Appendix B - Assurance opinion and action plan risk rating

Audit Assurance Ratings



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



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



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



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

Prioritisation of Recommendations

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

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

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

Report Title:	Fundraising Report – November 2019					
Meeting:	Charitable Funds Committee			Meeting Date:	10.12.19	
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Executive Nurse Director					
Report Authors (Title):	Simone Joslyn, Head of Health Charity Barbara John, Business/Operational Manager Jayne Catherall, Senior Communications & Engagement Officer					

SITUATION

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

The day-to-day work related to the Health Charity is performed by the Health Charity Team 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.

This report is provided to the Charitable Funds Committee on a quarterly basis.

REPORT

BACKGROUND

This report covers the progress and activities of the Health Charity for the period 1st September - 30th November 2019.

ASSESSMENT

Attached documents:- Fundraising Report

ASSURANCE is provided by:

- Increased visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan
- Increased patient, staff and public engagement with Health Charity events and fundraising
- Fundraising performance during the report period

RECOMMENDATION

The Charitable Funds Committee is asked to:

APPROVE the progress and activities of the Health Charity as advised.

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term		Integration		Collaboration	√	Involvement	√
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Equality and Health Impact Assessment Completed:

Not Applicable

If "yes" please provide copy of the assessment. This will be linked to the report when published.



CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT NOVEMBER 2019

Cardiff & Vale Staff Lottery

The Staff Lottery Super Draw took place on Friday 27th September 2019 in the Nant Fawr meeting room at Woodland House and included four £1,000 winners and a grand prize of £5,000. Staff from several different departments watched the draws and among the individuals that pressed the button to draw the winners of the four £1,000 winners was the CEO of Cardiff and Vale University Health Board, Len Richards.

As a previous winner of the Staff Lottery Mega Draw where she won £10,000, Suzanne Becquer-Moreno pictured right, was the lucky individual who pressed the button to draw the winner of £5,000 Super Draw prize

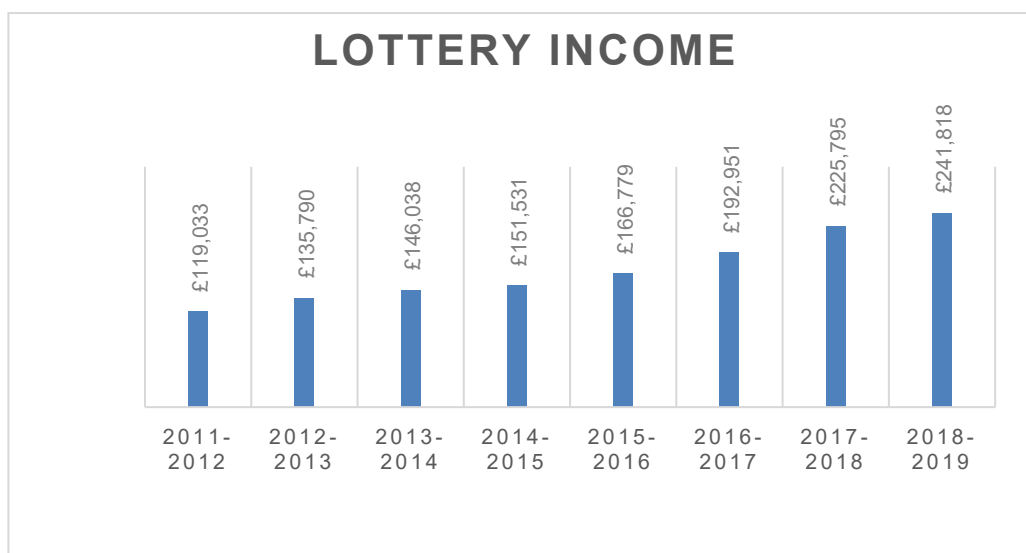


The lucky winner of the September Super Draw 2019 was Tracey Kinsella from the Peripheral Dental Service in UHL. Tracey was absolutely ecstatic to hear the fabulous news and Len Richards was just as happy to call her to tell her that she had won! Len said: "Calling a staff member to inform them that they have just won £5,000 is one of the best jobs I have all week. Congratulations again to Tracey and I fully encourage more staff members to sign up to the Staff Lottery."

Tracey said: "I couldn't believe it when I got a call from CEO of the UHB, I wondered what I had done wrong! I was even more shocked when he told me that I had won £5,000! As a Dental Hygienist who has been part of the UHB since 2008, it is wonderful to receive this gift and I am truly grateful to all my colleagues who contribute to the Staff Lottery to make this happen. I have three children and we are all very excited to win, I'd like to thank the Health Charity for making this possible."

The Staff Lottery required 96 new members to recoup the cost of the Super Draw prize over the following 12 month period. The Health Charity was delighted to attract an additional 137 members leading up to the Super Draw.

The graph below shows the last eight years of gross income from the Staff Lottery before costs.



Lottery prizes 2020-2021

At the meeting of the Staff Lottery Bids Panel on 27/11/19, members discussed prizes for 2020-21. All agreed to build upon the partnership with Nathaniel Cars and offer a prize in the July Summer SuperDraw. Members also agreed to increase the value of the MegaDraw from £10,000 to £20,000 for December 2020 to coincide with the 10 year anniversary of the Health Charity. Promotion for both draws will commence February - November 2020.

Communications update:

We have designed a graphic that has been used across Facebook, Twitter and the display screen network to promote sign-ups for the Staff Lottery Super Draw. This has gone extremely well with lots of likes, comments, shares and retweets across all channels which has encouraged more people to sign up to the Staff Lottery.

Graphics are used in Cav You Heard weekly newsletter to promote the Staff Lottery. The Staff Lottery leaflet has recently been updated and is now in use. Ongoing promotion of monthly lottery winners on the website and intranet.

We inform new staff about the Staff Lottery during their corporate induction.

APPEALS



PROP We recently caught up with Lucie Phillips, Music Therapist from Nordoff Robbins. Lucie is currently working with patients on Ward 7 at Rookwood Hospital, providing music therapy, which can support people on a journey of adjustment and rehabilitation. Lucie often works



alongside a broader team of professionals, and supports physical, psychological and emotional progress through music therapy.

Donations to the Prop Appeal have enabled the provision of this wonderful service to patients at Rookwood over the past 12 months. The PROP Appeal Committee recently supported funding for a further 12 months.



Blue Tie Ball 2019

The second Blue Tie Ball took place at Mercure Holland House Cardiff with almost 300 people attending the event. Sponsored by CMB Engineering, Spire Hospital Cardiff and OK Magazine, the event raised money for the PROP Appeal. The evening was compered by two of Cardiff's finest hosts and Health Charity patrons, Nathan Wyburn and Wayne Courtney.

Patient Regan Paddock and staff from Rookwood Hospital performed her poem entitled "Superheroes" which highlights the care she received while she was a patient at Rookwood Hospital

We are thrilled to announce, total profit from the evening was a fantastic £12,766.

Blue Tie Ball 2019	Actual
TOTAL INCOME	£23,406
TOTAL EXPENDITURE	£10,640
PROFIT	£12,766

Communications update:

Cardiff & Vale Health Charity is delighted to announce that Cardiff City Football Club Doctor, Dr Len Nokes has been selected as Patron.

Len, who is also an Ambassador of the PROP Appeal is a long-term supporter of Rookwood Hospital. He has played a major part in the PROP Blue Tie Ball for the past two years and will be hosting his first charity golf day on 7th April 2020 at Whitchurch Golf Club.



Len recently organised a charity Q&A event with Neil Warnock and Cardiff City Football Club who presented the Butcher's Arms' landlady Michelle with a new defibrillator for the Rhiwbina pub.

A great evening was had by all and some invaluable funds were raised for The British Heart Foundation and The PROP Appeal.

We have continued to support Len and his book Only Time Will Tell across our social media channels, these posts always prove very popular due to the association with Cardiff City Football Club.

PROP Appeal fund totals:

- 17-18 Income £16,265.17 Closing Balance £38,044.63
- 18-19 Income £46,666.53 Closing Balance £46,118.68



The Better Life Appeal has received great support from fundraisers recently. Examples of fundraising events are:

Ellie Lewis recently celebrated raising £11,000 for the Better Life Appeal by visiting the Cystic Fibrosis unit and presenting a large cheque. We held a small thank you party for Ellie and her family to show our appreciation. The Health Charity has nominated Ellie for a National Children of Wales Award which will be held early next year.

