

# Charitable Funds Committee Meeting

01 September 2020, 09:30 to 12:30  
Woodland House, Via Skype Executive Meeting Room

## Agenda

### 1. Preliminaries

 00 - CFC Agenda.pdf (1 pages)

#### 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 Meetings held on 17th March 2020, 23rd June 2020 & 8th July 2020.

Akmal Hanuk

 1.4\_Minutes March\_CFC0820.pdf (8 pages)

 1.4\_Minutes June Special\_CFC0620.pdf (6 pages)

 1.4\_Minutes - July Special\_CFC0720.pdf (2 pages)

#### 1.5. Action Log following the meeting held on 17th March 2020 & 23rd June 2020

Akmal Hanuk

 1.5 - Action Log.pdf (3 pages)

### 2. Items for Approval/Ratification

#### 2.1. Down To Earth Proposal


Joanne Brandon

 2.1 - Down To Earth funding paper - Proposal.pdf (3 pages)

### 3. Items for Review & Assurance

#### 3.1. Health Charity Financial Position update

Christopher Lewis

 3.1 - Financial Position July 2020.pdf (6 pages)


#### 3.2. Benefits and Outcomes from Covid funds & Action Taken

Joanne Brandon

 3.2 - Benefits and Outcomes from Covid Funds.pdf (5 pages)

#### 3.3. Charitable Funds Strategy: Implementation Plan & Proposal outcomes


Joanne Brandon

 3.3 - Implementing the Health Charity Strategy  
Sept 2020.pdf (3 pages)

#### 3.4. Self-Assessment of Committee Effectiveness

Nicola Foreman

 3.4 Self Assessment of Committee  
Effectiveness.pdf (2 pages)

 3.4 Self Assessment of Committee Effectiveness -  
Action Plan Appendix 2.pdf (2 pages)

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3.4 Self Assessment of Committee Effectiveness -  
Results Appendix 1 SR.pdf

(10 pages)

#### 4. Items for Noting and Information

##### 4.1. Staff Benefits Group Report

Martin Driscoll



4.1 - Staff Benefits Group report.pdf

(4 pages)

##### 4.2. Staff Lottery Bids Panel

Mike Jones



4.2 - Staff Lottery Bids Panel Report.pdf

(8 pages)

##### 4.3. Horatio's Garden update

Joanne Brandon



4.3 - Horatio's Garden Update.pdf

(5 pages)

##### 4.4. Health Charity Fundraising Report

Joanne Brandon



4.4 - Health Charity Fundraising Report.pdf

(5 pages)

##### 4.5. Reporting Feedback on Successful CFC bids

Joanne Brandon



4.5 - Feedback on successful CFC bids.pdf

(11 pages)

##### 4.6. Health Charity Update Reports (a) Food Sense Wales(b) Better Life Appeal

Joanne Brandon



4.6(A) - Food Sense Wales update report.pdf

(3 pages)



4.6(B) - Better Life Appeal Report.pdf

(2 pages)

##### 4.7. Breast Centre Annual report

Welsh Peter



4.7 - draft - Breast Centre Annual report.pdf

(5 pages)

#### 5. Items to bring to the attention of the Board/Committee

Akmal Hanuk

#### 6. Review of the Meeting

Akmal Hanuk

#### 7. Date and time of next Meeting:

Tuesday 3rd November 2020, 9:30am - 12:30pm, Via Skype

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**Agenda**  
**Charitable Funds Committee**  
**1<sup>st</sup> September 2020**  
**Via Skype**  
**9:30am – 12:30pm**

<b>1.</b>	<b>Preliminaries</b>	
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 Meetings held on 17 <sup>th</sup> March 2020, 23 <sup>rd</sup> June 2020 & 8 <sup>th</sup> July 2020.	Akmal Hanuk
1.5	Action Log following the meeting held on 17 <sup>th</sup> March 2020 & 23 <sup>rd</sup> June 2020	Akmal Hanuk
<b>2.</b>	<b>Items for Approval/Ratification</b>	
2.1	Down To Earth Proposal	Joanne Brandon
<b>3.</b>	<b>Items for Review &amp; Assurance</b>	
3.1	Health Charity Financial Position update	Chris Lewis
3.2	Benefits and Outcomes from Covid funds & Action Taken	Joanne Brandon
3.3	Charitable Funds Strategy: Implementation Plan & Proposal outcomes	Joanne Brandon
3.4	Self-Assessment of Committee Effectiveness	Nicola Foreman
<b>4.</b>	<b>Items for Noting and Information</b>	
4.1	Staff Benefits Group Report	Martin Driscoll
4.2	Staff Lottery Bids Panel	Mike Jones
4.3	Horatio's Garden update	Joanne Brandon
4.4	Health Charity Fundraising Report	Joanne Brandon
4.5	Reporting Feedback on Successful CFC bids	Joanne Brandon
4.6	Health Charity Update Reports  (a) Food Sense Wales (b) Better Life Appeal	Joanne Brandon
4.7	Breast Centre Annual report	Peter Welsh
<b>5.</b>	<b>Items to bring to the attention of the Board/Committee</b>	Akmal Hanuk
<b>6.</b>	<b>Review of the Meeting</b>	Akmal Hanuk
<b>7.</b>	<b>Date and time of next Meeting:</b>  Tuesday 3 <sup>rd</sup> November 2020, 9:30am – 12:30pm, Via Skype	Akmal Hanuk

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**Unconfirmed Minutes of the Charitable Funds Committee**  
**Held at Nant Fawr 1 & 2, Woodlands House**  
**17<sup>th</sup> March 2020 9:30am – 12:30pm**

**Present:**

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

Dawn Ward	DW	Independent Member – Trade Union
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**In Attendance:**

Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Nurse Director
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

**Secretariat:**

Laura Tolley	LT	Corporate Governance Officer
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**Apologies:**

Gary Baxter	GB	Independent Member
Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Susan Elsmore	SE	Independent Member – Local Authority
Charles Janczewski	CJ	UHB Interim Chair
Dr Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Sara Moseley	SM	Independent Member
John Union	JU	Committee Vice Chair and Independent Member - Finance

<b>CFC20/03/001</b>	<b>Welcome &amp; Introductions</b>	<b>Action</b>
	The Committee Chair (CC) welcomed everyone to the meeting.	
<b>CFC20/03/002</b>	<b>Apologies for Absence</b>	
	Apologies for absence were noted.	

<b>CFC20/03/003</b>	<b>Quorum</b>  The CC advised that the meeting was not quorate, therefore any key decisions made would be taken to the Board to be ratified.	
<b>CFC20/03/004</b>	<b>Declarations of Interests</b>  There were no declarations of interest.	
<b>CFC20/03/005</b>	<b>Minutes of the Committee Meeting held on 10<sup>th</sup> December 2019</b>  The Committee reviewed the minutes of the meeting held on 10 <sup>th</sup> December 2019.  The END advised that her job title required amending from Executive Director of Nursing to Executive Nurse Director.  <b>Resolved that:</b>  Subject to the above amendment;  (a) The Committee approve the minutes of the meeting held on 10 <sup>th</sup> December 2019 as a true and accurate record.	<b>LT</b>
<b>CFC20/03/006</b>	<b>Committee Action Log</b>  The Committee reviewed the Action Log and noted the following update:  <b>CFC 19/12/011:</b> The Deputy Finance Director (DFD) commented that the report did not go to the Trustee in January, therefore the action is still outstanding.  <b>CFC 19/12/012:</b> The DFD advised the Committee that the Investment Manager was still out for tender.  <b>Resolved that:</b>  (a) the Committee noted the Action Log.	
<b>CFC20/03/007</b>	<b>Events Planner 2020</b>  The Director of Communications (DC) advised the Committee that due to the COVID-19 outbreak a significant number of events on the planner had been cancelled. The Committee were assured that the team would explore further fundraising ideas during this time and a revised planner would be circulated to the Committee when completed.  <b>Resolved that:</b>  (a) The Committee noted the Events Planner 2020.	<b>JB</b>

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<p><b>CFC20/03/008</b></p>	<p><b>Health Charity Strategy</b></p> <p>The DC introduced the paper and confirmed that strategy objectives had been aligned to the Shaping our Future Wellbeing Strategy.</p> <p>The END confirmed she supported the strategy and advised the Committee that when bids were considered in the future, the Committee needed to ensure that they aligned to the strategy.</p> <p>The Independent Member – asked if there would be a Health Charity Showcase event to display the work of the Charity and bids supported. In response the DC advised that this idea could be explored going forward.</p> <p>The CC asked for the following adjustments to be made;</p> <ul style="list-style-type: none"> <li>• The wording be altered from ‘Going above NHS services’ to ‘Enhancing NHS Services’</li> <li>• the clinical renovation website link be included within the Global Reputation section of the strategy</li> <li>• the Wellbeing of Future Generations Act be linked to the objectives section of the strategy</li> </ul> <p><b>Resolved that:</b></p> <p>Subject to the amendments outlined above;</p> <p>(a) The Committee approved the Health Charity Strategy</p>	<p><b>JB</b></p>
<p><b>CFC20/03/009</b></p>	<p><b>Health Charity Annual Report</b></p> <p>The DFD introduced the paper and confirmed the report included the audited accounts and had been approved by the Charity Trustee in January.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Health Charity Annual Report.</p>	
<p><b>CFC20/03/010</b></p>	<p><b>Sustainable Staffing</b></p> <p>The DC introduced the paper and confirmed the three positions outlined in the report had been aligned to the Health Charity Strategy.</p> <p>The END thanked the DC for the transparency of the report which was extraordinary to see in a public meeting. The END encouraged the Committee to approve the positions, despite the current financial position, to recognise the significant work the individuals had undertaken.</p> <p>The DFD commented that he would support the paper but would</p>	

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	<p>recommend that a percentage of time would be charged from the appeals internally, rather than full salaries being taken from general reserves.</p> <p>The CC confirmed the paper would be fully supported by the Committee and thanked the staff for their patience.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee approved the Sustainable Staffing Paper.</p>	
<b>CFC20/03/011</b>	<p><b>Patrons Protocol</b></p> <p>The DC introduced the paper and confirmed that the process outlined the responsibilities and obligations of Patrons when appointed.</p> <p>The END explained that the Committee could be assured that this process protected staff and patients.</p> <p>The CC asked for the following amendments be made;</p> <ul style="list-style-type: none"> <li>• A term period of four years, with an annual review</li> <li>• Executive Lead be included, not specified as the END in case of future Committee alterations</li> </ul> <p><b>Resolved that:</b></p> <p>Subject to the above amendments outlined above;</p> <p>(a) The Committee approved the Patrons Protocol.</p>	<b>JB</b>
<b>CFC20/03/012</b>	<p><b>Arts Annual Report</b></p> <p>The DC introduced the report and advised it showcased the work undertaken with the Arts Federation and Arts Council for Wales.</p> <p>The DC further explained that Welsh Government recognised that Cardiff &amp; Vale UHB were leading in the Arts Programme and work was being undertaken with the development team for UHW2 to ensure Art and Wellbeing continued to be featured.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Arts Annual Report.</p>	
<b>CFC20/03/013</b>	<p><b>Health Charity Financial Position</b></p> <p>The DFD advised the Committee that income was considerably lower than last year due a decrease in legacies, however the Charity had a good cash balance of 1.4 million which would support the Charity during the difficult period ahead.</p> <p><b>Resolved that:</b></p>	

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	(a) The Committee noted the Health Charity Financial Position.	
<b>CFC20/03/014</b>	<p><b>Financial Review of Delegated Funds</b></p> <p>The DCD introduced the paper and commented that due to the current situation with COVID-19 the Charity investment in the stock market had seen a significant decrease, at the time of writing the report it had an asset gain of £179,000.00, however to date, there was a loss of £817,000.00. The Committee were assured that the appropriate external advice was being taken and agreed an update would be provided at the next Committee meeting.</p> <p>The Committee discussed and approved the implementation of a policy that any unrestricted funds that have been dormant for two full financial years are transferred to general reserves, approved that all restricted fund holders that have dormant funds be requested for expenditure plans and approved the consolidation of all funds that are deemed to be general reserves.</p> <p>The Committee agreed the timing of this would be managed considerably due to the current pressure the organisation was facing with the COVID-19 outbreak.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) the Committee approved the implementation of a policy that any unrestricted funds that have been dormant for two full financial years are transferred to general reserves.</li> <li>(b) the Committee approved the implementation plan around this revised policy;</li> <li>(c) the Committee approved that all restricted fund holders that have dormant funds be requested for expenditure plans;</li> <li>(d) the Committee approved the consolidation of all funds that are deemed to be general reserves.</li> </ul>	
<b>CFC20/03/015</b>	<p><b>Change Account</b></p> <p>The DC introduced the paper and advised the Committee that engagement and staff benefits had not been seen from the Change Account therefore, the partnership was being reviewed.</p> <p>The CC explained that the Change Account may be utilised more in the coming months and agreed to write to the Change Account to ask for the plans and measurable outcomes over the next six months. The Committee would further review the partnership after this.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>(a) the Committee noted the Change Account</li> <li>(b) the Committee agreed to review the partnership in six months' time.</li> </ul>	<p><b>AH/JB</b></p> <p><b>JB</b></p>

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CFC20/03/016	<p><b>Horatio's Garden Update</b></p> <p>The DC advised the Committee that the paper provided assurance that significant work was being undertaken for the Horatio's Garden project, however informed the Committee that there may be a further request for additional funding to support equity of the Neuro Garden.</p> <p>The END expressed concern as a significant amount of funding had already been invested in Horatio's Garden. After Committee discussion, it was agreed a full report outlining current costs and potential further costs be provided to the Committee for discussion at the next Committee meeting.</p> <p><b>Resolved that:</b></p> <p>(a) the Committee noted the Horatio's Garden Update.</p>	JB
CFC20/03/017	<p><b>Committee Annual Report 2019/20</b></p> <p>The Director of Corporate Governance (DCG) introduced the report and explained that it outlined the work undertaken by the Committee during 2019/20, this would be updated after the meeting and subject to approval from the CC, submitted to the Board for approval in March 2020.</p> <p><b>Resolved that:</b></p> <p>(a) the Committee reviewed the Committee Annual Report 2019/20 (b) the Committee recommended the Committee Annual Report 2019/20 to the Board for approval.</p>	NF
CFC20/03/018	<p><b>Committee Terms of Reference 2020/21</b></p> <p>The DCG introduced the report and confirmed that it outlined the revised draft Terms of Reference for review and comments before submitting the final Terms of Reference for Board approval at the end of March 2020.</p> <p><b>Resolved – that:</b></p> <p>(a) The Committee approved the changes to the Terms of Reference; and (b) The Committee recommended the changes to the Board for approval.</p>	NF
CFC20/03/019	<p><b>Committee Work Plan 2020/21</b></p> <p>The DCG introduced the report and requested any suggested changes be provided before the final 2020-21 Work Plan was submitted for Board approval at the end of March 2020.</p> <p><b>Resolved – that:</b></p> <p>(a) The Committee reviewed and approved the Work Plan 2020-21; and</p>	

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	(b) Subject to further discussion, the Committee recommended the approval to the Board of Directors.	NF
CFC20/03/020	<b>Bid Success Report</b>  The Committee reviewed the Bid Success Report.  <b>The Committee Resolved that:</b>  (a) The Committee noted the Bid Success Report.	
CFC20/03/021	<b>Staff Benefits Bids Paper</b>  The Committee reviewed the Staff Benefits Bid Paper.  <b>The Committee Resolved that:</b>  (a) The Committee noted the Staff Benefits Bid Paper.	
CFC20/03/022	<b>Staff Lottery Bid Panel Report</b>  The Committee reviewed the Staff Lottery Bid Panel Report.  <b>The Committee Resolved that:</b>  (a) The Committee noted the Staff Lottery Bid Panel Report.	
CFC20/03/023	<b>Any Other Business</b>  There was no other business raised.	
CFC20/03/024	<b>Items to bring to the attention of the Board / Trustee</b>  It was agreed the following items would be taken to the Trustee Meeting in March 2020; <ul style="list-style-type: none"> <li>• Health Charity Strategy;</li> <li>• Sustainable Staffing Paper;</li> <li>• Patrons Process;</li> <li>• Committee Annual Report 2019/20;</li> <li>• Committee Terms of Reference 2020/21; and</li> <li>• Committee Work Plan 2020/21</li> </ul> <b>Resolved that:</b>  (a) the Committee noted the items to be taken to the Trustee Meeting.	NF
CFC20/03/025	<b>Date and Time of Next Meeting</b>  To be confirmed.	

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**Unconfirmed Minutes of the Charitable Funds Committee**  
**Held via Skype**  
**Tuesday 23<sup>rd</sup> June 2020 9:30am – 12:00pm**

**Present:**

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

Susan Elsmore	SE	Independent Member – Local Authority
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**In Attendance:**

Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Chris Lewis	CL	Deputy Executive Finance Director
Ruth Walker	RW	Executive Nurse Director
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

**Secretariat:**

Laura Tolley	LT	Corporate Governance Officer
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**Apologies:**

Gary Baxter	GB	Independent Member
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
Sara Moseley	SM	Independent Member
John Union	JU	Committee Vice Chair and Independent Member - Finance

CFC20/06/001	<b>Welcome &amp; Introductions</b>  The Committee Chair (CC) welcomed everyone to the special meeting. The CC extended a special welcome to Susan Elsmore, Independent Member – Local Authority who was in attendance for the first time since becoming a member of the Charitable Funds Committee.	<b>Action</b>
CFC20/06/002	<b>Apologies for Absence</b>  Apologies for absence were noted.	

<b>CFC20/06/003</b>	<b>Quorum</b>  The CC confirmed that the meeting was quorate.	
<b>CFC20/06/004</b>	<b>Declarations of Interests</b>  There were no declarations of interest.	
<b>CFC20/06/005</b>	<b>Minutes of the Committee Meeting held on 17<sup>th</sup> March 2020</b>  The Committee reviewed the minutes of the meeting held on 17 <sup>th</sup> March 2020.  <b>Resolved that:</b>  (a) The Committee approve the minutes of the meeting held on 17 <sup>th</sup> March 2020 as a true and accurate record.	
<b>CFC20/06/006</b>	<b>Health Charity Presentation: “How the Arts and Health Charity have #spreadthelove during COVID19”</b>  On behalf of the Charitable Funds Committee, the CC expressed sincere thanks to the Health Charity for the work undertaken during COVID-19.  The Director of Communications (DC) introduced the presentation and confirmed the following: <ul style="list-style-type: none"> <li>• On the 23<sup>rd</sup> March 2020 the Health Charity stopped all routine business in relation to running events and fundraising;</li> <li>• Over £950,000.00 in donations had been received from the public in total since 23<sup>rd</sup> March 2020, the public have given generously to official NHS charities and NHS Charities together, where £143,500.00 had been received;</li> <li>• The Health Charity had received over 20,000 easter eggs;</li> <li>• The Health Charity distributed 200 treat bags to midwives, 61 treat boxes to patients and staff and 20 VE Celebration boxes for patients;</li> <li>• Three staff havens had been set up, the Health Charity had spent 60 days covering the havens, distributed 16,000 bottles of water and over 70,000 portions of food had been delivered to staff.</li> </ul> The DC advised the Committee that the impact of the #spreadthelove campaign had resulted in 1,697 new social media followers, 717 posts on social media, 176 media articles and 5 TV news items which featured the Health Charity.  The DC explained that the Nathan Wyburn artwork that the Health Charity commissioned made up of 200 faces of NHS workers had become the face	

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	<p>of the COVID-19 pandemic and the image had been displayed across all hospitals across Wales.</p> <p>The Executive Nurse Director (END) expressed thanks to the Health Charity staff for their commitment and excellent work carried out during this period.</p> <p>The Director of Corporate Governance (DCG) advised that the presentation would be great to share at the Health System Management Board meeting.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Presentation: “How the Arts and Health Charity have #spreadthelove during COVID19”.</p>	LT
CFC20/06/007	<p><b>Health Charity Donations / Gifts Received</b></p> <p>The DC introduced the paper and advised the Health Charity had received a wide range of donations which totalled £952,657.06 and this sum included, but was not limited to:</p> <ul style="list-style-type: none"> <li>• Website donations;</li> <li>• JustGiving donations;</li> <li>• NHS Charities Together;</li> <li>• £500,000.00 from Gareth &amp; Emma Bale;</li> <li>• £20,000.00 from Aaron Ramsay;</li> <li>• £20,000.00 from Stanley Thomas;</li> <li>• £14,514.00 from local funeral directors.</li> </ul> <p>James Sommerin had delivered a significant number of meals for staff and has offered continued support to the Health Charity with online fundraising events.</p> <p>The Health Charity expenditure to date totalled £33,063.00, this included funding for iPads and tablets to patients to help enable virtual visiting and family contact, scooters for staff at Ysbyty Calon Y Ddriag / Dragons Heart Hospital and staff wellbeing resources at the three staff havens.</p> <p>The CC requested the Healthy Charity write a personal letter or small certificate to all those who have donated expressing thanks.</p> <p>The Executive Director of Therapies &amp; Health Science (EDTHS) explained the Health Charity had greatly benefited from the generous donations from retailers and businesses, therefore, the Health Charity and Committee needed to explore ways that the Health Charity could support them through publicity going forward. The END added that CEO Connects would be a good platform to express gratitude.</p> <p>The EDTHS asked if an area for remembrance and reflection could be identified and suggested plaques of names of those who supported the Health Charity during the pandemic? In response, the END explained that this would be discussed at the next Board of Trustee meeting at the end of July.</p>	<p>JB</p> <p>JB</p>

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	<p>The DC added that in relation to wellbeing, people want the opportunity to reflect and remember, with the work of the Orchard and Horatio's Garden, the Health Charity needed to ensure equity across all sites, therefore this would be discussed with the team and a proposal would be brought to a future meeting for consideration.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Health Charity Donations / Gifts Received</p>	<b>JB</b>
<b>CFC20/06/008</b>	<p><b>Health Charity Operational Governance</b></p> <p>The DC introduced the paper and confirmed that the Health Charity significantly promoted the Spread the Love campaign to ensure that donations went through the correct route to the Health Charity, social media platforms were utilised to appeal for specific items, ie toiletries and in relation to PPE donations, the Health Charity ensured that these went through the Life Sciences Hub for testing.</p> <p>The DC explained that it was recognised that there were elements that could have been improved upon, however decisions and systems were implemented at pace and the team used best endeavours to implement arrangements.</p> <p>The Independent Member – Local Authority (IM-LA) queried how learning would be captured going forward. In response, the DC confirmed that the team had already undertaken a learning exercise which explored what had been done, what was done well and what could be improved.</p> <p>The Deputy Finance Director commented that the Health Charity response had been rapid in response to the environment it faced, and commended the team for the work that had been undertaken.</p> <p>The DCG advised that UHB Financial Governance was being investigated by Internal Audit, Wales Audit Office and KPMG, therefore the Health Charity may get audited in due course.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Health Charity Operational Governance.</p>	
<b>CFC20/06/009</b>	<p><b>Financial Donations</b></p> <p>The DFD introduced the paper and confirmed a significant number of donations had been received during COVID-19, and it was unknown if this increase in donations would be seen throughout the remainder of the year. The DFD asked the Committee to consider the increase alongside the considerable loss in the stock market and to ensure that money was spent wisely.</p>	

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	<p>The CC thanked the DFD for the paper and confirmed it was important to have an account of all what had been received to provide the Committee with assurance.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Financial Donations.</p>	
<b>CFC20/06/010</b>	<p><b>Next Steps for the Cardiff and Vale Health Charity</b></p> <p>The DC introduced the paper and confirmed due to the ongoing COVID-19 pandemic, all mass gatherings had been cancelled, therefore work was being undertaken with the fundraising team to address how income could continue to be generated for the Health Charity. There was an opening up for virtual and online activities, therefore the team would look to capitalise on this. The DC recognised the team needed to adapt, however it was unknown how long this would be required. The DC informed the Committee that the Health Charity would be unable to reach previous fundraising amounts, and the team did not have the digital marketing skill set to develop online and virtual fundraising events. An events planner was being developed to include virtual events and this would be presented at a future meeting for consideration.</p> <p>The IM-LA queried if there was digital expertise within the Communications team that could be utilised to assist the Health Charity in this area. In response, the DC confirmed there was, however currently there was no capacity within the Communications to provide additional support to the Health Charity.</p> <p>The EDTHS commented that it had been noted throughout COVID-19 the need to embrace digital and the UHB needed the correct workforce to help develop this. The Executive Director of Workforce &amp; Organisational Development (EDWOD) added that COVID-19 had made the UHB look at how business is operated internally, further work was required to support employees to work remotely however the digital team had worked phenomenally during this. The EDWOD explained there had been a significant number of requests for financial support for digital services, therefore these all needed consideration of where best to place resource.</p> <p>The DCG commented that some communication around Health Charity next steps would be a good idea, to address some queries that have been received on how the money donated would be used.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Next Steps for the Cardiff and Vale Health Charity.</p>	<b>JB</b>
<b>CFC20/06/011</b>	<p><b>Any Other Business</b></p> <p>There was no other business raised.</p>	



<b>CFC20/06/012</b>	<p><b>Items to bring to the attention of the Board / Trustee</b></p> <p>It was agreed the following items would be taken to the Board of Trustee Meeting in July 2020;</p> <ul style="list-style-type: none"> <li>• Health Charity Strategy;</li> <li>• Health Charity position on dormant funds;</li> <li>• COVID-19 Income;</li> <li>• Bale Donation &amp; Spending Plan Options;</li> <li>• Health Charity Events Planner.</li> </ul> <p><b>Resolved that:</b></p> <p>(a) the Committee noted the items to be taken to the Board of Trustee Meeting.</p>	<b>LT</b>
<b>CFC20/06/013</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 4<sup>th</sup> August 2020 9:30am – 12:30pm Nant Fawr 1 &amp; 2, Woodland House</p>	

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**Unconfirmed Minutes of the Charitable Funds Committee**  
**Wednesday 8<sup>th</sup> July 2020 10:00am – 11:00am**  
**Held via Skype**

**In Attendance:**

Martin Driscoll	MD	Executive Director of Workforce and Organisational Development
Nicola Foreman	NF	Director of Corporate Governance
Joanne Brandon	JB	Director of Communications
Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Chris Lewis	CL	Deputy Executive Finance Director
Sara Moseley	SM	Independent Member – Third Sector
Ruth Walker	RW	Executive Nurse Director
Peter Welsh	PW	Senior Hospital General Manager, University Hospital Llandough

**Secretariat:**

Laura Tolley	LT	Corporate Governance Officer
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**Apologies:**

Gary Baxter	GB	Independent Member
Susan Elsmore	SE	Independent Member – Local Authority
Akmal Hanuk	AH	Committee Chair and Independent Member - Community
Mike Jones	MJ	Chair of Staff Lottery Bids Panel
John Union	JU	Committee Vice Chair and Independent Member - Finance

<b>CFC20/07/001</b>	<b>Welcome &amp; Introductions</b>  The Executive Nurse Director (END) welcomed everyone to the Special Charitable Funds Committee and noted that due to technical issues with Skype, the Committee Chair and Independent Member – Finance were unable to join the meeting.	<b>Action</b>
<b>CFC20/07/002</b>	<b>Apologies for Absence</b>  Apologies for absence were noted.	

<b>CFC20/07/003</b>	<b>Declarations of Interests</b>  There were no declarations of interest.	
<b>CFC20/07/004</b>	<b>COVID-19 Income and Expenditure and Options and Process for Spend of Just Giving Fund, NHS Charities Together Fund and Gareth Bale Donation</b>  The Independent Member – Third Sector (IM-TS) advised the process was correct, however, it required principles and criteria to ensure the Health Charity focussed on those most in need.  After Committee discussion, it was agreed that the Director of Communications (DC) would include specific principles and criteria to the report before presenting to the Board of Trustees.  The END confirmed that it was agreed that the Health Charity and Communications team could advertise on social media platforms to encourage people to submit an expression of interest for bids, however no bids would be approved or agreed until after the Board of Trustee meeting. The Deputy Finance Director (DFD) advised that due to the current financial position of the Health Charity, the Board of Trustee needed to be aware, prior to any further commitments being made against the Make it Better Fund. The IM-TS agreed.  <b>Resolved that:</b>  Subject to principles and criteria being added;  (a) the Committee supported the process; (b) the Committee agreed no bids would be approved or agreed until after the Board of Trustee Meeting.	
<b>CFC20/07/005</b>	<b>Any Other Business</b>  There was no other business raised.	
<b>CFC20/07/006</b>	<b>Items to bring to the attention of the Board / Trustee</b>  There were no items to be brought to the attention of the Board / Trustee.	
<b>CFC20/07/007</b>	<b>Date and Time of Next Meeting</b>  Tuesday 4 <sup>th</sup> August 2020 9:30am – 12:30pm Nant Fawr 2 & 3, Woodland House	

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**Action Log**  
**Following Charitable Funds Committee Meeting**  
**1<sup>st</sup> September 2020**

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>Actions Completed</b>					
<b>CFC 20/03/017</b>	Committee Annual Report 2019/20	Report be taken to Board for approval	26/03/2020	Nicola Foreman	<b>COMPLETE:</b> Annual Report approved by Board on 26/03/2020
<b>CFC 20/03/018</b>	Committee Terms of Reference	The Terms of reference be taken to Board for approval	26/03/2020	Nicola Foreman	<b>COMPLETE:</b> Terms of Reference approved by Board on 26/03/2020
<b>CFC 20/03/019</b>	Committee Work Plan 2020/21	The Work plan be taken to board for approval	26/03/2020	Nicola Foreman	<b>COMPLETE:</b> Work plan approved by Board on 26/03/2020
<b>CFC19/09/012</b>	Annual Report 2019/20	The Annual Report be sent to the Charity Trustee for approval before circulation.	26/05/2020	Nicola Foreman / Joanne Brandon	<b>COMPLETE:</b> Approved at Board of Trustees
<b>CFC19/09/013</b>	Health Charity Strategy 2019-24	The Health Charity Strategy 2019-2024 be submitted to the Charity Trustee for approval before publication	26/05/2020	Nicola Foreman / Joanne Brandon	<b>COMPLETE:</b> Approved at Board of Trustees
<b>CFC 19/12/012</b>	Investment Manager Update	Charity Trustee to be briefed on the Investment Manager tender challenges.	26/05/2020	Chris Lewis	<b>COMPLETE:</b> Discussed at Board of Trustees
<b>CFC20/03/024</b>	Patrons Protocol	The Patrons Protocol be taken for approval to the Trustee Meeting in May	26/05/2020	Joanne Brandon	<b>COMPLETE:</b> Approved at Board of Trustees

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC20/06/012	Items to bring to the attention of the Board of Trustee	<p>It was agreed the following items would be taken to the Board of Trustee Meeting in July 2020;</p> <ul style="list-style-type: none"> <li>• Health Charity Strategy;</li> <li>• Health Charity position on dormant funds;</li> <li>• COVID-19 Income;</li> <li>• Bale Donation &amp; Spending Plan Options;</li> <li>• Health Charity Events Planner.</li> </ul>	23/07/2020	Laura Tolley	<b>COMPLETE:</b> On the Board of Trustee agenda for July.
CFC19/06/011	Staff Benefits Group – Terms of Reference	The Terms of Reference of the Staff Benefits Group be referred to the Charity Trustee for consideration.	26/05/2020	Nicola Foreman	<b>COMPLETE:</b> Approved at Board of Trustees
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.	04/08/2020	Alun Williams	<b>COMPLETE:</b> Actioned by CL
CFC 19/12/011	Charitable Funds Internal Audit Report	Charity Trustee to be advised of Internal Audit Recommendation	26/05/2020	Chris Lewis	<b>COMPLETE:</b> Discussed at Board of Trustees
CFC 20/03/007	Events Planner 2020	A revised events planner be circulated to Committee members when completed		Joanne Brandon	<b>COMPLETE:</b> Discussed at Board of Trustees
CFC 20/03/008	Health Charity Strategy	The outlined adjustments be made to the Health Charity Strategy		Joanne Brandon	<b>COMPLETE:</b> Discussed at Board of Trustees
CFC 20/03/011	Patrons Protocol	The outlined amendments be made to the Patrons Protocol		Joanne Brandon	<b>COMPLETE:</b> Discussed at Board of Trustees
CFC 20/03/016	Horatio's Garden	A full report outlining current costs and potential further costs be brought to the next meeting for discussion	04/08/2020	Joanne Brandon	<b>COMPLETE:</b> Discussed at Board of Trustees & on Agenda for Noting.