The book of Ellie's Journey is almost finalised and will shortly be available for purchase on Amazon. All proceeds of the book will be donated to the Better Life Appeal.



Katie Davies took part in the Cardiff Half Marathon in October and the Richard Burton 10K in November in memory of her cousin Charli. Katie also has plans to take part in a skydive and another 10k run whilst in Australia next January.

Diane Bluck organised a Barn Dance fundraising event along with the Better Life Appeal Committee. The event was raised to celebrate the one year anniversary of Diane's son, Richard's lung transplant which saved his life. The local community of Cowbridge attended the evening and were extremely generous with their donations, raising a total of £10,500.

Communications Update:

We have regularly been posting on social media about events and activities for our fundraisers.

Better Life Appeal totals:

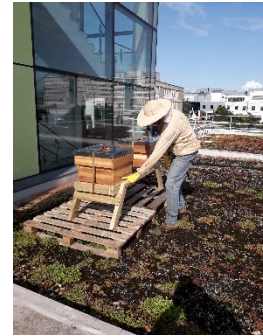
- 2017/18 Income - £72,979.15
- 2018/19 Income - £81,795.58

Our Orchard 🍃 Ein Berllan

Our Orchard has welcomed many volunteers over recent months through corporate volunteering days from companies such as Welsh Water, ACJ Properties, Legal & General and Centrica. Members of the Health Board have also been volunteering and we've recently had a visit from the Finance Delivery Unit.

Work has still mainly been clearing the site and pathways have been constructed through the canopy. The Community Payback Team is continuing their fantastic work and have been working on clearing trees and branches from the woodland area. Also cutting logs for lining the paths. Negotiations are still ongoing with Down to Earth with regards to project managing Our Orchard.

Bee hives were installed on the roof of Llanfair Unit at UHL in September and are doing well so far. Members of staff have received beekeeping training and the bees are getting ready for hibernation.



Fifteen people took part in the Welsh Three Peaks event on 22nd September. Participants raised money for different endowment funds and just over £6,000 was raised as profit for the Health Charity. £2,400 of this was directly benefitting Our Orchard Appeal. Everyone thoroughly enjoyed the challenge and are already looking to take part in other challenges for the Health Charity next year. The only costs

associated with this event was the registration fee to the events company at £90 per person and the overnight accommodation which the participants paid themselves. A small cost of £200 was for fueling the 2 minibuses which was paid for by the charity.

Our 'Dedicate A Tree' campaign has had 15 enquiries of which 7 have paid for their personalised tag. Once a tree is purchased we provide the donor with a personalised dedication label to be attached to the tree, along with a commemorative certificate and map of where their tree is located.

Beebombs are still being sold at UHW, UHL, Barry Hospital and Woodland House. We have recently acquired bee scarves to sell before Christmas and plan to sell bee mugs and jewellery also.

Communications Update:

We have regularly been posting on social media about events and activities for our fundraisers. We have been promoting a number of items for sale to benefit Our Orchard in a Christmas shop, with the Beebombs and bee scarves going down extremely well.

Our Orchard Appeal totals

- 2017/18 Income - £10,037.14
- 2018/19 Income - £25,512.78



The Breast Centre awareness and activities continue to go from strength to strength.

Strictly Top Dancer 2020 – Following the success of our annual event again this year, the 2020 competition is in the planning stages with a potential June 2020 date to be confirmed. We are likely to have 8 teams of 8 dancers again next year so the fundraising potential is even greater than the £15,390 raised this year!

Pink Tie Gala Dinner 2019 to be held on 7th December – the event is now sold out with final preparations underway and raffle and auction prizes being secured. Our appeal patron Julian McDonald is hoping to attend again this year, with performances from the Strictly Top Dancer winners and plenty of surprises on the night.

Afternoon Tea Event March 2020 – Details are now confirmed to hold an afternoon G & Tea event at the Park Inn in Cardiff on Friday 20th March 2020. This is a new event for the Breast Centre Appeal, and we have already secured sponsorship for the drinks package. We will start promoting this event prior to Christmas as a Christmas gift idea!

Fundraising



At the time of writing, long-time supporter Irene Hicks' fundraising total has reached **£126,000**, with an incredible **£24,000** being donated so far in this financial year. Irene continues to regularly pay in money to the Breast Centre Appeal through her Facebook selling site and weekly bingo events. Irene attended the UHB annual Volunteer Thank You Event in November 2019, and has plans for some Christmas fundraisers to keep the money rolling in. We continue to support Irene where we can as a fundraising team.

Matalan continue to sell our Breast Centre bags and have now reached a total of £10,945 in their sales and fundraising for our appeal.

Ken Evans completed the Snowdonia Marathon and raised £1250 for the Breast Centre Appeal.

Wenvoe WI held table top sales and raffles and donated £400.

Colleagues from the Capital, Estates & Facilities team completed the Welsh 3 Peaks challenge and raised £2270.

Rhys Lewis held the annual 'Neil Lewis Memorial Concert' in memory of his dad and donated £600 to the Breast Centre Appeal this year as a family member is currently having treatment for breast cancer.

Breast Centre patient Karen Payne supported the Breast Centre Appeal at her dad Mike's 70th Birthday party. Instead of presents they very kindly asked for donations to The Breast Centre Appeal and raised £808.

Cardiff Half Marathon 2019 – we had many people running for the Breast Centre Appeal – a total of £6,876 has been raised for the Breast Centre so far, with some monies yet to be received.

Communications Update:

In addition to the Health Charity, the Breast Centre Appeal social media followers are growing month on month. We have now reached just over 800 followers on Facebook (which has increased by over 100 in the last 3 months) and over 250 followers on Twitter.

We regularly share fundraiser news stories on our website and social media channels to raise awareness of the appeal, and we have received many positive comments about the increased presence of The Breast Centre appeal on our social media.

In addition to fundraising information, Breast Centre stories have included:

New merchandise has been purchased for the Breast Centre Appeal and is being promoted prior to Christmas along with other Appeal and Health Charity merchandise.

Links with Splash Central – in October 2019 the Breast Centre team launched free and private swimming/aqua aerobic sessions for anyone who has had breast cancer surgery. Our launch day was a huge success, we were oversubscribed for the first cohort to start in November 2019, so another course will start in January 2020 and will hopefully continue. Len Richards and Martin Driscoll attended the launch day, and the story was picked up by local press, gaining a lot of publicity for the Breast Centre Appeal.



The breast care nursing team at The Breast Centre, UHL, joined forces with ITV's Dr Hilary as part of Breast Cancer Awareness Month in October.

The Lorraine Kelly Show's Boob Bus was in Cardiff as part of the programme's Change and Check campaign, and breast care nurse Sharon Chapman was on hand with Dr Hilary to show the public how to check their breasts and the suspicious signs and symptoms to look out for.



The Breast Centre Appeal totals

- 2018/19 Income - £141,695.56
- 2019/20 Income (April – October) - £59,627.41

Cardiff Half Marathon 2019

Over 110 runners and walkers took part in the Cardiff Half Marathon raising money for various departments across the UHB, some running for PROP – a total of £2,697 has been raised so far for the appeal.

The day gave perfect running conditions, with clear skies, a warm breeze and a sea of blue vests taking over the city centre as #teamhealthcharity took on the iconic 13.1 mile course.

#Teamhealthcharity runners and walkers received a warm welcome at bigmoose coffee company before and after the race, with cowbells ringing, smiles and congratulatory hugs a plenty.

Volunteers helped out around the course, shouting and cheering words of encouragement and holding motivational signs to help #teamhealthcharity get to the all-important finish line.

We are thrilled to announce, total profit from the event was a fantastic **£18,059**.



Cardiff Half 2019	Actual
TOTAL INCOME	£26,506
TOTAL EXPENDITURE	£8,447
TOTAL PROFIT	£18,059

Communications Update:

We regularly posted information about our Cardiff Half Marathon spaces and runners on social media and designed a campaign around our most influential runners on Twitter. These graphics were used on social media, the website, on the display screen network and shared in local running groups to encourage people to sign up. On the day of the event, runners and walkers took to twitter and shared their fundraising and training journey and photos of their medals, both Health Charity and Cardiff Half Marathon.

Nursing and Midwifery Conference

The charity worked with the LED department to secure raffle prizes from local businesses to offer to individuals attending the conference. We were delighted to receive a good number of donations from Tesco, Asda and Venture photography to name a few. The Health Charity held a promotional stall at the event where staff could come and find out more about the Health Charity, events and Staff Lottery.