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC20/06/007	Health Charity Donations / Gifts Received	The CC requested the Healthy Charity write a personal letter or small certificate to all those who have donated expressing thanks.	TBC	Joanne Brandon	<b>COMPLETE:</b> Addressed by JB & AH
CFC20/06/007	Health Charity Donations / Gifts Received	Gratitude to be expressed to retailers / businesses via CEO Connects	03/07/2020	Joanne Brandon	<b>COMPLETE:</b> Addressed by JB
CFC20/06/010	Next Steps for the Cardiff and Vale Health Charity	Revised events planner to be submitted for consideration at a future meeting		Joanne Brandon	<b>COMPLETE:</b> Discussed at Board of Trustees
<b>Actions In Progress</b>					
CFC19/09/007	Food Sense Wales – Report on Project Success	A six monthly report be brought to the Committee for information	04/08/2020	Fiona Jenkins	On agenda for August Meeting
CFC 20/03/011	Change Account	Committee review of the Health Charity Partnership with the Change Account in 6 months' time.	03/11/2020	Joanne Brandon	On agenda for November Meeting.
CFC20/06/006	"How the Arts and Health Charity have #spreadthelove during COVID19".	The Presentation be shared with HSMB.	06/08/2020	Laura Tolley	On HSMB Agenda for September meeting
CFC20/06/007	Health Charity Donations / Gifts Received	Reflection / Remembrance area proposal across all sites to be brought for consideration at a future meeting		Ruth Walker	RW to discuss with relevant parties and report back to committee at a future date
<b>Actions referred to committees of the Board</b>					

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<b>Report Title:</b>	<b>Down to Earth proposal / partnership with Our Orchard</b>						
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	01.09.20	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	x	<b>For Approval</b>	x	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Director of Nursing</b>						
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b> <b>Simone Joslyn, Head of Arts and Health Charity</b>						

### **Background and current situation:**

Our Orchard is an innovative exemplar project for Cardiff and Vale Health Board and forms part of the Health Boards contribution to the Wellbeing of Future Generations Act. Our Orchard Fund was set up following CFC approval in September 2016 and was officially launched on 10th October 2017.

No NHS funding has been contributed to the development and maintenance of this unique outdoor space but a legacy is available within Cardiff & Vale Health Charity to realise the vision. It is envisaged that the Orchard project on the University Llandough Hospital site will provide sanctuary and allow patients, their families and visitors to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery. It can also assist staff mental wellbeing.

The impact upon mental and physical wellbeing is well evidenced and fulfil objectives 1 and 3 of the Health Charity Strategy.

### **Specialist advice and support to realise the innovative vision – a first for Wales**

To date, work has been carried out at minimal cost through a combination of volunteers, third sector organisations, a Band 3 fundraising support officer (circa £21,581 per annum) and initially with some support from a designer.

The Orchard Committee has identified it requires more specialist support to assist in the project management and operational issues to assist the volunteers to continue to contribute to the scheme.

The Orchard requires expertise in developing funding applications, to secure funds making the Orchard project more sustainable going forward.

The Orchards requires advice and support on the structures required for the site, which includes design and built with engagement and volunteer involvement.

The proposal is to request Down to Earth, a third sector organisation to provide resources for 15 hours per week, plus travel to progress the project.

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The costs are:

15 hours per week including travel time and expenses = £1,375 +VAT

6 months = £1,375 x 26 weeks = **£35,750 +VAT**

Down to Earth have a wealth of knowledge, credibility and compliment the Health Boards values, it also supports our principles of providing support to third sector organisations.

Down to Earth blends health care and education delivery through the medium of creating spectacular buildings with natural materials. Combined with sustainable land management and adventure activities, Down to Earth offers meaningful outdoor activities which provide opportunities for rehabilitation and peer support – underpinned by 10 years of clinical research undertaken by Swansea University and Swansea Bay University Health Board (formerly ABMU).

We have been working successfully with health boards across south Wales for 10 years with a range of departments, in particular:

- Low secure mental health units
- Traumatic and Acquired brain injury units
- Early Intervention in Psychosis
- Stroke and Parkinson's

9 years of clinical research in 4 separate studies:

- 1) Low secure mental health unit – decreasing depression/anxiety levels
- 2) Traumatic Brain Injury unit – improved neurorehabilitation – decreasing depression and anxiety levels
- 3) Article in the *Journal of Mental Health* in February 2020
- 4) Inclusive research methods - new method developed for measuring depression and anxiety levels with emoji's - due for publication in *Journal of Mental Health* later in 2020

Awards:

- Winner – ABMU Working in Partnership 2016 Award
- Winner – Swansea Bay Business 2017 Awards - Social Enterprise of the Year
- Winner – Social Business Wales 2019 Awards – Health Care Sector
- Finalist - Social Enterprise UK 2019 Awards – Health Care Sector

Down to Earth have strong political support as demonstrated by the video released by the First Minister, Mark Drakeford AM, following his visit to Down to Earth on Thursday 9<sup>th</sup> January 2020:

<https://www.downtoearthproject.org.uk/were-at-the-forefront-of-innovation-in-housing-in-partnership-with-coastal-housing/>

They are also well-connected with the mainstream media as demonstrated by being a headline feature on BBC1 Countryfile focusing on their approach to health care:

<https://www.downtoearthproject.org.uk/countryfile/>

**Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**

- the project is unable to progress without specialist support



- the cost of D2E will take almost all of the current Orchard fund and securing grants for sustainability will be a priority

### Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

Governance and management of the project by the Orchard planning steering group, chair by the Chair of the Health Board.

### Recommendation:

The Committee is asked to:

- Approve the spend from the Orchard fund to commission Down to Earth to manage the project in partnership with the Health Board for six months initially
- Explore if a single tender action is required.

### 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:**

No



<b>Report Title:</b>	<b>Charitable Funds Financial Position Report for the Period Ended 31<sup>st</sup> July 2020</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>1<sup>st</sup> September 2020</b>
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	<b>x</b>	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Executive Director of Finance</b>					
<b>Report Author (Title):</b>	<b>Deputy Director of Finance</b>					

### Background and current situation:

The Charitable Funds Committee has responsibility in overseeing the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity to the period 31<sup>st</sup> July 2020;
- Assess the forecast financial position the Charity against commitments already made.

### Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

There are two key issues to bring to the attention of the Committee. These are:

- The year to date financial performance has been very strong due to the value of donations received during the COVID 19 pandemic;
- The Charity has made significant financial commitments and the recent fall in its value of investments has meant that it currently has insufficient resources in its general reserves in order to meet that commitment. The charity fundraising team covering their costs charged to general reserves and the application of dormant funds are two ways to mitigate against this risk and this has been agreed by the Board of Trustee.

### Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

#### Financial Performance for the 4 months ended 31<sup>st</sup> July 2020

The year to date financial position of the charity is summarized in the following table.

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**Table 1: Financial position of the Charity for the period to 31<sup>st</sup> July 2020**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2020</b>	<b>4,532</b>	<b>1,913</b>	<b>2,512</b>	<b>8,957</b>
Total Income Resources	962	84		1046
Total Resources Expended	-418	-65		-483
Net Incoming/( Outgoing) Resources	544	19		563
Gains / ( Losses) on Investment Assets	282	70		352
Net Movement in Funds	826	89	0	915
<b>Fund Balances carried forward July 2020</b>	<b>5,358</b>	<b>2,002</b>	<b>2,512</b>	<b>9,872</b>

The above table shows the Charity generated £1.046m of income and spent £0.483m. This has resulted in net income of £0.563m. In addition, the charity also had market value gains on its investments of £0.352m for the period compared to the March 2020 valuation. The combined effect of these results is a net increase in fund balances for the period to July 2020 of £0.915m to £9.872m.

An analysis of the income received by the charity for the first four months of the year, is contained in the following table. This also shows the comparison of income received for the same period over the previous 2 years.

**Table 2: Schedule of Income for the 4 month period April to July 2020**

Income	Unrestricted £000	Restricted £000	Total £000	19/20 £000	18/19 £000
Legacies			0	5	196
Donations	962	1	963	126	162
Staff Lottery		62	62	60	60
Appeals		21	21	85	96
<b>Total Income</b>	<b>962</b>	<b>84</b>	<b>1,046</b>	<b>276</b>	<b>514</b>

This shows a substantial increase in donations with some significant acts of. During the same period the Charity spent £0.056m against the 'Make it Better' fund. **The Committee will note that the Charity has also received notification from the NHS Charities association of possible additional grants (estimates) to the value of £0.655m.**

Whilst lockdown is easing, social distancing rules still exist and therefore these are likely to adversely impact upon normal fund raising activities for the foreseeable future.

The net worth of the Charity is contained in Table 3.

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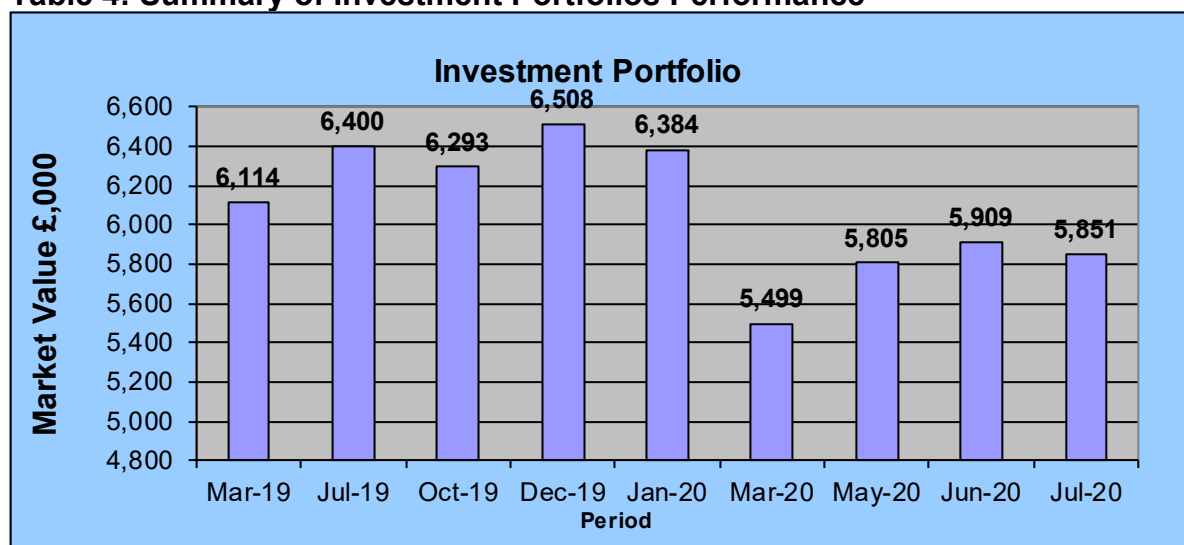
**Table 3: Summary Balance Sheet as at 31<sup>st</sup> July 2020**

	Opening Balance £000 01.04.20	Closing Balance £000 31.07.20
Fixed Assets	7,975	8,327
Net Current Assets /Liabilities	982	1,545
<b>Total Net Assets</b>	<b>8,957</b>	<b>9,872</b>
Unrestricted Funds	4,532	5,358
Restricted Funds	1,913	2,002
Endowment Funds	2,512	2,512
<b>Total Funds</b>	<b>8,957</b>	<b>9,872</b>

Of the closing fixed asset balance, £2.476m relates to Rookwood Hospital with the balance of £5.851m relating to the investment portfolio. Of the net current assets closing balance of £1.545m, some £1.632m is supported with cash with the balance being net current liabilities of £0.087m. The fund balances have increased by £0.915m in the period to £9.872m

The following graph shows the investment portfolio's performance over the past 16 months.

**Table 4: Summary of Investment Portfolios Performance**



The investment portfolio started the financial year with a market value of £5.499m. The value has increased to £5.851m at the end of July 2020, therefore resulting in a market value gain for the period of £0.352m.

In summary the value of the Charitable Funds has increased by £0.915m in the current year to £9.872m. This increase represents net income of £0.563m and market value gains of £0.352m.

## Forecast Financial Position of the Charity

Whilst the charity has a net worth of £9.872m, it is structured around undelegated and delegated funds where financial responsibility has been delegated to named fund holders and Heads of Service.

Within these funds are general reserves with a value of £0.926m made up of the following:

- Consolidated general reserve fund balance of £0.574m;
- Year to date investment gains of £0.352m.

Against these general reserves the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa **£1.274m** and are summarized below.

**Table 5: Outstanding commitments against General Reserves**

Commitments	£'000	Notes
Horatio's Garden	500	No charge to date
UHB Transport Solutions	99	Reduced for additional year-end creditor £252k and spend to date of £31k
Employee Wellbeing	264	Includes option 3 approval for two years
Fundraising Costs	219	£81k in year included in I/E and £219k further commitments
Neurological Gardens	192	New commitment
<b>Total</b>	<b>1,274</b>	

This means that general reserves are overcommitted by circa £0.348m. A key driver for this was the sharp loss in the Charities Investment portfolio which took place in March 2020 when the value dropped by almost £0.9m. Whilst the stock market has rallied since then with gains of £0.350m to the end of July, there are concerns that a second COVID 19 wave could well adversely impact upon the stock market and the gains that has been made this year.

This over commitment on general reserves can be mitigated by:

**Utilisation of Dormant Funds:** The Trustees agreed at their meeting of the 23<sup>rd</sup> July 2020 to change the policy on unrestricted dormant funds so that they could be used to support general reserves. This could potentially generate an upper limit value of £0.6m, however this is very much dependent upon the number of fund holders who don't produce credible expenditure plans. The Financial Control Procedure is currently being updated to support this policy change and to action this agreement.

**Fundraising Costs:** The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.3m which are charged to general reserves. This can be achieved by:

- Recharging staff time against fund raising appeals;

- Legacies income;
- Contribution from the make it better fund.

Whilst the levels of income generated in the first four months has been exceptional, there is a large degree of uncertainty going forward as to what future income levels will look like. NHS Charities Association have indicated that a possible additional £0.655m may be available in future months, although this is not confirmed at this stage. If that was to materialise income levels for the full year could be similar to normal levels, limiting the impact of the reduced income streams from fundraising events.

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

- A fixed asset investment reserve, based on 10% of the value fixed asset investments (circa £580,000)
- A minimum of £500,000 to ensure that there is sufficient funds for on-going commitments

As the Trustee can access all unrestricted funds there is more than sufficient funds available to satisfy the reserves policy.

### Recommendation:

The Charitable Funds Committee is asked to:

- **NOTE** the financial position of the charity;
- **NOTE** the latest income position;
- **NOTE** the commitments against general reserves and actions being taken to mitigate these financial risks.

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### 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	x
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		Involvement	
<b>Equality and Health Impact Assessment Completed:</b>	<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>								



<b>Report Title:</b>	Benefits and Outcomes from Covid funds						
<b>Meeting:</b>	Charitable Funds Committee				<b>Meeting Date:</b>	1 <sup>st</sup> Sept 2020	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	✓	<b>For Approval</b>	✓	<b>For Information</b>
<b>Lead Executive:</b>	Ruth Walker- Executive Nurse Director						
<b>Report Author (Title):</b>	Joanne Brandon- Director Communication, Arts, Health Charity and Engagement Team						

### Background and current situation:

Cardiff & Vale Health Charity has received, to date £143,500 from NHS Charities Together, from the Stage 1 of the Covid-19 Urgent Appeal Grant Scheme. **We are required to spend this money in order to apply for further funding pots**

NHS Charities Together insist that the grant should be spent on “enhancing the well-being of NHS Staff, volunteers and patients impacted by COVID-19”, as part of the Health Board’s COVID-19 response; such as:

- Funding well-being packs/gifts for staff and volunteers on wards/departments
- Supporting patients mental health through isolation with electronic communication devices so they can talk to family and friends
- Other items as identified by members and their NHS bodies that enhance the well-being of NHS staff, volunteers and patients impacted by COVID-19
- This list is not exhaustive and dependant on local priorities (and in consultation with clinical and senior managers within corresponding Trusts and Health Boards), charities/charitable fund committees are encouraged to utilise the funds

We have received and approved the following bids utilising the staff lottery bids panel, as per process. To note there is a variety of applications from Clinical Boards.

Bids to consider -	Clinical Boards	£143.500 allocated
Monies already approved within emergency period		£ 56,500
Hafan y Coed Ward Based Gyms	Mental Health	£ 15,412.00
CAMHS Accommodation	W&C	£ 24,176.00
Maternity Virtual Conferencing	W&C	£2,998.80
Water stations- St	Various	£23,439.73



Davids, Rookwood, UHL and CRI		
Nail Care – UHL	Medicine	£438.00
Skype Room- Hafan y Coed	Mental Health	£1,974.99
Concourse mezzanine floor	Executives	£15,000
	<b>TOTAL</b>	<b>£139,939.52</b>

These bids have only recently received funding and we can provide feedback on the outcomes in future meetings. We anticipate that they will improve the health and wellbeing of staff, patients and volunteers in line with the criteria for NHS Charities together monies.

We have launched a campaign to encourage bids from clinical areas and third sector organisations.

We await further correspondence from NHS Charities together relating to grants applied for and further allocation of funds.

We anticipate estimated grants (n.b. Health Charities Together advice – “Further Grants will be dependent on reporting of scheme spend and activity to date, the continued success of the appeal and at the Trustee’s discretion”).

- £50k – application in progress – if approved, payment date Aug ‘20
- £220,491.54 – Stage 2 – payment date Sept/Oct (est)
- £385,000 – Stage 3 – payment date Sept/Oct (est)

Est anticipated total : **£798,991.54**

We have developed a process (Appendix 1) for Covid-19 funds allocation, based on income source, spend criteria and allocation plus a proposed administration process for implementation by the Health Charity/CFC. The CFC is asked to discuss and steer the HC on the financial limits for each Fund.

#### **Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**

Approves the report and recommends the implementation of the bids application and fund distribution process to ensure:

- a) Robust governance arrangements are in place
- b) Funds are allocated in a timely manner and aligned to the criteria approved by the Board of Trustees on 23 July 2020.
- c) Monies are being allocated to frontline patient related services which will benefit patients and staff, although some of these will not be realised immediately due to the incremental awarding of grants.

#### **Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.)**

- Assurance of efficient and timely fund management process, in line with governance requirements.
- Robust eligibility criteria aligned to Health Charity Strategy and CFC /Trustees agreed

principles for allocation of funds.  
- Risk of insufficient Covid-19 funding to meet demands

### Recommendation:

The Charitable Funds Committee is asked to:

**Note the contents of the report and approve the governance arrangements and process for the management and administration of Covid-19 funding.**

### 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:**

No

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## CARDIFF & VALE HEALTH CHARITY

### COVID-19 Charitable Funds Applications COVID-19 FUNDS

**Covid-19 Funding (inc. NHS Charities Together)**  
Fund no: tbc  
Financial limits: tbc



**Covid-19 Funding (inc. #spreadthelove/JustGiving/ MIB )**  
Fund no: 9490  
Financial limits: tbc



**Covid-19 Funding BALE Fund no: tbc**  
Financial limits: tbc

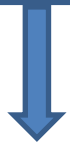


**Covid-19 Funding Third Sector Fund**  
Financial limit: tbc  
Managed collaboratively with GVS/C3S



### HEALTH CHARITY BIDS ADMINISTRATION PROCESS

Bids up to £500  
(Fast-track Application)



- Reviewed by Fast-track Panel
- Applicant notified of decision
- Health Charity administration action

- notified of CFC decision
- HC report to quarterly CFC meeting

Bids between £500 - £25,000



- Reviewed by Make It Better Panel
- Applicant notified of decision
- Health Charity & Finance administration,

- Finance transfer funds

Bids over £25,000 and  
Bale Fund applications



- Reviewed by CFC Panel Members
- Proposed monthly meeting to ensure timely review and distribution of funds evaluation of spend as required

- Applicant

Evaluation reports to CFC in line with project timescale

£75K → Trustees

- 
- Bids over

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<b>Report Title:</b>	<b>Charitable Funds Strategy: Implementation Plan &amp; Proposal outcomes</b>						
<b>Meeting:</b>	Charitable Funds meeting				<b>Meeting Date:</b>	1 <sup>st</sup> Sept 2020	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b>	✓	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker- Executive Nurse Director</b>						
<b>Report Author (Title):</b>	<b>Joanne Brandon- Director Communication, Arts, Health Charity and Engagement Team</b>						

### Background and current situation:

The first Charitable Funds Strategy was approved by the Charitable Funds Committee and the Board of Trustees in August 2020.

The strategy sets out a 5 year vision for planning, prioritising, engaging and communicating with staff, patients and volunteers of Cardiff and the Vale of Glamorgan to further develop and deliver a successful charitable fund benefiting Cardiff and Vale University Health Board, its staff and patients.

The overarching aim and mission of the Health Board is to “Care for people and keep them well”. This mantra is explicit throughout the strategy and forms one of the basic foundations on which the aims and objectives of the strategy has been developed. .

The strategic focus of the Health Charity continues to be “Going above and beyond NHS services for the benefit of patients, staff and communities.” With the advent of an unprecedented and unexpected global pandemic, Coronavirus and the significant impact upon our local community (particularly those from BAME communities and some of our most disadvantaged groups) has required the Health Charity to focus on supporting these additional needs.

### Implementation of strategic objectives:

The implementation of the strategy has already begun with the aims and objectives of the Strategy nos.1-3 (below) being embedded into all processes related to bids applications and fundraising events.

The monitoring and evaluation of all of the fundraising activities and their outcomes will be assessed against the Objectives 1-3 to ensure that the outcomes are commensurate with what the strategy is seeking to deliver and achieve.

The Fundraising Report is presented to the Charitable Funds Committee every quarter and this will include the assessment against the Objectives 1-3 of all of the bids and the outcomes it has achieved for patients and staff.

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<b>Objective One:</b>	We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences.
<b>Objective Two:</b>	We will support the health, wellbeing and welfare of our staff to lead healthier lives.
<b>Objective Three:</b>	We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.

### Objectives 4-5

These strategic objectives are business objectives. The success criteria for delivering these objectives are based upon our:

- **Strategic focus**- to lead on the delivery all objectives
- **People**- commitment of our health charity team and our committee members and staff to be motivated and continuously increase activities and ergo funds.
- **Operational activity** – the strength of our processes and governance
- **Marketing** – our communications both digital and PR, our relationships with people and companies to support the charity and increase our fundraising capability.
- **Finance** – working with our financial colleagues to ensure good governance processes but also charitable funds monies are spent in line with objectives, criteria and in line with the Charity Commission.

The Business Unit will provide an update on progress against these objectives twice a year – April, in line with year-end and at the December. This will provide an opportunity to review current performance and delivery against the strategy and reevaluate any areas that need to be refined.

The caveat to this is the focus on supporting Covid-19 related activities and fundraising which has been pragmatically re-framed to support patients and staff adversely affected by the global pandemic, and the curtailment of many activities due to Welsh Government and National Government imposed limitations on public gatherings and activities.

### Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

I support the approach to evaluating delivery against the strategy and the twice yearly updates in line with our annual financial and planning cycles. This is in line with good practice and governance.

The caveats imposed as a result of Covid-19 are a pragmatic response to an unpredictable and unknown situation for the UHB, the Health Charity and the communities of Cardiff and Vale.

### Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)

The risk to delivery of the stratgy is the unpredictability of responding to a global pandemic and the impact this has upon staffing and the delivery of objectives.

## Recommendation:

The CFC is asked to support the planned approach to implementing and delivering the Health Charity Strategy 2020 - 2025.

### 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:**

No



<b>Report Title:</b>	<b>Committee Effectiveness Review 2019-20 Results and Actions</b>					
<b>Meeting:</b>	Charitable Funds Committee				<b>Meeting Date:</b>	1 September 2020
<b>Status:</b>	<b>For Discussion</b>	x	<b>For Assurance</b>		<b>For Approval</b>	x <b>For Information</b>
<b>Lead Executive:</b>	<b>Director of Corporate Governance</b>					
<b>Report Author (Title):</b>	<b>Head of Corporate Governance</b>					

## SITUATION

It is good practice and good governance for Committees of the Board to undertake a self-assessment of their effectiveness on an annual basis.

The questions in this year's self-assessment mirror those included in last year's review; they are key considerations in the Good Governance Handbook and this approach enables us to reflect on progress with last year's action plan. Survey Monkey was again used as a tool to gather the feedback.

## ASSESSMENT

Attached at appendix 1 are the results for the Committee Effectiveness review undertaken by Committee Members in addition to the Executive Director Lead for the Committee. Overall the responses show an improvement in the Committee's effectiveness since the last survey; where there has been an improvement or deterioration seen in areas, this is highlighted.

Attached at appendix 2 is a proposed action plan to improve the results which fall below 100%.

## RECOMMENDATION

The Committee is asked to:

- Note the results of the Committee's self-assessment Effectiveness Review for 2019-20.
- Approve the action plan for improvement to be completed by March 2021 in preparation for the next annual self-assessment which will feed into the 2020-21 Annual Governance Statement.

### Shaping our Future Wellbeing Strategic Objectives

*The UHB objectives relevant to 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	x	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	x	Integration		Collaboration		Involvement	
Equality and Health Impact Assessment Completed:	Not Applicable								

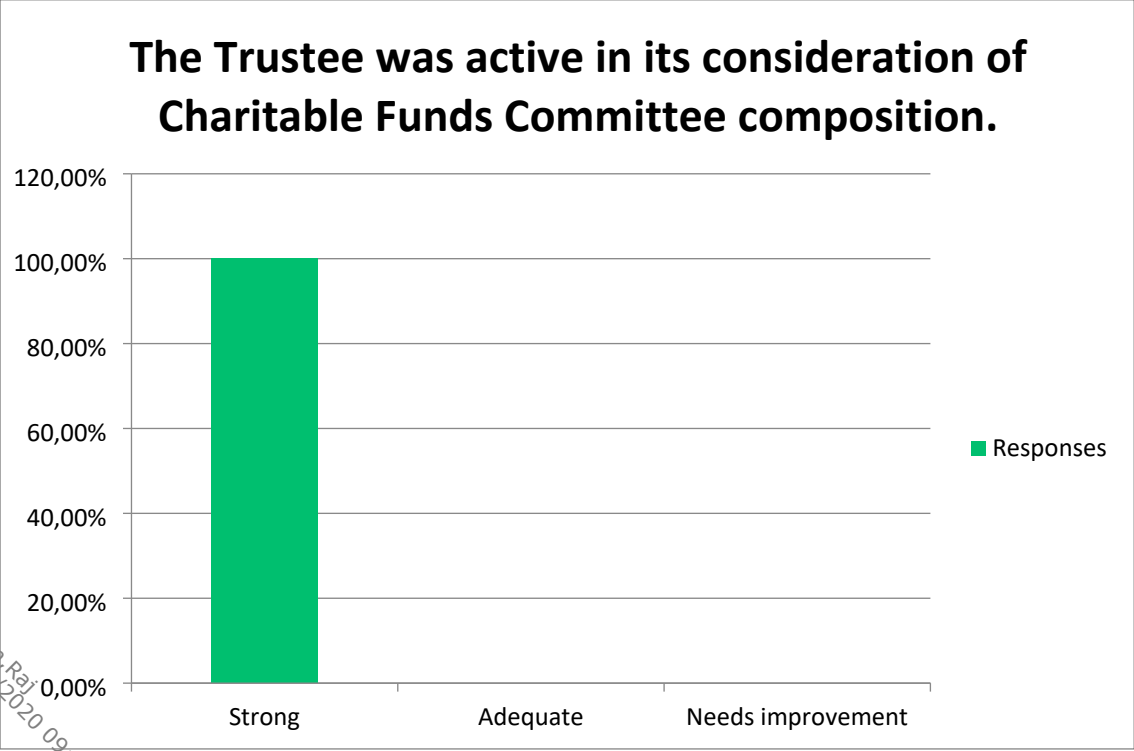
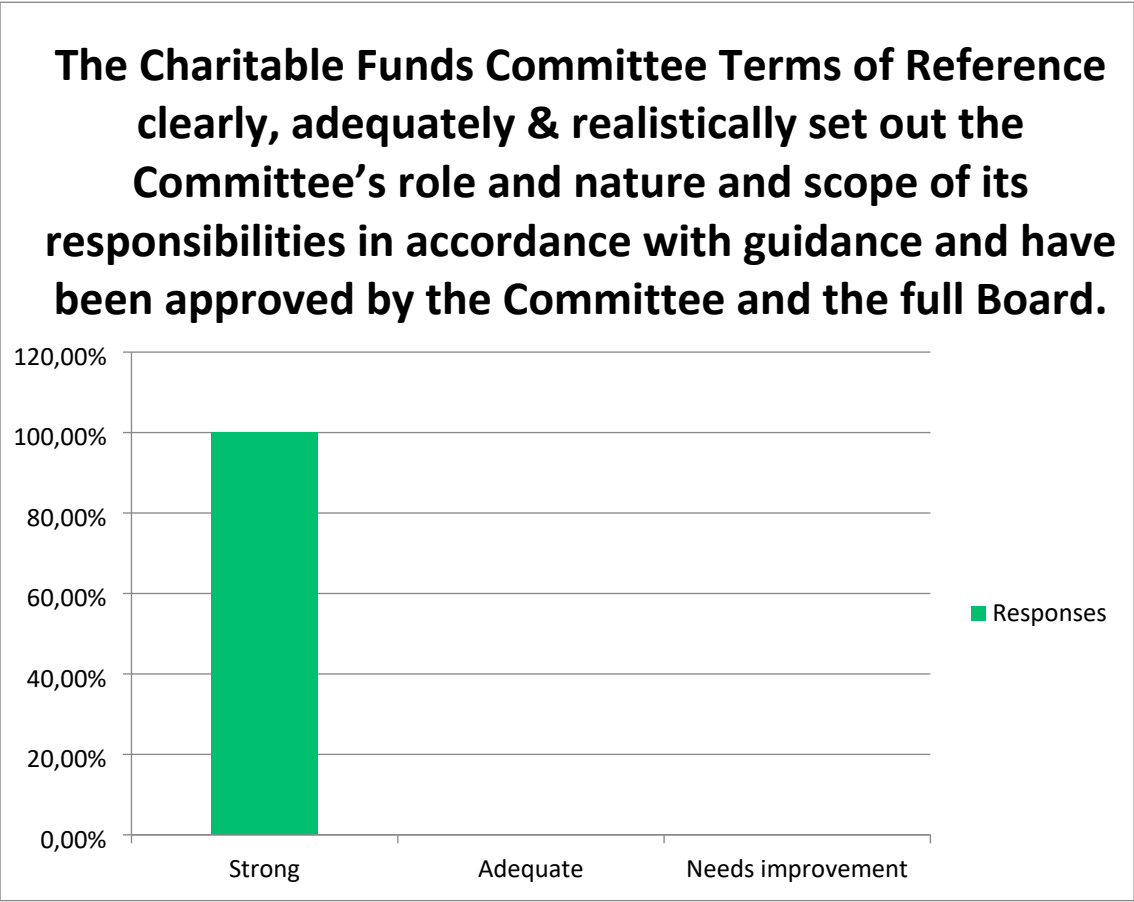