Christmas 2019

This year, the Health Charity is inviting people to donate the price of a pack of Christmas cards instead of buying them, which will not only help to raise funds to help make things better for our patients, but it's also better for the environment. There are also e-cards available to download for a small donation from www.dontsendmeacard.com

Christmas Jumper Day will be held on Friday 13th December. We are encouraging everyone to wear a Christmas jumper, spread Christmas cheer and make a donation to a Health Charity fund. Every penny raised is spent in the UHB's wards, departments, clinics and research areas. A prize will be awarded for the best dressed team.

Christmas collections and awareness stands will take place at Marks & Spencer Culverhouse Cross, who chose the Diabetes Centre Llandough as their charity of the Year. A bag packing event will take place on Friday 6th November 2019.

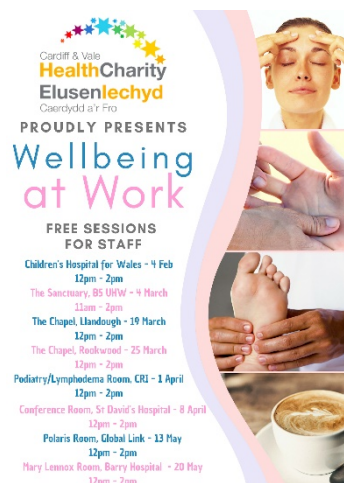
Official raffle tickets have been supplied to wards who have engaged with the Health Charity, to ensure good governance procedures are followed.

The Health Charity will once again provide a gift to each patient across the UHB. A total of 2,043 gifts will be wrapped and presented by ward staff on Christmas Day to the value of £10,215.

A Christmas Toy Appeal will once again take place for looked after children from Cardiff and the Vale of Glamorgan which is coordinated by the Health Charity to help spread some smiles this Christmas.

The Health Charity have sponsored this year's scout stamp service, with our logo and website info reaching almost 500,000 people across Cardiff and the Vale of Glamorgan.

Wellbeing @ Work



We have reached the end of our successful and very well received Wellbeing@Work project which has taken place over the past 12 months to assist staff with their Health & Wellbeing in the workplace.

36 Wellbeing events have taken place throughout 2019, benefitting over 900 members of staff. Events have been held at least 3 times per year at each hospital site within Cardiff and the Vale.

Feedback from staff has been extremely positive. Staff members have reported feeling “re-vitalised, more productive; less stressed and more valued by the health board”, whilst generally increasing morale. There was a clear message from staff that they would like these events to continue and to increase the number of events over time.

We are currently considering options for the continued provision of this facility across the UHB. The Health Charity is looking to recruit Wellbeing Champions within each Clinical Board to facilitate their own sessions with potential further funding from the Health Charity.

Legacy Donations



We are extremely grateful for all donations received via legacies and recognise that many people make the decision to include the Health Board in their will as a recognition and acknowledgment of services received by themselves and/or their loved ones. We will share the information of these donations with our staff, service users and public to advise them of how they can include us in their wills if they so wish.

We will continue to promote our Legacy Awareness raising campaign on social media which will assist us in increasing our incomes through ‘Gifts in Wills’.

Legacy Income

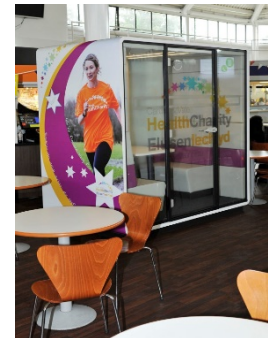
- 2017/18 Income - £305,582
- 2018/19 Income - £740,000

Health Charity Pod

The Health Charity POD opened in September 2019 and is sited in the Concourse, UHW. One of our Fundraising Support Assistants is available at the POD every Tuesday and Thursday to provide information and advice to visitors and staff about the work of the Health Charity and how they can help support our services. We plan to recruit volunteers to staff the POD on the remaining weekdays.

Posters and colourful stars have been created inside the POD to make it visually exciting. We will shortly take delivery of cabinets to enable us to display Health Charity merchandise and leaflets.

Plans for an official launch are in hand, with posters and tri-cards on display in the area to invite visitors and staff to visit the POD. We plan to use the UHW display screens to promote this new facility. There is a donation point in the POD, making it easier for people to donate money to support the Health Charity.



2020 Challenge

We have launched our 2020 challenge, we're asking people to take on either the Cardiff Bay 10k or the Barry Island 10k or both, running 20k to raise money for the Health Charity appeal or fund that means something to them. We have designed a new t-shirt specifically for this challenge and are encouraging as many people as possible to sign up for a FREE space. Unison have kindly sponsored the event t-shirt and have given a contribution of £1,000 towards this.

The Health Charity are associate charities for both events which gives us greater promotional opportunities around the route for visibility.

We have currently had over 30 expressions of interest in running these events with most people signing up for the 20k challenge.

Crisp Packet Recycling

We are working with colleagues in Capital, Estates and Facilities on generating income through crisp packet recycling. We have funded specific bins so this purpose and are working with Teracycle on this project.

Increasing visibility at Barry Hospital

We have installed Health Charity window wraps and graphics at Barry Hospital to increase visibility of the Health Charity and also to help brighten up the area.

Employee Wellbeing Service

The Health Charity has helped to fund the Employee Wellbeing Service for staff which was launched on World Mental Health Day. This was very well received on social media, reaching 8,000 people on Facebook and Twitter and received great comments about how this will help support staff.

Gained a new partner in Nathaniel Cars

The Health Charity has formed a new partnership with Nathaniel Cars which will benefit staff through their Silver Privilege Card, Affinity Schemes and free maintenance workshops to be held in 2020. Nathaniel's has supported the Health Charity with auction prizes at the 2019 Blue and Pink Tie Balls and we look forward to welcoming the team at Nathaniel Cars to the Breast Centre Ball on 10th December.

The UHB is in discussion with Nathaniel's to further support our staff and assist with service provision during adverse weather through the coming months, by their generous offer to provide manned 4 x 4 vehicles plus extra unmanned vehicles. They are also supplying the UHB with an electric vehicle for a one week trial in support of the UHB's sustainable travel initiative, to assist in transporting staff across bases.

We look forward to the official launch of this partnership in December 2019, when we will also take delivery of a Health Charity branded donated vehicle to support our fundraising events and increase our visibility.

Events 2020 (January – March):

- January 2020 - Staff Lottery Mega Draw
- February - Legacy awareness raising month
- March - Staff Recognition Awards
 - Breast Centre Afternoon Tea
 - Cardiff Bay 10K

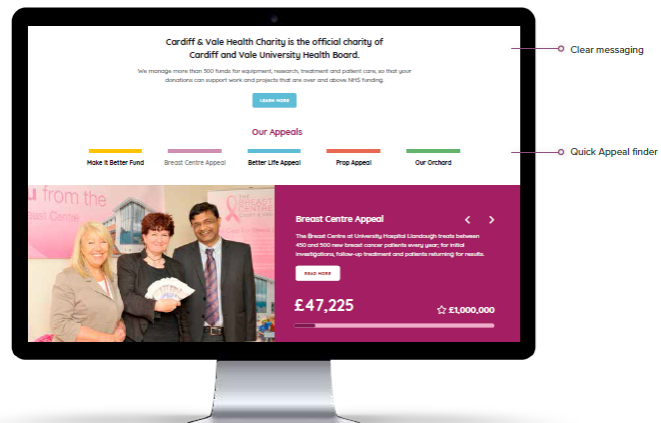
Social Media accounts – Facebook and Twitter

During the past three months our social media following has grown as follows:

- Facebook – 373 new followers
- Twitter – 570 new followers

Total new followers = 943

Health Charity website



Development of the new Health Charity website is well underway with Celf Creative. We are working closely with Celf on this project and eagerly anticipate its launch. A test environment will be created by the end of November 2019 so that we can identify any issues prior to sign off.

Report Title:	Patron Process and Strategy					
Meeting:	Charitable Funds Committee Meeting			Meeting Date:	10.12.2019	
Status:	For Discussion		For Assurance		For Approval	For Information ✓
Lead Executive:	Executive Nurse Director					
Report Author (Title):	Simone Joslyn, Head of Arts and Health Charity Jayne Caherall, Senior Communication and Engagement Officer					

SITUATION

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board. The Health Charity manages more than 300 individual ward and area funds for equipment, research, treatment and patient care. Donations support work and projects that are over and above NHS funding.