## Charitable Funds Committee – Self Assessment 2020 Action Plan

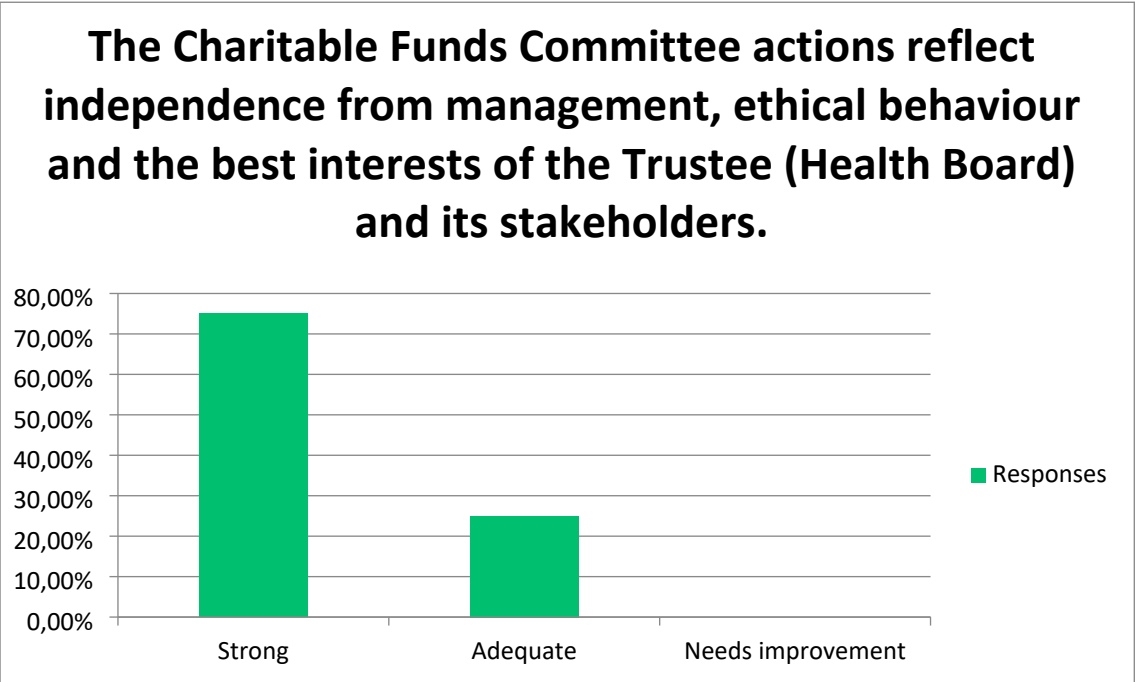
Question asked	Action Required	Lead	Timescale to complete
The Charitable Funds Committee actions reflect independence from management, ethical behaviour and the best interests of the Trustee (Health Board) and its stakeholders.	Committee guide / checklist to be provided to aid Committee members in discharging their duty.	Director of Corporate Governance	By November 2020 and March 2021 for next review
The Charitable Funds Committee meeting packages are complete, are received with enough lead time for members to give them due consideration and include the right information to allow meaningful discussion. Minutes are received as soon as possible after meetings.	Meeting packages to be reviewed and uploaded within the timescales set out within Standing Orders. The Corporate Governance Department have clear timescales for delivery and Executive Directors are also required to ensure their reports are submitted on time. The Corporate Governance Department and Executive Director Teams are working closely to achieve this.	Director of Corporate Governance / Committee Chair	From August 2020
The Charitable Funds Committee meetings are well organised, efficient, and effective, and they occur often enough and are of appropriate length to allow discussion of relevant issues consistent with the Committee's responsibilities.	Robust agenda setting with Chair and Executive Director which is overseen by the Director of Corporate Governance will improve on this going forward.	Director of Corporate Governance	From August 2020
Appropriate internal or external support and resources are available to the Charitable Funds Committee and it has sufficient membership and authority to perform its role effectively.	To consider at next agenda setting support and resources to be provided to improve the Committee's	Chair/Director of Corporate Governance	By November 2020

Question asked	Action Required	Lead	Timescale to complete
	scrutiny and effectiveness.		
The Charitable Funds Committee agenda setting process is thorough and led by the Charitable Funds Committee Chair.	The Committee work plan will support this. The Chair, with the support of the Director of Corporate Governance, will lead the agenda setting and ensure that items are appropriate.	Chair/Director of Corporate Governance	From August 2020
Has the Committee formally considered how its work integrates with wider performance management and standards compliance?	Relevant performance management / standards to be collated for discussion and appropriate actions identified. Results will be fed back to the Committee.	Committee Chair and Director of Corporate Governance	By November 2020
Is induction training provided to Committee Members?	This will be revisited to identify and address any training needs.	Director of Corporate Governance	By November 2020
What is your overall assessment of the performance of the Charitable Funds Committee?	Overall assessment has improved from last year's position and completion of this action plan will further improve the position.	Director of Corporate Governance	The March 2021 self-assessment will measure effectiveness of improvements made.

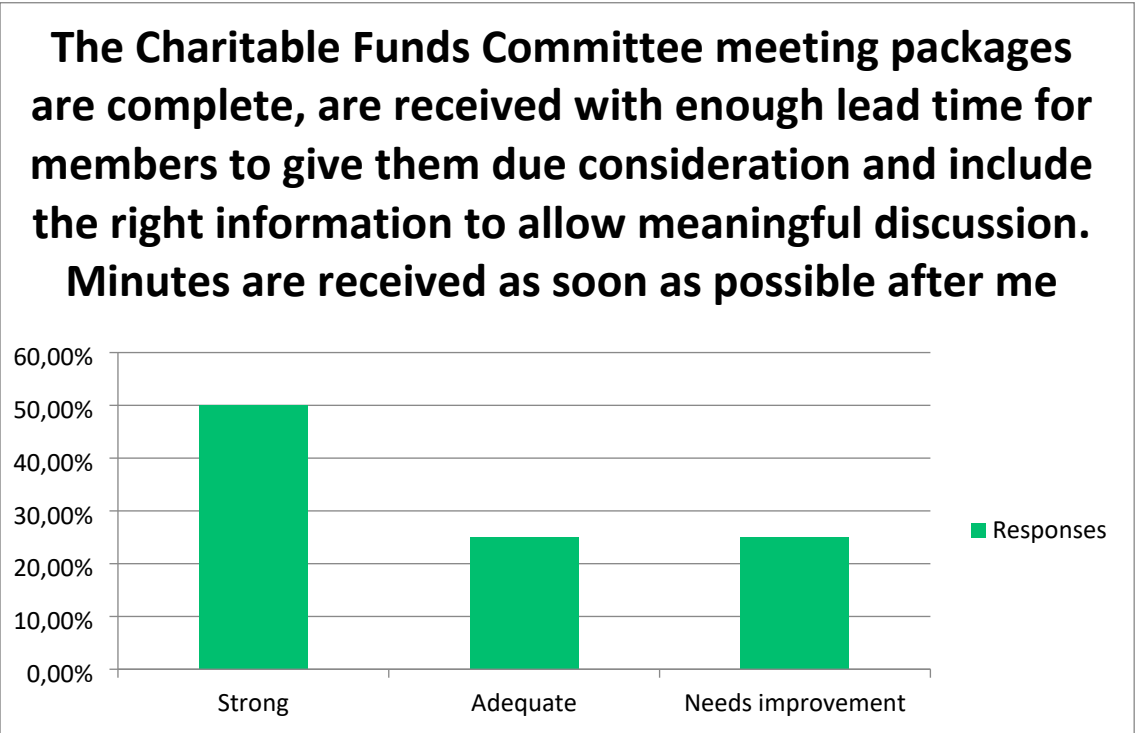
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\*Improvement from last year’s position.

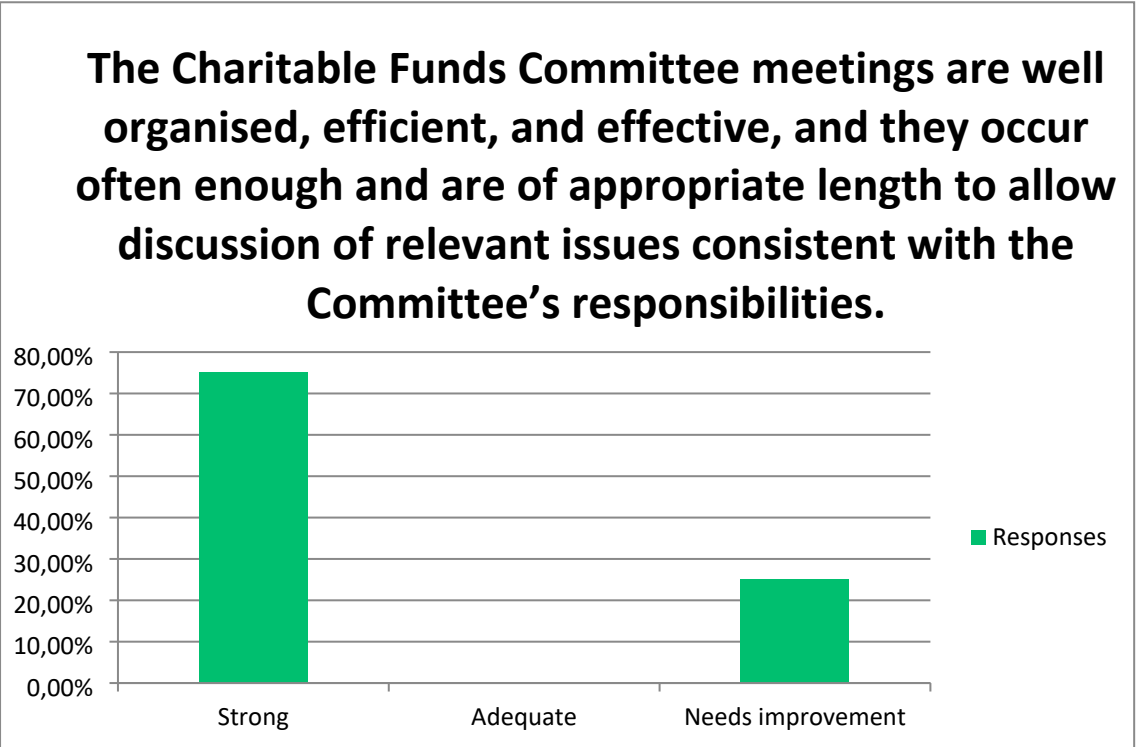


\*100% was achieved in last year’s survey.

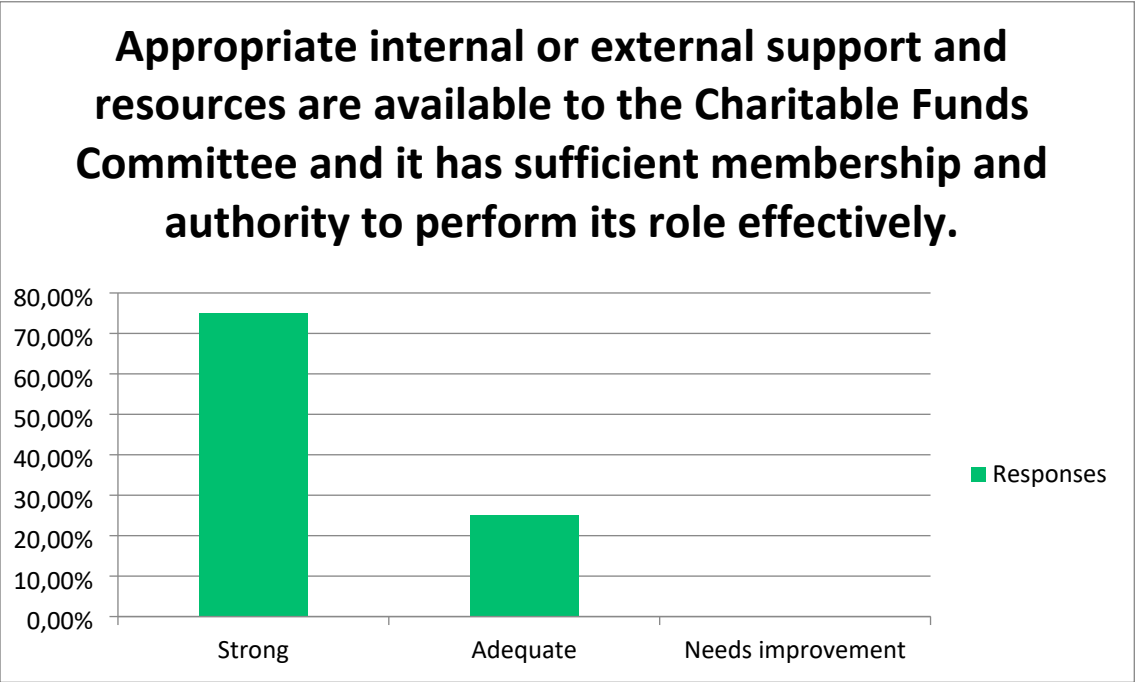


\*A slight worsening on last year’s position.

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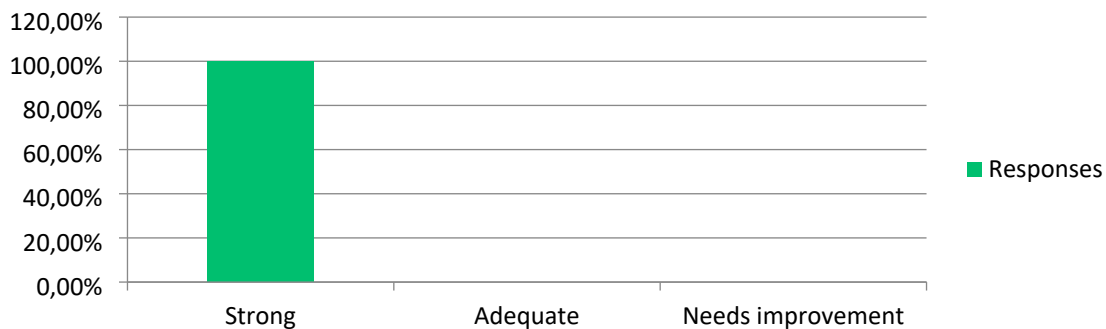
\*100% was achieved in last year’s survey.



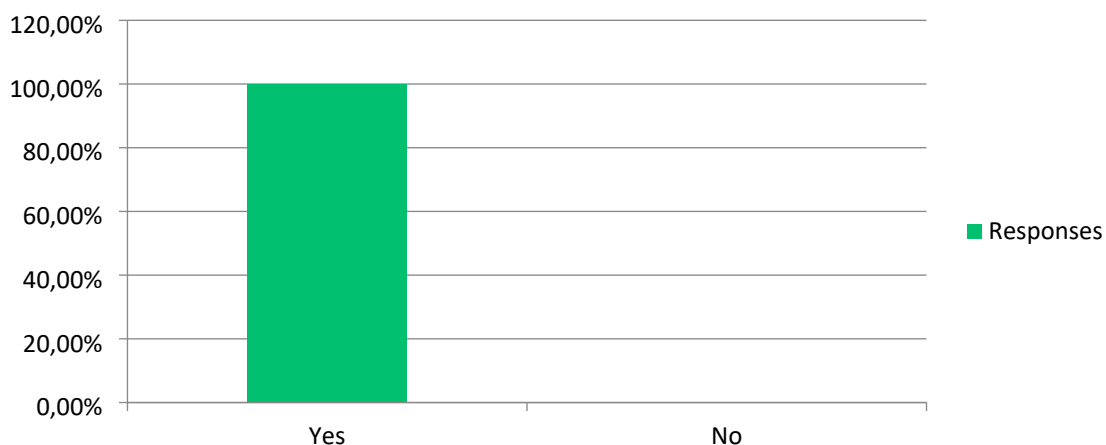
\*100% was achieved in last year’s survey.

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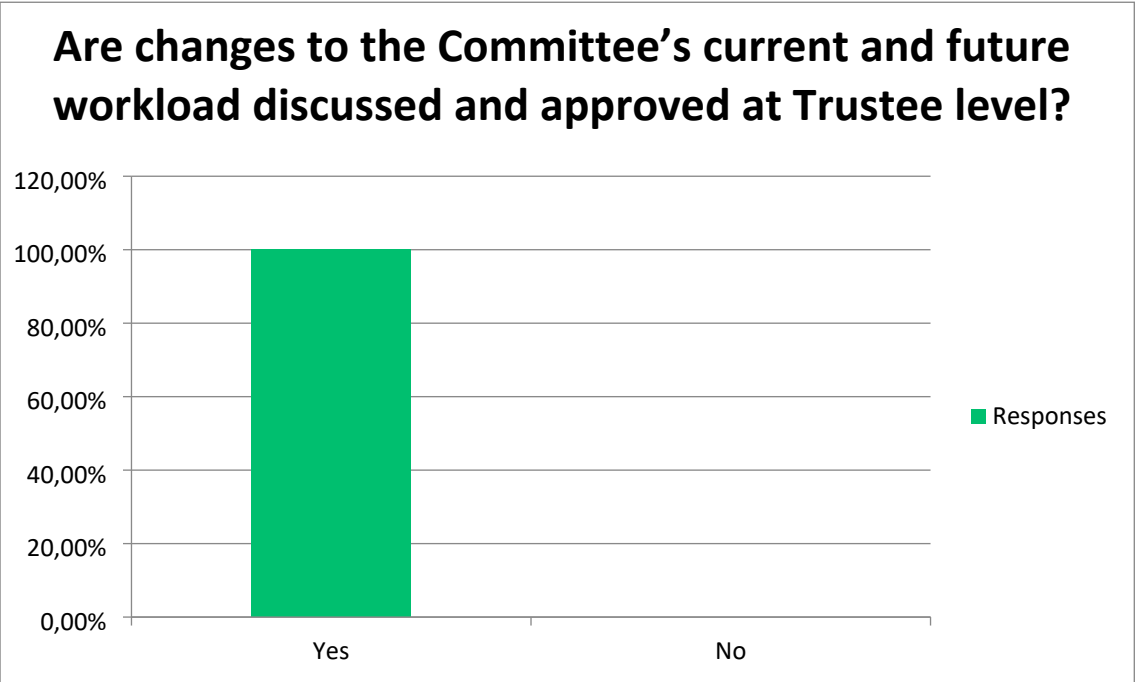
**The Committee informs the Trustee on its significant activities, actions, recommendations and on its performance through minutes and regular reports and has appropriate relationships with other Committees.**



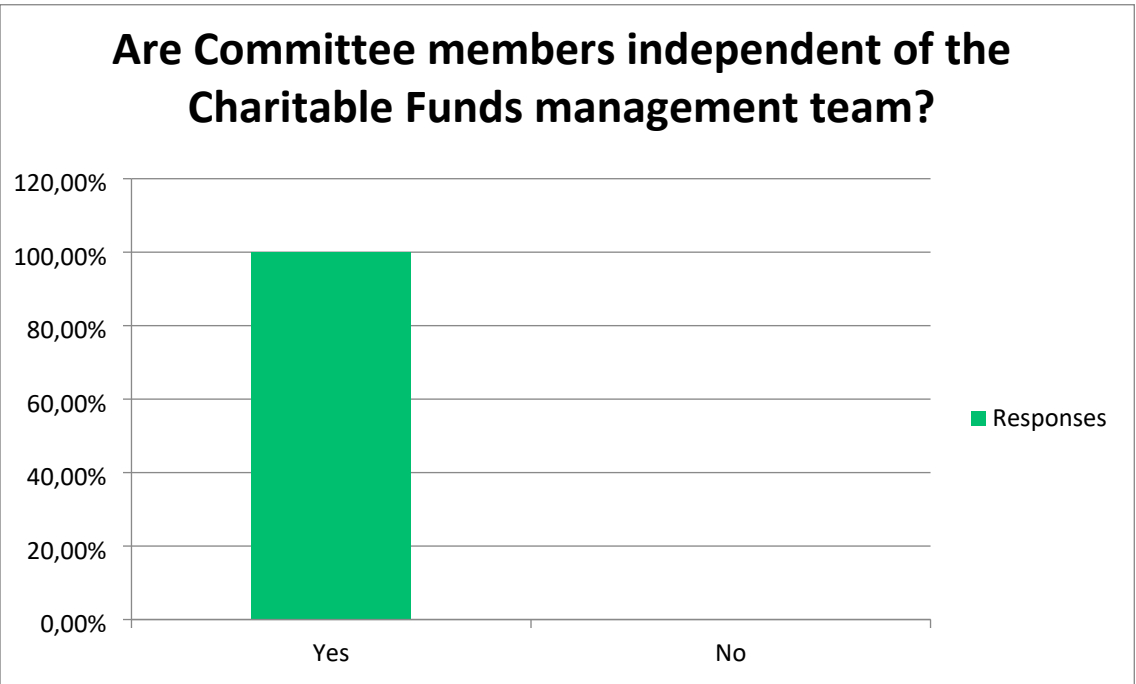
**Are the Terms of Reference reviewed annually to take into account governance developments and the remit of other Committees within the organisation?**



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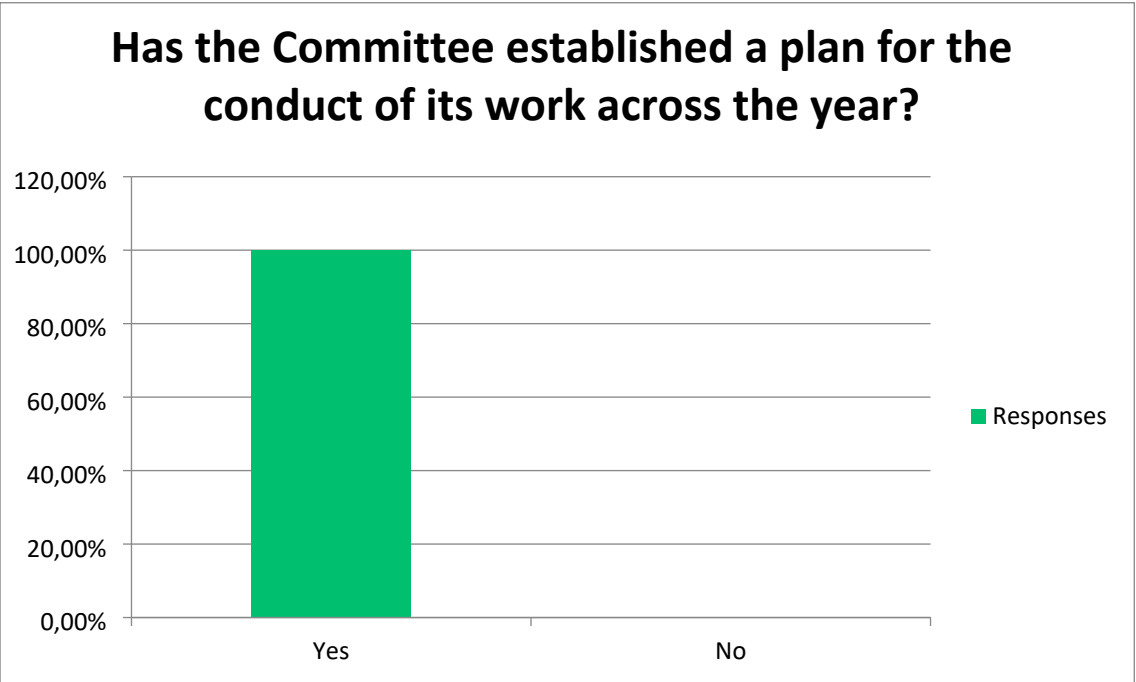
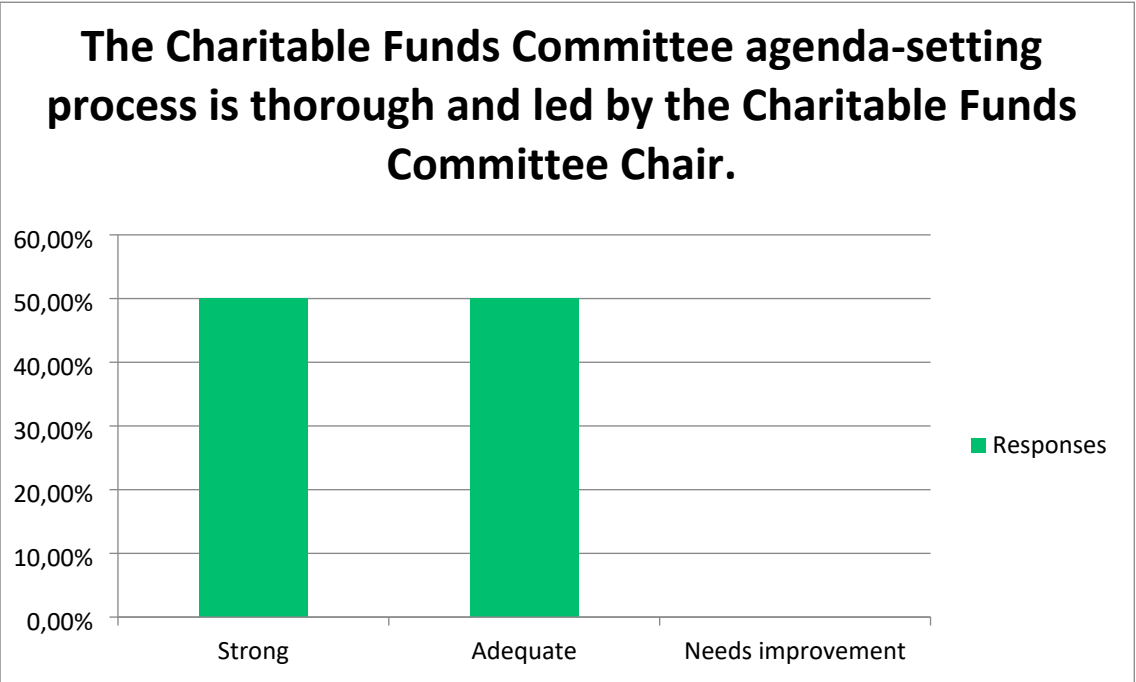


\*This area has improved.



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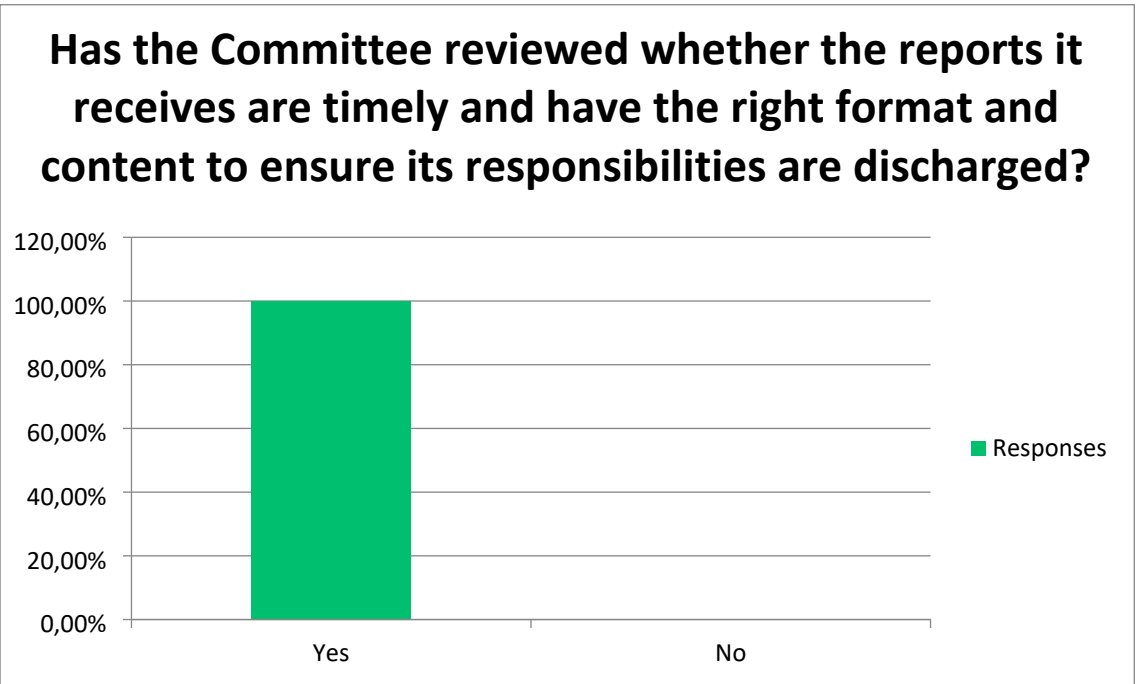


\*This area has improved.