Patrons help to raise awareness of the Health Charity. This is a really important role as it helps us to reach new people, inspire new fundraising activity and thank our supporters for the work they are doing.

The Charitable Funds Committee has requested confirmation of the Health Charity's patron process in line with Governance procedures.

REPORT - *attached*

BACKGROUND

As above

ASSESSMENT

ASSURANCE is provided by:

- increase the visibility of the Health Charity
- potentially further increase income and potentially impact future fundraising and delivering on patient and staff initiatives in line with the Health Boards aspirational vision

RECOMMENDATION

The Committee is asked to:

- **NOTE the Health Charity Patron process**

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people		7. Be a great place to work and learn	√
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term		Integration		Collaboration	√	Involvement	√
Equality and Health Impact Assessment Completed:	<p>Yes / No / Not Applicable</p> <p><i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i></p>								



Patron Role

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board. The Health Charity manages more than 300 individual ward and area funds for equipment, research, treatment and patient care. Donations support work and projects that are over and above NHS funding.

Patrons help to raise awareness of the Health Charity. This is a really important role as it helps us to reach new people, inspire new fundraising activity and thank our supporters for the work they are doing.

What is a Charity Patron?

A Patron is an individual who has a history of support for a charity and agrees to lend their name as a way of supporting, usually because they are well known and able to get media coverage and bring in donations. They can therefore help lend credibility to a cause or help to get noticed, through the media.

As they agree to lend their name, patrons will represent causes they feel very passionately about and the positive attributes of a patron will rub off on the charity.

A good patron should be an advocate for the charity they support and who is willing and passionate enough to speak out when needed about the charity and who also encourages support from family, friends and their local community.

Patrons may organise their own events, attend official charity organised events or encourage their supporters to hold events for their charity.

Patrons are not trustees or management committee members so they do not attend meetings (although they can observe meetings if the organisation and patron wished) and do not carry any responsibilities or liabilities.

Other Ambassador Roles

Charity ambassadors are individuals who are passionate about a cause and who spends their free time championing their charity and help to raise funds.

There are a few types of Ambassadors: Business/Corporate Ambassador, Celebrity Ambassador, Executive Ambassador, Staff Lottery Ambassador and Volunteer Ambassador. Business/Corporate Ambassadors help to raise awareness of the Health Charity by supporting events to help our work and encourage others to get involved in fundraising activity through business and corporate networks.

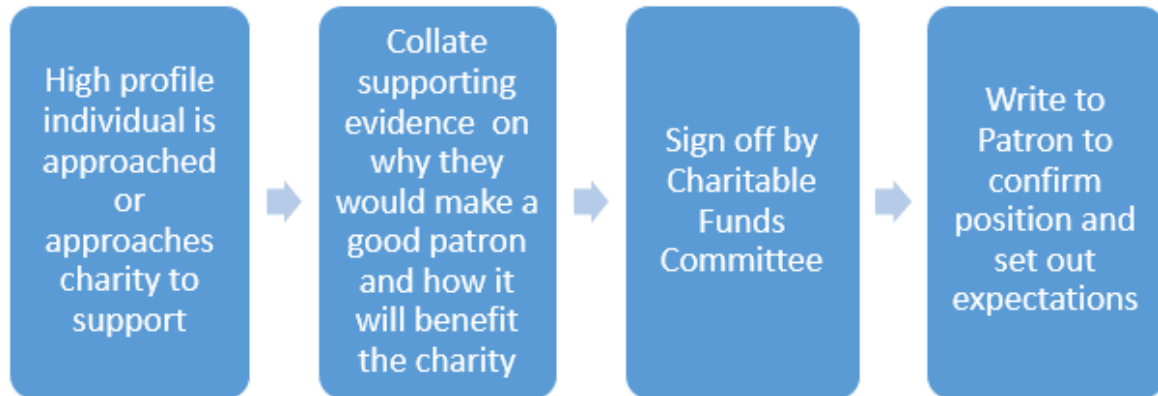
Celebrity Ambassadors help to raise awareness of the Health Charity. This is a really important role as it helps us to reach new people, inspire new fundraising activity and thank our supporters for the work they are doing.

Executive Ambassadors help to raise awareness of the Health Charity by attending events to support our work and encourage others to get involved in fundraising activity. This is a really important role as it helps us to reach new people, inspire new fundraising activity and thank our supporters for the work they are doing.

Cardiff & Vale Staff Lottery Ambassadors help to raise awareness of the staff lottery and encourage others to get involved and join. This is a really important role as it helps us to reach new people, who then inspire new staff lottery sign ups which increases fundraising activity.

Volunteer Ambassadors help to raise awareness of the Health Charity by attending events to talk about our work and encourage others to get involved in fundraising activity. This is a really important role as it helps us to reach new people, inspire new fundraising activity and thank our supporters for the work they are doing.

Process for recruiting a Patron



Report Title:	Staff Lottery Bids Panel						
Meeting:	Charitable Funds Committee				Meeting Date:	10/12/19	
Status:	For Discussion		For Assurance	✓	For Approval		For Information
Lead Executive:	Mike Jones – Chair (Delegated from CFC)						
Report Author (Title):	Head of Health Charity						
<p>SITUATION</p> <p>The Staff Lottery Bids Panel has delegated responsibility from the Charitable Funds Committee in overseeing the financial management of the Staff Lottery Bids Panel.</p> <p>The Staff Lottery Panel Meeting was last held in August 2019 with an Away Day scheduled for 27th November. The attached paper is the list of all approved bids from 1st January 2019.</p>							
<p>BACKGROUND</p> <p>The Board of Trustees of the Cardiff & Vale Health Board Charity have delegated responsibility to the Charitable Funds Bids Panel for consideration and approval of bids up to a maximum of £10,000.</p> <p>The Small Bids process, which allows bids up to a value of £250 to be fast tracked for approval was formally agreed by the Charitable Funds Committee at their meeting on the 19th September 2017.</p>							
<p>ASSESSMENT</p> <p>The criteria in determining whether a bid should be approved are based on the following guiding</p>							

principles:-

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

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

RECOMMENDATION

The Committee is asked to:

- **NOTE** the bids supported by the Staff Lottery Bids Panel in 2019

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1.Reduce health inequalities		6.Have a planned care system where demand and capacity are in balance	
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2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√			
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology				
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us				
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives				
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>						
Sustainable Development Principles: Five ways of working	Prevention	Long term	Integration	√	Collaboration	Involvement
Equality and Health Impact Assessment Completed:	Not Applicable					