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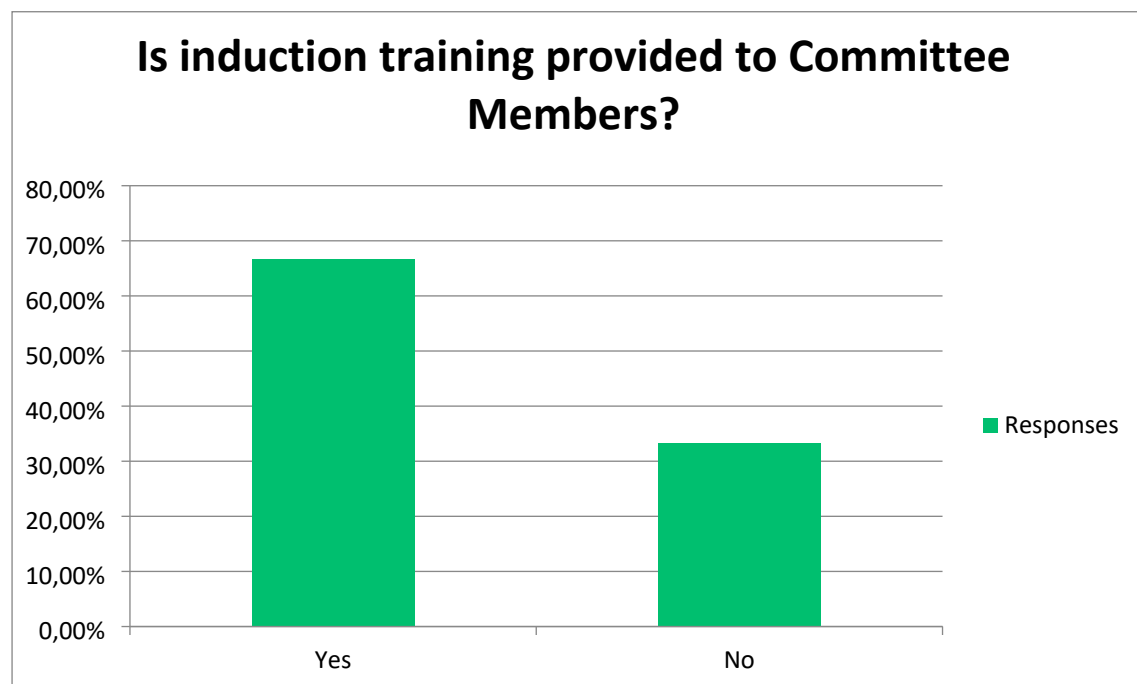
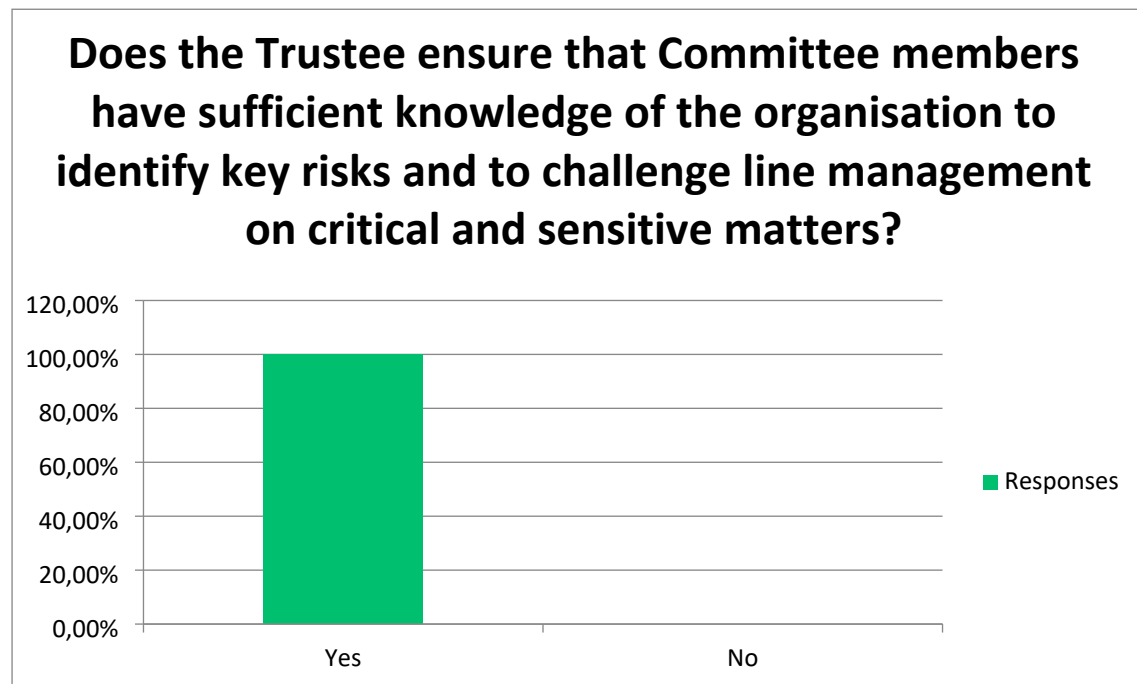


\*Slight improvement since last year’s survey.



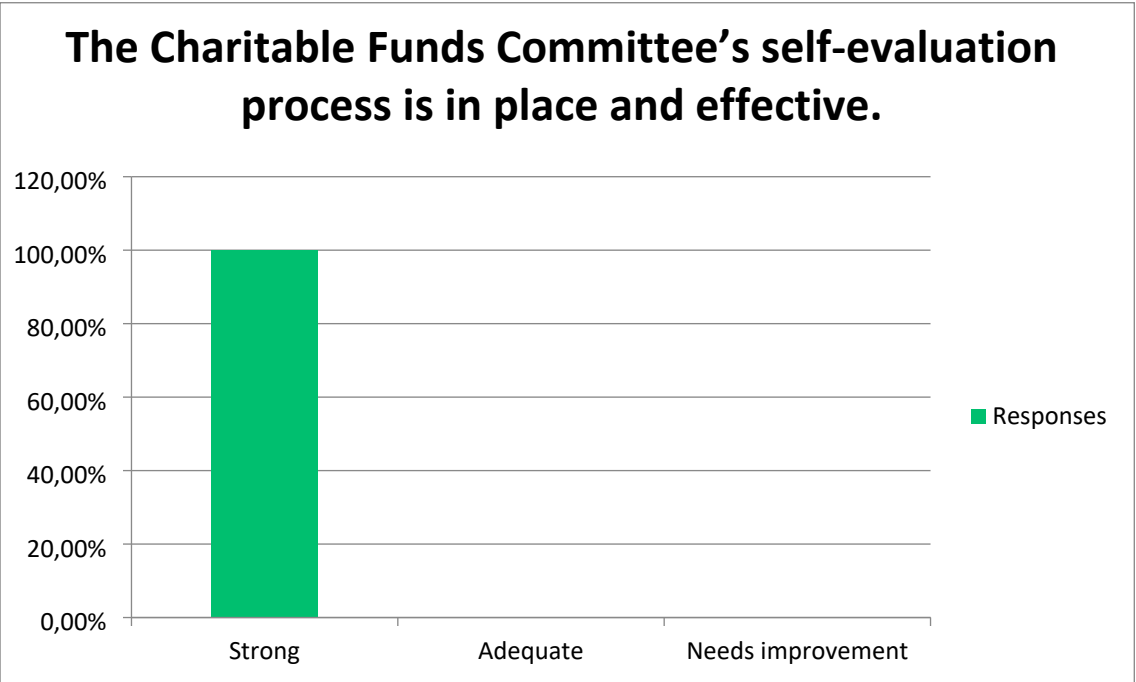
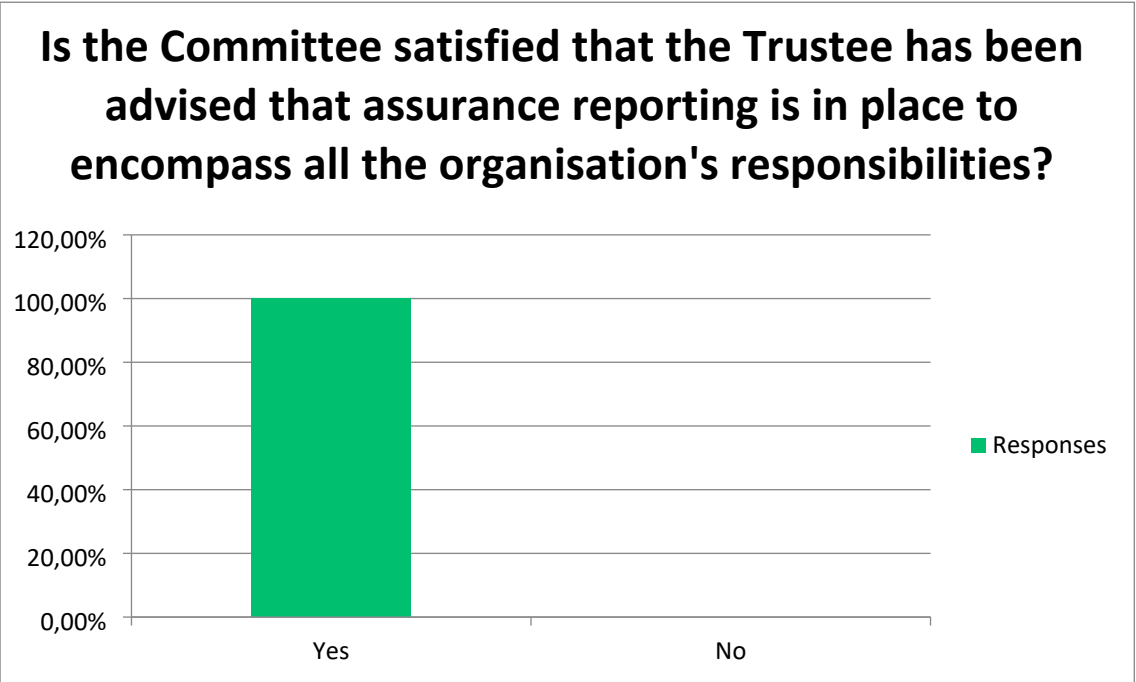
\*This area has improved.

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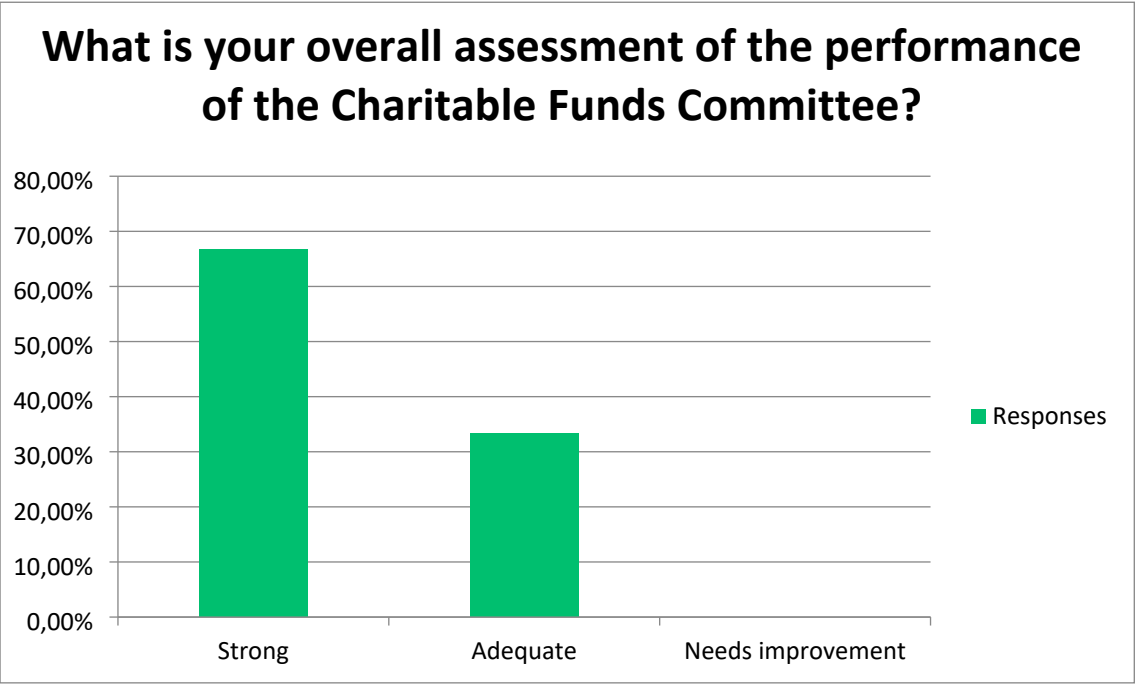
\*100% was achieved in last year's survey.

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\*This area has improved.

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\*Slight improvement on last year.

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Report Title:	STAFF BENEFITS GROUP REPORT									
Meeting:	Charitable Funds Committee						Meeting Date:		01.09.20	
Status:	For Discussion		For Assurance		For Approval	√	For Information		√	
Lead Executive:	Len Richards, Chief Executive Officer									
Report Author (Title):	Martin Driscoll, Deputy CEO and Executive Director Of Workforce and Organisational Development / Chair, Staff Benefits Group									

### **Background and current situation:**

Cardiff and Vale University Health Board Staff Benefits Group was established in 2017, to explore and co-ordinate discounts and benefits offered by external organisations for UHB employees. The Staff Benefits Group would ensure and agree 'best deals' for staff and in governance terms would report their work to the Charitable Funds Committee and the Local Partnership Forum.

The purpose of this paper is to inform the Charitable Funds Committee of staff benefits and partnership relationships discussed by the Group for the period April - July 2020

The Staff Benefits Group meets on a quarterly basis and has the following membership:

The Membership of the Group comprises:

- Chair – Deputy CEO and Executive Director of Workforce and OD
- Director of Communications, Health Charity and the Arts
- Senior Hospital General Manager, University Hospital Llandough/Barry Hospital
- Head of Staff Side
- Head of Workforce Governance
- Head of Health Charity and Arts
- Head of Employee Health and Wellbeing Services
- Head of Procurement (or Deputy)
- Head of Commercial Services (or deputy)
- Head of Transport and Sustainability
- Payroll Services Manager
- Business/Operational Manager

Staff benefits are displayed on a dedicated link on the UHB website intranet page.

Businesses and suppliers who wish to provide discounted goods or services to employees of the Health Board are invited to email the Communication, Arts, Health Charity and Engagement Team at [News@wales.nhs.uk](mailto:News@wales.nhs.uk). New proposals are taken to the Staff Benefits Group for discussion and approval and subsequently advertised on the Staff Benefits website page and promoted via staff communication digital platforms.

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**Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:****REPORT** - attached**Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)**

In accordance with best practice and good governance, the Staff Benefits Group provides a quarterly report to the Charitable Funds Committee and Local Partnership Forum, setting out how the Committee has met its Terms of Reference during the preceding period.

**Recommendation:**

The Charitable Funds Committee is asked to:

- **APPROVE** the Staff Benefits Group 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	√	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.*

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## **STAFF BENEFITS GROUP REPORT**

### **CHARITABLE FUNDS COMMITTEE – 1<sup>st</sup> September 2020**

#### **STAFF BENEFIT MEETINGS**

Due to the onset of the Covid-19 pandemic in March 2020, the Staff Benefits Group (SBG) held just one meeting in June and has resumed its meetings schedule on a quarterly basis from September.