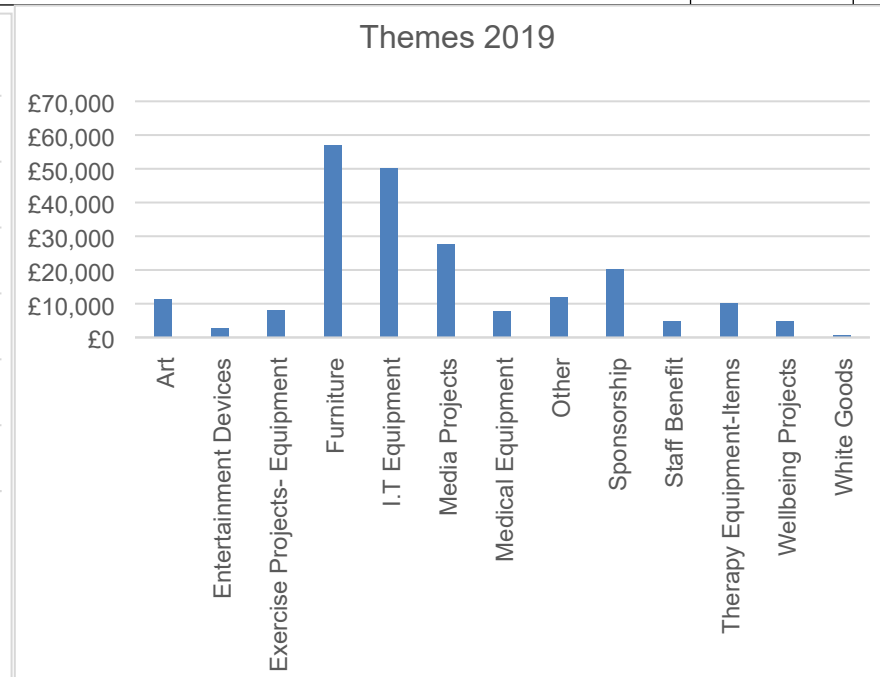
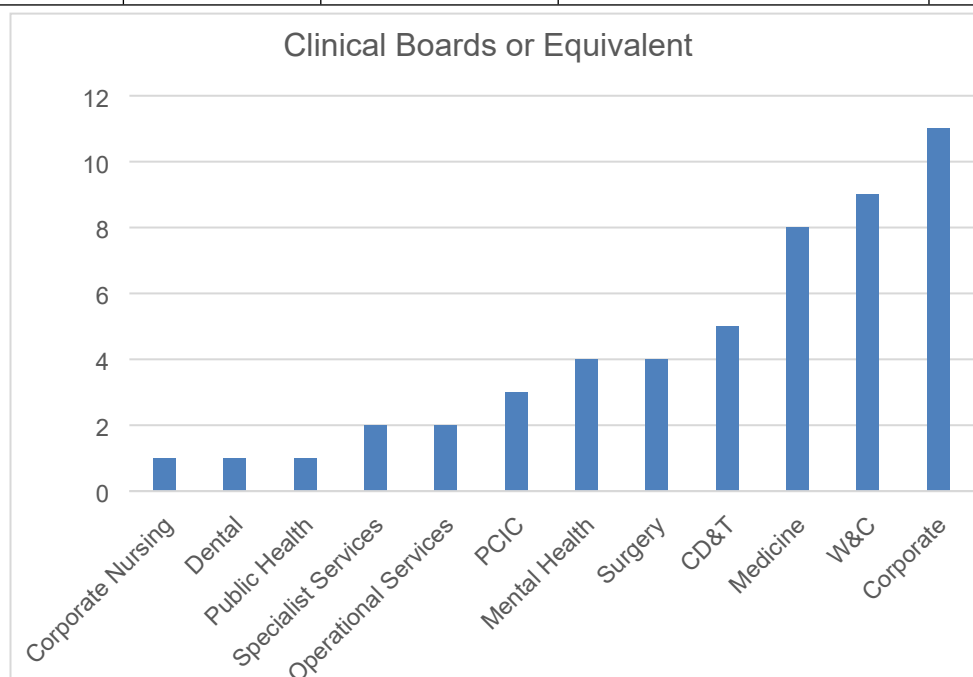
Staff Lottery Bids Panel Approved Bids January 2019 (↑ £10k)

Date	Bid no	Applicant	Service	Description	Amount £	Outcome
Feb '19	BP589 Chairs Action	Andy Jones	Communications Team HQ	Improving general hospital care for patients with learning disabilities. Resources pack.	£1,500	Approved
	BP590	Julie Rees	Physiotherapy MHSOP	Pedal Power Sessions for Young Onset Dementia Patients	£780	Approved
	BP591	Mark Thomas	Transformation Team	Sharing Transformation Excellence Poster Display Equipment	£2,232	Approved
	BP592	Rhodri John	Cellular Pathology	Staff Room Furniture	£2,610	Approved
	BP593	Sashin Ahuja	Orthopaedics	Virtual Reality Patient Journey Technology	£9,788	Approved
	BP594	Jessica Parry Williams	Outpatients UHW	Rehabilitation Gym Development Equipment	£1,465	Approved
	BP595	Ruth Nash	SARC - CRI	3D Distraction System	£10,000	Approved
	BP596	Suzanne Hardacre	Obstetrics & Gynaecology	Stargazer Comfortable Chairs	£8,790	Approved
	BP598	Sue Jarvis	Dental Education Department	Dining table and chairs for common room	£9,676	Approved
	BP599	Toni Perry	West 4 UHL	Posters & Window Coverings	£2,296	Approved
	BP600	Elaine Woodward - Bennet	Theatres UHL	Replacement fridge for communal staff room	£450	Approved
	BP601	Alun Eurig Williams	Workforce and Organisational Development	Cardiff and Vale University Health Board presence at the 2019 Urdd Eisteddfod in Cardiff	£945	Approved
May '19	BP597	Stella Regan	Elm Ward, MHCb	Elm Ward Fitness Ward	£4,250	Approved

	BP602 Chairs Action	Pauline Jarvis	Sterile Services	Refurbishment of staff rooms in HSDU	£4,690	Approved
	BP603 Chairs Action	Abigail Holmes	Obstetrics & Gynaecology	Exercise floor mats for yoga sessions for pregnant women	£2,125	Approved
	BP604 Chairs Action	Stuart Davies	CFPU Manager	Nutrition Week. Afternoon tea for patients across the UHB	£1,207	Approved
	BP605 Chairs Action	Simone Joslyn	Communications, Arts, Health Charity & Engagement Team	Somali Awards Sponsorship	£1,000	Approved
	BP606 Chairs Action	Peter Welsh	General Manager UHL & Barry	Vectis Staff Loyalty Card	£5,000	Approved
	BP607	Carole Broad	Physiotherapy	Bladder Scanner	£7,824	Approved
	BP608	Victoria Wilson	Porters Theatres UHL	New base equipment, including, microwave, fridge and chairs for relocation of porters from Rookwood to UHL	£4,033	Approved
	BP609	Jane James	Phlebotomy	Upgrade of suite 15 patient area and new ticket machine.	£1,168	Approved
	BP610	Suzanne Hardacre	Obstetrics & Gynaecology	12 Televisions for patient and relative areas	£2,262	Approved
	BP611	Dr Katja Empson & Dr Ben McIlwham	Emergency Unit	Emergency ultrasound training room	£1,500	Approved
	BP612	Jenny Davies	East 6 , Clinical Gerontology	Washing machine for patients	£300	Approved
	BP613	Sarah Spencer	Obstetrics & Gynaecology	Llandough sky tiles	£8,450	Approved
	BP614	Catherine Marshall	Physiotherapy Clinical Service	Improving staff changing environment and promote active travel	£4,765	Approved
	BP615	Bryn Kentish- Andy Jones	Communications Team and Surgery	Learning Disability Champion training film in partnership with Hijinks Theatre	£8,000	Approved
	BP616	Jenny Davies	East 6 , Clinical Gerontology	Television for patient area	£429	Approved
	BP617	Dan Crossland	Vale Locality Mental Health Team	Create a recovery orientated recovery environment	£4,352	Approved

	BP618	Laura McGuinness & Shaun Thomas	Renal Support Team, Nephrology & Transplant	Welsh Transplant Games. Patient participation	£5,000	Approved
	BP619	Peter Welsh	General Manager UHL & Barry	Staff kitchen refurbishment Barry Hospital	£9,500	Approved
	BP620	Carolyn Alport	Obstetrics & Gynaecology	New furniture for current quiet room	£1,711	Approved
	BP621	Sarah Simon	South East Community Resource Team	Branded merchandise for pop up clinics to work alongside the UHB's home first strategy	£1,007	Approved
	BP622	Rose Lewis	Equality Department	Art installation to promote Health Board and Health Charity at Pride	£1,400	Approved
Aug-19	BP623 Chairs Action	Helen Ludlow	Gastroenterology UHL	Staff Member Support – Hotel Accommodation	£340	Approved
	BP624	Ella Rafferty	Welsh Gender Team	Launch of the Welsh Gender Service- Art, Furniture and sculpture	£9,995	Approved
	BP625	Charis Joyce	East 8	Reminiscence Day Room	£10,000	Approved
	BP626	Emily Jones	Paediatric Emergency Unit	Working in partnership with 2 Wish Upon A Star Charity-Bereaved Support	£10,000	Approved
	BP627 Chairs Action	Faye Holmes-Langstone	Early Intervention Service Adult Mental Health	The Welsh Voyage of Discovery Project. Contribution towards overall cost for service users to complete the voyage	£2,000	Approved
	BP628	Arfana Ashraf	Nursery UHW	Buggy Storage Facility	£3,435	Approved
	BP631	Simone Joslyn	Communications, Arts, Health Charity & Engagement	Recognition of Health Charity Funding Wall Stickers	£2,994	Approved
	BP632	Sue Dickson-Davies	Communications, Arts, Health Charity & Engagement	25th Anniversary Celebrations Barry Hospital	£9,970	Approved
	BP633	Kevin Jones	Nutrition & dietetics Riverside Health Centre	Cycle Facilities and Outdoor Seating Area	£5,195	Approved
	BP634	Clare Tibbatts	Gastroenterology	Sky tiles	£9,950	Approved
	BP635	Charles Dalton	Health & Safety	Enhanced Computerisation Inspection	£2,112	Approved
	BP636	Hannah Hunt	Lung Function UHL	Installation of Water Line	£794	Approved

BP638	Denise Shanahan	PCIC - Vulnerable Adults	Read About Me	£847	Approved
BP637	Debbie Woodward	Psychology & Psychological Therapies and Nutrition & Dietetics	Development of Adult Eating Disorders Website	£9,924	Approved
BP641	Rhianon Urquhart	Principal Health Promotion Specialist	Building a Child Friendly Cardiff & Vale - Symposium	£10,000	Approved
BP642	Keith Roberts	ALAC	Vision 21 / ALAC Café - aka A La Carte	£3,746	Approved
BP643	Victoria Wilson	Theatres	White goods for staff room	£926	Approved
BP644	Suzanne Hardacre	Obstetrics and Gynaecology	Enhancing women's experience of maternity care through the use of Virtual Reality.	£9,855	Approved
			TOTAL	£232,588	

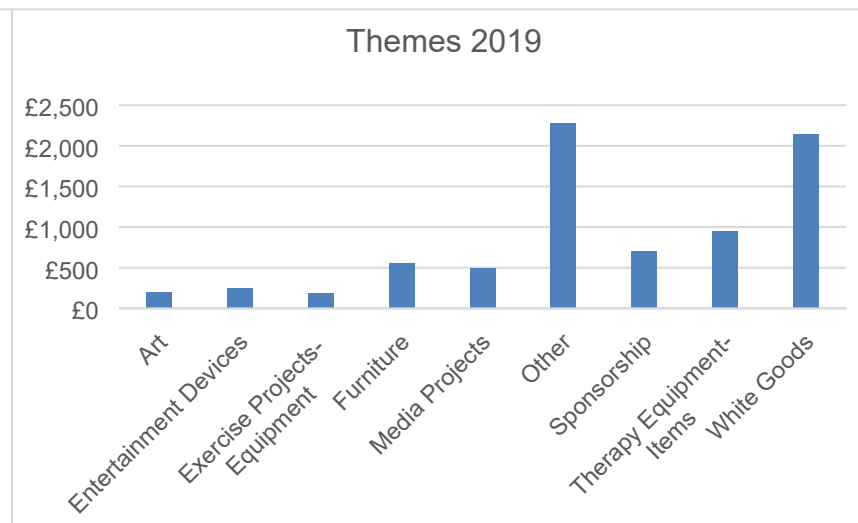
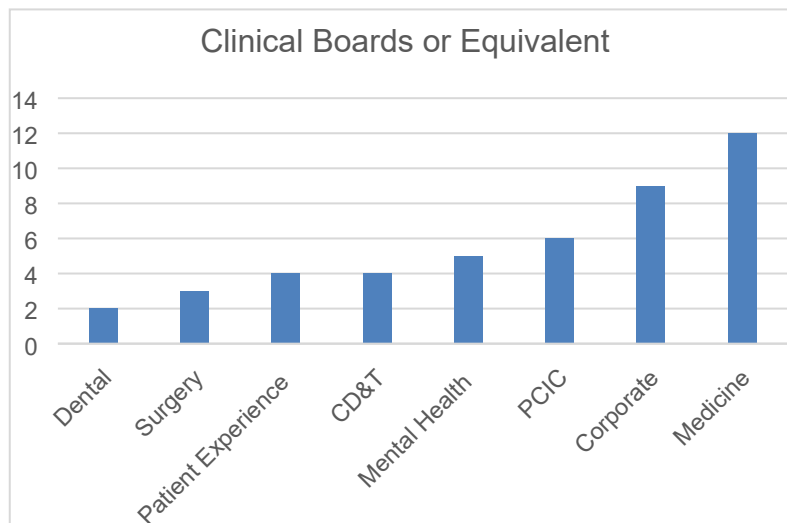


Small Bids Panel (Fast Track) Approved Bids 2019 (↑£250)

	No	Applicant's Name	Service	Description	Amount £
Feb '19	SBP59	Helen Bonello	A4 Medicine	Larder fridge	£250
	SBP60	Jayne Catherall	UHB Run Club	Club Affiliation- Welsh Athletics running fees	£155
	SBP61	Simone Joslyn	Arts & Health Charity	Cardiff & Vale Youth Council vouchers	£250
	SBP62	Natalie Robertson	Physiotherapy Department, Hafan y Coed, UHL	Improving gym environment in Hafan y Coed	£187
	SBP63	Stuart Egan	Trade Union	Communicating with veteran's posters for GP surgeries	£250
	SBP64	Michelle Fowler	Patient Experience	Gifts for volunteers, including retirement gifts, flowers etc.	£250
	SBP65	Michelle Fowler	Patient Experience	Seasonal gifts for volunteers	£250
	SBP66	Lesley Harris	Radiography, Barry Hospital	Staff Room fridge	£140
	SBP67	Lisa Mackie	Speech & Language Technician	2 Microwaves	£218
	SBP68	Clare Tregidon	Service Improvement Manager	Equipment for patient activity on East 8	£250
	SBP69	Alex Kennedy	Anaesthetic Department UHL	My Name is Badges UHL	£250
	SBP70	Alex Kennedy	Anaesthetic Department UHL	My Name is Badges UHW	£250
	SBP71	Lyndsey Cole	West 1 Llandough	Television	£249
	SBP72	Oliver Williams	Patient Safety	Staying Steady in School prizes	£180
	SBP73	Linda Edwards	Sam Davis Ward Barry	Patient day room soft furnishings	£210
	SBP74	Oliver Williams	Patient Safety	Stay Steady in School buffet	£70

May '19	SBP75	Lynne Driscoll	Orthodontics	3 Microwaves	£210
	SBP76	Katy Wells	Oral Surgery Dental	Kitchenware and utilities	£250
	SBP77	Rebecca Boore	Community Child Health	Fridge	£159
	SBP78	Spiro Pezaros	Heath Massive Run Club Leader	Club Affiliation- Welsh Athletics running fees	£200
	SBP79	Helen Ludlow	Gastroenterology	Support for Mr Rob Thomas staff member	£250
	SBP80	Craig Walters	Ward East 18	The 40s in 49 Minutes production show	£200
	SBP81	Lisa Franklin	LED	Staff Refreshment Area	£250
	SBP82	Cara O'Toole	Community Dietitian	Staff Room Table Top Fridge	£109
Aug '19	SBP83	Bev Pretty	Hand Therapy Department	Fridge Freezer	£189
	SBP84	Melanie Jones	LED Clinical Skills	Nursing & Midwifery Programme, Catering	£138
	SBP85	Vicky Howells	Homeless Team	Fridge	£170
	SBP85	Cara Taylor	Occupational Therapy West 5 UHL	Lockers	£176
	SBP86	Cara Taylor	Occupational Therapy West 5 UHL	Lockers	£176
	SBP87	Cara Taylor	Occupational Therapy West 5 UHL	Fridge	£126
	SBP88	Cara Taylor	Occupational Therapy West 5 UHL	Fridge	£126
	SBP89	Helen Glass	Hepatology	Alcohol Awareness Stand	£250
	SBP90	Charis Joyce	East 8 UHL	Patient Recreational Therapy Items	£250
	SBP91	Alexandra Skinner	St Barrucs Ward	Therapies Project	£250
	SBP92	Georgina Burke	Communications, Arts, Health Charity & Engagement	NHS Big Tea Party Campaign. Tea and Cake on wards across UHB	£250
	SBP93	Jane Murphy	Medicine	Medicine Clinical Board Staff Recognition Awards. Purchase of Awards	£250

	SBP94	Natalie Robertson	Hafan Y Coed	Equipment for Circuit Group 2019	£203
	SBP95	Katherine Daniels	LED	Staff Refreshment Area, Kettle and Fridge	£200
	SBP96	Teresa Russell	Cellular Pathology	Employee of the Month initiative	£240
	SBP97	Lisa Franklin- Kath Daniels	LED - UHL	Fridge and Kettle	£250
	SBP98	Rebecca Aylward	Medicine	Flowers for winners at medicine clinical board recognition award	£200
	SBP99	Jacqueline Sharp	Physiotherapy Rookwood	Fridge	£168
	SBP100	Michelle Davies	Vulnerable Groups	Fun with colouring	£233
	SBP101	Rhian Grapes	CAVOV	Fridge Freezer	£189
	SBP102	Hannah Williams	Occupational Therapy MHSOP	Sensory/Functional Garden	£250
				TOTAL	£9,321



Third Sector Small Grants Scheme 2020

The Staff Lottery Panel Bids Committee meeting held on 27th November 2018 and approved the following:-

- Fund for Small Grants Scheme '20/21 to be increased to £35,000
- An additional £3,500 is made available for GVS Administration
- Remit for 2020 scheme is 'Social Prescribing', linked to the UHB's Transformation and Health & Wellbeing Agenda – aimed at improving lives for vulnerable or seldom heard groups, e.g. those experiencing social isolation/loneliness
- **The Committee is asked to ENDORSE the spend of £38,500 to support the Third Sector Small Grants Scheme '20/21**

Background to Small Grants Scheme

The Small Grants Programme has been sponsored by Cardiff & Vale Health Charity since 2016, in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC). Its key aim is to develop strong effective partnership working between the third sector, health and local government that enables better integrated planning and delivery of people-centred services that are responsive to local need.

Summary of 2019 Third Sector Projects funded by Cardiff & Vale Health Charity

In 2019, Cardiff & Vale Health Charity allocated £30,000 in total to pump prime third sector community healthcare improvement projects in the region. The projects funded will build on collaborative work and will be focused on the third sector's role in health and social care. The Grants Programme is administered by Glamorgan Voluntary Services (GVS) on behalf of Cardiff & Vale Health Charity.

The Small Grants Programme 2019 received 22 applications that met the required governance checks, undertaken by GVS. The value of the applications totalled £79,468.

Criterion set for applicants:-

The key priorities for the grant programme 2019 are the arts and wellbeing and social prescribing. This programme recognises the ability of the arts to bring communities together, to reach out to vulnerable people and diverse groups and to positively support wellbeing.

We are looking for creative, innovative approaches which help people and communities overcome challenging social issues, as well as addressing physical and emotional needs. We would also like to support projects which encourage participation in arts and wellbeing initiatives in areas where there is little available. This could be in relation to a specific geographical area within Cardiff and Vale or a specific area of health, social care and wellbeing, eg mental health, learning disability etc.

The arts in this instance is used in its broadest sense to encompass creative activities and approaches. These could be more ‘traditional’ arts such as visual, performance, musical, dance, film, photography, poetry, as well as other creative approaches such as designing and developing a community garden, learning a new craft, using digital technologies and intergenerational initiatives.

Involvement in community arts and wellbeing initiatives can be a first step in engaging vulnerable and diverse groups and via this engagement ensuring they are able to access a range of wellbeing community services. Proposals will be expected to indicate how they will use a social prescribing approach to ensure that their beneficiaries will be supported to link to other arts and wellbeing services and wider community services, as appropriate, which support their needs.

Projects will also be expected to demonstrate a third sector contribution to the priorities as outlined in the following:

Cardiff and Vale University Health Board’s Shaping our Future Wellbeing Strategy

<http://www.cardiffandvaleuhb.wales.nhs.uk/shaping-our-future-wellbeing>

The Wellbeing of Future Generations Act

<https://futuregenerations.wales/about-us/future-generations-act/>

Projects will need to show clear alignment to the guiding principles of the Cardiff & Vale Health Charity and to its priorities, especially those relating to “patient dignity and respect” and “promotes health and wellbeing”.

The following is a summary of the projects which were successful in receiving funding in 2019

Ref no:	Charity Name:	Project:	Amount: £
HC044	The Good Wash	Sing & Smile Activity Session	3862.25
HC047	YMCA Barry	Weekly drop-in music sessions and workshops	5937.00
HC056	The Mentor Ring	BME Sewing Project	2040.00
HC060	Creative Therapies Collective	Art Therapy Classes at women’s in-patient unit, Cardiff	5320.00
HC061	Headway	Art, Movement and Drama Workshops	5319.57
HC050	Marie Curie Hospice	Sensory Garden	2000.00
HC055	MHA Penarth Live at Home Scheme	Intergenerational Arts Project	4021.18
HC059	Cardiff Women’s Aid	Art Workshops	1500.00
			30,000.00

The Committee is asked to ENDORSE the spend of £38,500 to support the Third Sector Small Grants Scheme ‘20/21

Report Title:	Feedback on successful CFC bids						
Meeting:	Charitable Funds Committee				Meeting Date:	10/12/2019	
Status:	For Discussion		For Assurance	X	For Approval		For Information
Lead Executive:	Ruth Walker						
Report Author (Title):	Simone Joslyn – Head of Arts and Health Charity						

SITUATION

Following the approval of bids by the Charitable Funds Committee, we aim to provide reassurance and assurance by providing the Committee with a report on how the money has been spent and the resulting impact/improvement.

BACKGROUND

The Board of Trustees of the Cardiff & Vale Health Board Charity have delegated responsibility to the Charitable Funds Bids Panel for consideration and approval of bids up to a maximum of £125,000.

The Charitable Funds Committee is asked to support applications for funding for projects across Cardiff and the Vale of Glamorgan. The leads for the projects are required to provide a report outlining the projects outcomes, any lessons learnt and the impact of the project on its intended recipients

ASSURANCE is provided by strong governance arrangements

This includes completion of reports and monitoring of the projects between the Health Charity Lead and Corporate Governance department

This report included feedback on three bids;

1. Barry First Impression Bid
2. Visibility Bid
3. Sustainable travel Bid

Barry Hospital First Impression Bid – £99,500.00

This bid was aimed to cover a number of areas at Barry Hospital including: external/internal signage; redecoration; new flooring; new seating; to improve the appearance of internal gardens; artwork working with school and community groups; change to phlebotomy services and to introduce a paediatric phlebotomy service

At the end of November 2019, £64,234.33 of the allocated money has either been spent or allocated from Fund No. 9705 (awaiting final quotes on some items and also adjustments from Capital, Estates and Facilities services).

The remaining balance of £35,265.67 is planned for allocation towards the cost of the proposed Aroma coffee shop at Barry Hospital.

New flooring and redecoration is now complete; the new children's phlebotomy service is now running with new equipment, redecoration of the area and wall murals painted in the area; new seating is now in place with some additional seating being ordered to replace more of the old/mis-matched seating. Grosvenor Interiors have installed some 'wall glamour' in the main corridor area between the two hospital entrances, increasing awareness of the Health Charity; new hospital signage is in situ and work has been completed on the internal and external garden areas of the hospital.

Throughout this project, we have worked with the Community Payback Scheme, Ysgol Bro Morgannwg, local artists, Criw Celf and have updated staff regularly at BUG meetings and via our bi-monthly Barry Hospital Update Newsletters.

£4,386.40 of this fund was allocated towards the staff wellbeing area being created on the first floor of Barry Hospital (work has not yet started), and have funded a part time receptionist at Barry Hospital – this service will cease at the end of November 2019.

In line with the Wellbeing of Future Generations Act 'a healthier Wales'/'a globally responsible Wales', we have also been quoted for a refill water station to be sited at the main entrance area of the hospital for use by patients and staff. This is particularly important for those waiting for phlebotomy services as the RVS service is currently very limited with no alternative options for refreshments. In the event that the RVS service is withdrawn completely, this will have a major impact on this location. Additionally, this will hopefully assist towards the reduction of single use plastic. We will also join the 'Refill Cymru' scheme offering free water refills in the Vale of Glamorgan.

Feedback received from patients, staff and visitors to the hospital has been incredibly positive. The local press have run stories on some of the changes that have taken place and our social media stories have been very popular, especially some of the art and garden projects that have been ongoing throughout the year.

ASSURANCE is provided by:

- Improvements to UHB services and environments, thereby enhancing patient experience
- Increased visibility and awareness of the Health Charity via its community partnership relationships

RECOMMENDATION

The Committee is asked to: **accept for assurance the First Impressions Barry Hospital report.**

ASSESSMENT

Visibility Bid, Promoting Health and Health Charity Messaging - £55,000.00

At the Charitable Funds Committee Meeting held on 11th December 2018, a proposal for funding of the Visibility Bid was submitted for consideration. The CFC approved a total of £55,000 for this project.

The visibility campaign was aimed at staff, patients and visitors to assist in healthier lifestyle promotion, by encouraging people to use the stairs rather than the lifts whilst increasing the visibility of the Health Charity

This bid was made to fund the first and second phases of a campaign for both staff, patients and visitors, including:-

- supporting staff across the Health Board by promoting a healthier lifestyle
- increased visibility of the Health Charity brand via initiatives including the purchase of an information POD in the concourse at UHW and installing wall glamour at UHW
- Cardiff & Vale Health Charity has recently invested in new initiatives which will help increase the visibility of the Charity and broaden the reach to new potential supporters.

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Fundraising POD

The Fundraising POD opened in the UHW concourse in September 2019 to encourage staff, visitors and patients to visit and find out information about the Charity and ways in which they can support. We also offer items of merchandise for sale to increase income for the charity. We currently have two members of the fundraising team covering a day each per week from 10am – 2pm and work is currently being done to secure volunteers to increase the opening times of the POD. Display units have been purchased and decorations have been made to make the POD as inviting as possible to people passing by. There will also be a donation point, making it easier for people to give money to support the Health Charity.

Wall Glamour

Cardiff & Vale Health Charity, working together with Public Health Wales commissioned Wall Glamour to brighten up the stairwells and patient areas at UHW with motivational health messages, to get people moving more, and more often.

While taking the stairs, patients, visitors and staff will see motivational health messages in stars, encouraging them to be more active and adopt a healthier lifestyle, as well as taking in local iconic scenery from in and around Cardiff and the Vale of Glamorgan.

The feedback from staff, patients and visitors has been extremely positive so far with people saying it's really encouraged them to use the stairs rather than the lift and that it brightens up the

area with positive colourful images.

Charity branded banners, mural stickers and door surrounds have been installed mainly in stairwells, and near the lifts at UHW. As the charity logo is included in the wall glamour, it increases the visibility of the Health Charity.

There are a number of benefits to this campaign, as well as the obvious goals of promoting health and wellbeing to staff and patients, there are the added benefits of reducing capacity issues and waiting times for the lifts whilst also providing the opportunity to promote the Health Charity.

This initiative is in line with our Health and Wellbeing Strategy and retaining our Platinum level Corporate Health Standard.

ASSURANCE is provided by:

- Promoting health improvement initiatives within the UHB
- Increased visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan
- Increased patient, staff and public engagement with Health Charity events and fundraising opportunities.

RECOMMENDATION

The Charitable Funds Committee is asked to: **accept for assurance the Visibility Bid Report.**

ASSESSMENT

Sustainable Travel bid - £391,854.00

The following summarises the situation up to the end of October. Please note the extended service at UHW and the UHL service is funded by Cardiff and Vale Health Charity.

Park & Ride

- **UHW**

The Park & Ride service commenced on 2nd May 2017, servicing UHW. Up to the end of October 2019, 143,497 passengers had used the service over 631 working days. This equates to an average of over 227 passengers per day. Staff represented 81.93% of the usage. This compares to 82.3% in September. As a percentage, the number of visitors using the service continues to grow.

The UHW Park & Ride became a free to use service on 5th June 2018 and from 3rd June 2019,

the service frequency was increased to every 10 minutes between 06:30 and 19:00, and subsequently extended to run until 23:00.

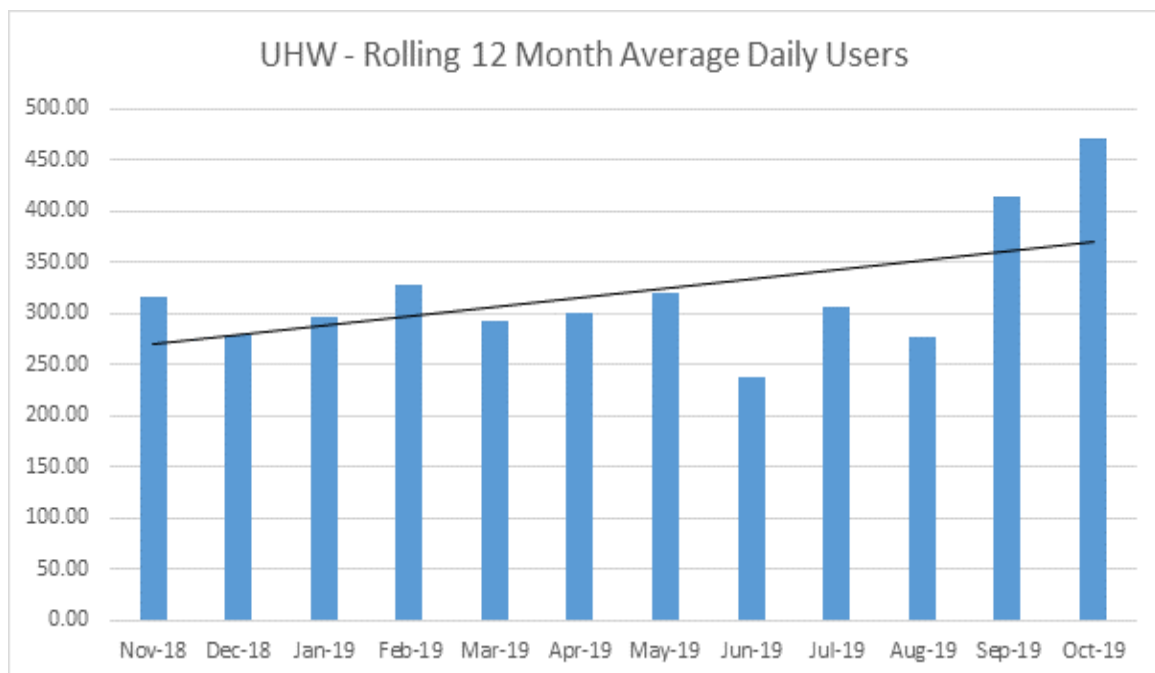
For the month of October 2019, there were 10,844 users over 23 working days, equating to an average of over 471 users per day. This compares to 8,716 users over the 21 working days equating to over 415 passengers per day, during September. This remains an increasing usage trend (see graph below).

The extended service has had 1,167 users over 108 working days equating to an average daily usage of 18 per day since commencement.

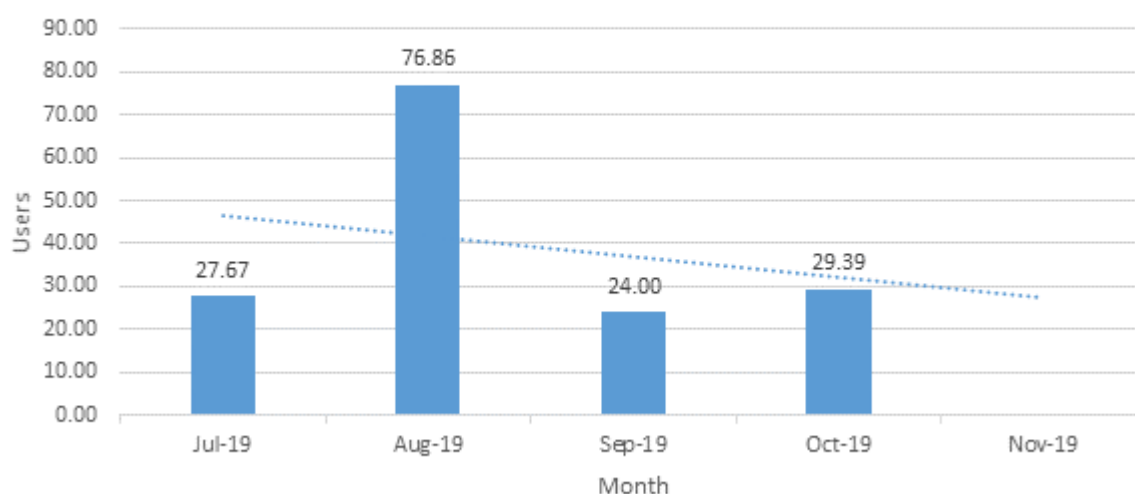
- **UHL**

The UHL Park & Ride service (H95) commenced on 22nd July 2019 to serve University Hospital Llandough. Over the 74 days of operation to date there have been 3,043 users equating to 41.1 users per day. In October there were 676 users equating to over 29.4 users per day.

The extended service at UHW and the UHL service is funded by Cardiff and Vale Health Charity.



UHL Average Daily P&R Users



The activity record for the UHW – UHL Shuttle Service are August 6.89, September 14.76 and October 25.65

RECOMMENDATION

The Charitable Funds Committee is asked to: **Accept for assurance the Sustainable Travel report as an interim report.**

Shaping our Future Wellbeing Strategic Objectives

This report should relate to at least one of the UHB's objectives, so please tick the box of the relevant objective(s) for this report

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	X	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant, click [here](#) for more information

Prevention		Long term		Integration	X	Collaboration	X	Involvement	X
Equality and Health Impact Assessment Completed:		No							