#### **TERMS OF REFERENCE**

The revised SBG Terms of Reference has been approved by the Charity Trustees in their meeting on the 23 July 2020 and circulated to group members.

#### **CURRENT PARTNERSHIP AGREEMENTS**

##### **Nathaniel Car Dealership**

Meetings between SBG representatives and Nathaniel's have resumed post-Covid cancellations and will be held monthly going forward.

Nathaniel's have supported CVUHB during Covid-19 with the loan of 12 vehicles for use by out of hours services and covid test transportation across hospital sites. This has recently been extended and will be phased out gradually by December 2020.

They have also donated 5,000 pieces of PPE and are currently offering free car health checks to all CVUHB staff plus exclusive car purchase deals.

Nathaniel's have suggested ways they may be able to support the Health Board with its sustainable travel plan i.e. supply of free electric charging points and negotiable discounts on fleet electric vehicles which are currently under consideration.

A Memorandum of Understanding between Nathaniel's and the Health Charity has been produced by Governance for consideration and agreement at the September meeting of the SBG. A secondary agreement has been agreed by Nathaniel's and CVUHB in re: the temporary provision of vehicles and drivers to support CVUHB staff, in the event of adverse weather.



## STAFF BENEFITS UPDATES

A review of current and up to date staff benefits providers is in progress. We are working collaboratively with the Communications Team to create dedicated staff benefits pages in the new StaffConnects App to advertise and promote offers, which will support the health, wellbeing and welfare of our staff. Key staff benefits providers will be publicised each week via CVUHB staff communications platforms and further promoted via the App. The staff benefits pages on CVUHB Intranet site will be updated to reflect this also.

## COVID-19 STAFF SUPPORT

We are in the process of writing out to the many businesses and companies which supported CVUHB during Covid-19 via the Health Charity and Staff Haven facilities. We have acknowledged their donations and support for our staff and invited them to further engage with the Health Board by way of providing ongoing staff benefits or assisting the Health Charity with fundraising donations and/or sponsorship.

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<b>Report Title:</b>	<b>STAFF LOTTERY BIDS PANEL</b>						
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>01.09.20</b>	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	✓	<b>For Approval</b>		<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker Executive Nurse Director</b>						
<b>Report Author (Title):</b>	<b>Mike Jones – Chair - Staff Lottery Bids Panel (Delegated from CFC)</b>						

#### **Background and current situation:**

The Board of Trustees of Cardiff & Vale Health Board Charity have delegated responsibility to the Staff Lottery Bids Panel for consideration and approval of bids up to a maximum of £10,000.

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.

**Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**  
Report attached.

#### **Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)**

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

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

#### **Recommendation:**

The Committee is asked to:

- **NOTE** the bids supported by the Staff Lottery Bids Panel in March and July 2020

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## 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	
<b>Equality and Health Impact Assessment Completed:</b>	Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>								

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Staff Lottery Bids Panel Approved Bids March-July 2020 (↑ £10k)						
Date	Bid no	Applicant	Service	Description	Amount	Outcome
Mar '20	BP645	Eleri Middleton	Wales Fertility Institute	Sky tiles and wall panels	£3,421	Members suggested 50% of funds approved with a contribution from Swansea Bay Charity for the remainder.
	BP647	Helen Bennett	The Rainbow LGBT FFlag Network	The Rainbow LGBT FFlag Network Lanyards	£1,470	Approved
	BP649	Kristian Dando	SSSU, DOSA, Theatre 8	Modernisation of children's theatre staff rest room, including white goods, television's for DOSA and Suite 18 patient waiting area.	£5,572	Approved
	BP650	Lisa Waters	Emergency Unit	Staff wellbeing project, 8 LED wall panels for Emergency Unit staff room	£5,979	Approved
	BP561	Martin Harper	Primary Care Liaison Service	We Wear the Same Shirt Campaign	£9,000	Approved
	BP654	Paul Williams	Medical Physics	Patient waiting area television and installation	£1,129	Approved
	BP656	Rebecca Rainer	Seahorse Ward. Child Health	Staffroom improvements, seating and table	£904	Members suggested that 50% of the funds are approved. The remainder to be meet from a departmental charitable fund.
July '20	BP659	Dean Mansfield	Physiotherapy Outpatients	Patient Education & Gym Equipment	£8,52	Approved
	BP660	Catherine Marshall	Physiotherapy UHL	Improving staff kitchen and rest Enviroment	£5,820	Approved
	BP661	Katie Simpson	Children and Adolescent Mental Health Service Area St David's Childrens Centre	Redecoration works and installation of window film to door vision panels of the CAMHS area	£8,759	Approved

				<b>TOTAL</b>	<b>£42,906</b>	
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**Successful projects.** Examples of successful applications submitted to the Staff Lottery Bids Panel for consideration can be seen below;

### **Patient focused projects**

#### **Physiotherapy – Patient Education and Gym Equipment**

Dean Mansfield, Team Lead Physiotherapist within the Physiotherapy Department of the University Hospital Llandough said “We continually strive to deliver an evidence based approach to treatments in order to optimise patient care and experience in both individual and group settings”.

“Evidence based research and clinical guidelines show the positive benefits of both exercise therapy and education in the treatment and rehabilitation of a vast array of pathologies and post-surgical interventions”.

“However, some treatment options are limited by the range of equipment available to UHL clinicians which impacts on the patient’s personal experience of their rehabilitation. Having access to a wider range of exercise equipment and visual aids to be used for educational purposes, will help optimise patient recovery whilst also improving their physical and mental health and wellbeing”.

The Bids Panel were happy to approve this bid as providing this equipment will help empower patients, giving them the confidence to more efficiently self-manage their recovery through exposure to a greater variety of both exercise and educational tools. The additions therefore work in line with the with Wellbeing of Future Generations Act’s goals of creating a more ‘Prosperous and Healthier Wales’.

### **Staff focused project**

#### **Improving the UHL Physiotherapy Staff Kitchen and Rest Environment**

The staff room within the main Physiotherapy Department in the University Hospital Llandough is used by up to 50 staff members every day.

Catherine Marshall, UHL Physiotherapy Service Clinical Lead said “The Therapy services transferred to the area in 1998, taking over the existing staff room facilities which had been previously used by theatre staff. It is looking tired, worn and in need of attention so would greatly benefit from a refurbishment”.

The Bids Panel were happy to approve this bid as enabling this refurbishment will modernise the old and tired staff room, facilitating more room within the existing floor space allowing the area to attract and accommodate both new and existing staff. This would also demonstrate that Cardiff and Vale University Health Board (CAVUHB) cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. It may also positively contribute to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

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

	No	Applicant's Name	Service	Description	Amount £
Mar '20	SBP103	Colin McMillan	Transport	UHL Park & Ride Driver Fees	£210
	SBP104	Martha-Jane Powell	Global Link PHW	Staying Steady in Schools Leaflets	£250
	SBP104	Martha-Jane Powell	Global Link PHW	Staying Steady in Schools Leaflets	£249
	SBP105	Emma Rogers	Ward C6 UHW	TV Dayroom	£250
	SBP106	Kate Evans	International Nurses Charity Bid	Soft goods and furnishings for international nurse accommodation	£250
	SBP107	Luke Alexander	Community Child Psychology	Worry Warriors Therapeutic Arts Group for Teenagers	£250
	SBP108	Heather Gater	Paediatric Physiotherapy	Access to Private Counselling	£250
	SBP109	Helen Jenkins	Clinical Board Secretary	#WE Are CD&T Pens	£250
	SBP110	Tim Nicolls	Young Onset Dementia Team. Barry Hospital	Cariad Café. Dementia Friendly Cafe	£250
	SBP111	Helen Griffith	Public Health Team	UHB Staff Wellbeing Competitions	£250
	SBP112	Nikola Creasey	Emergency Unit	Staff Wellbeing Week	£250
	SBP113	Chan Sanghera	Medical Physics	Reception TV	£199
	SBP114	Nimyrh Caesar	Communications & Engagement Team	Netiquette November Competition	£250
	SBP115	Natalie Robertson	Physiotherapy Hafan Y Coed	Work Health, My Health Initiative	£250

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	SBP116	Rhodri John	Operational Support CD&T	CD&T Staff Appreciation Cards	£30
	SBP117	Abigail Swindail-Rebecca James	Health Visiting- Vale Flying Start	Leadership in Running Fees	£155
	SBP118	Beverley Rogan	OSCAR Dental Team UHL	Table Top Fridge	£109
	SBP119	Hattie Martin	Paediatric Physiotherapy	Staff Kitchen Upgrade	£235
	SBP120	Sheila Williams	Administration Manager	Welsh Lunchtime Learning Training Sessions	£160
	SBP121	Annabel Green-Karen Burke	CAVOC Outpatients	Staff Fridge	£250
	SBP122	Reji Pappen	DSDU Decontamination Services- Dental	Staff Room Upgrade- White goods	£233
	SBP123	Cath Bradshaw	Development Nurse	Hot water flask - Recruitment event	£53
	SBP124	Lisa Cordery	Child Health	Health Youth Board, Thank you Vouchers	£250
	SBP125	Natalie McCulloch	East 8 UHL	Art Resources. Patients Activities	£100
	SBP126	Natalie McCulloch	East 8 UHL	Music & Entertainment Patient Activities	£250
	SBP127	Joanne Jefford	Nutrition & Dietetic	Dining Table	£228
	SBP128	Binu Narendran-Linda Edwards	Sam Davies Ward	Soft furnishings. Relatives Sitting Room	£152
	SBP129	Natalie McCulloch	East 8 UHL	Resources to Engage Patients	£250
	SBP130	Lavinia Nielson	Administration Support Office	Fridge	£250
	SBP131	Gail Prosser	Heulwen Directorate	Staff Wellbeing Leaflets	£87
	SBP132	Scott Baynham	LPOP - MHSOP	Men's Club St David's with Mental Health Matters. Activity items	£200
	SBP133	Rebecca Alyward	Medicine	Getup Get Dressed Get Moving #Team Move	£234
	SBP134	Maryanne Bray	Obs & Gynae	Research Team & Staff Engagement, Marketing Materials	£155
	SBP135	Hannah Williams	Occupational Therapy	Sensory/Therapy Equipment Therapy Dolls	£208
	SBP136	Jayne Finch	Occupational Therapy MHSOP	Cognitive Stimulation Therapy	£245
	SBP137	Alun Morgan	Therapies & Health Sciences- Corporate	George's Race, Intergenerational children's book. Printing cost	£241

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July '20	SBP138	Sue Tapper	MHSOP- UHL	VR Headset	£189
	SBP139	Victoria Hughes	Designed to Smile Treforest	Kitchen White Goods & Crockery. Staff Rest Room	£243
	SBP140	John Smith	Facilities	Welsh Plum Slate - Barry Courtyards	£232
	SBP141	Alison Carpenter	Maple Ward Hafan Y Coed	Activity Booster- Table Tennis Table	£231
				<b>TOTAL</b>	<b>£8,128</b>

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Report Title:	Horatio's Garden update						
Meeting:	Charitable Funds Committee					Meeting Date:	1 <sup>st</sup> Sept 2020
Status:	For Discussion		For Assurance	✓	For Approval		For Information
Lead Executive:	Fiona Jenkins Executive Director Therapies and Health Science						
Report Author (Title):	Joanne Brandon- Director Communication, Arts, Health Charity and Engagement Team						
<b>Background and current situation:</b>							
<p>An update on the current position with Horatio's Garden was taken to the CFC and the Board of Trustees further considered the position on 23 July 2020.</p> <p>Horatio's Garden is an award winning National Charity building specialist garden environments to enhance physical and psychological wellbeing or spinal injury patients, this will be a first for patients and the Health Board in Wales and is considered an exemplar in its field.</p> <p>The UHB had committed to design and build Horatio's Garden at University Hospital, Llandough (UHL), this would be the sixth garden in the UK and the first garden in Wales.</p> <p>It was reiterated at the Board of Trustee that:</p> <ul style="list-style-type: none"><li>• A commitment was made through a letter of agreement between the former UHB Chair and Horatio's Garden, to fund the neuro garden alongside the spinal garden /Horatio's Garden.</li><li>• The UHB had committed to fund 21% of the costs associated with the neuro garden.</li><li>• This is would be a significant commitment to the Health Charity, on top of £500,000.00</li></ul>							

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already committed to Horatio's Garden.

- Further funding of £132,188 was being requested for the neuro garden
- Additionally £9,418.00 per annum for the ongoing maintenance of the garden
- In addition to considering undertaking a piece of work for a new entrance at UHL (via the Maternity Unit) providing a pocket forest for NHS staff which would cost £59,500.00.
- A total cost to fund the 21% of the neuro garden would be £191,688.00 with an annual cost of £9,418.00 per annum for maintenance up to a maximum of 10 years.
- It was acknowledged that current costs were aligned to a pre-determined building schedule at UHL to enable the unit to open in spring 2021.

Fiona Jenkins, Executive Director of Therapies & Health was appointed as Senior Responsible Officer on behalf of the Board of Trustee, to lead on and update the Trustees and CFC as appropriate, ensuring scrutiny and good governance.

Following concerns of increased costs outside of the original cost envelope it was agreed by the Trustees that correspondence to Horatio's Garden would make it clear that the UHB was not in a position to make additional further financial commitments,

The SRO wrote to Olivia Chapple with an update on the outcome of the Board of Trustee meeting outlining the costs and key decisions of the Board including the position regarding no additional funds.

A meeting also took place with Olivia Chapple on 18 August, following which progress is being made to finalise the agreement to lease contract between the UHB and Horacio's garden. Monthly meetings are scheduled with the SRO to oversee progress with the project.

#### **Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**

Approves the update and commends the actions and updated position.

Acknowledging the appointment of Fiona Jenkins, Executive Director for Therapies and Health Sciences as the new Senior Responsible Officer, to ensure governance and scrutiny and progress of Horatio's garden project at the UHL for the benefits of both spinal and neuro patients and their

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families.

**Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)**

- Mitigation of risk of further changes to design and building costs outside of the current scope/business plan.
- Acknowledgment of current economic climate the ability to fundraise in a declining economy which may impact upon the Charity's ability to raise funds.

**Recommendation:**

The Charitable Funds Committee is asked to:

**Note the contents of the report and approve the governance arrangements and process for the management and administration of Covid-19 funding.**

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<b>Shaping our Future Wellbeing Strategic Objectives</b> <i>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</i>									
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							
<b>Five Ways of Working (Sustainable Development Principles) considered</b> <i>Please tick as relevant, click <a href="#">here</a> for more information</i>									
Prevention	√	Long term	√	Integration	√	Collaboration	√	Involvement	√

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<b>Equality and Health Impact Assessment Completed:</b>	<i>No</i>
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<b>Report Title:</b>	<b>FUNDRAISING REPORT – AUGUST 2020</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	01.09.20
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b>	<b>For Information</b> ✓
<b>Lead Executive:</b>	<b>Ruth Walker, Executive Director of Nursing</b>					
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>					
<b>Background and current situation:</b>						
<p>Cardiff &amp; 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.</p> <p>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.</p> <p>A Fundraising report is provided to the Charitable Funds Committee on a quarterly basis. This report covers the progress and activities of the Health Charity Appeals for the period 1<sup>st</sup> March - 30<sup>th</sup> June 2020</p>						
<b>Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:</b>						
<p>The Committee is asked to review the Fundraising Report*</p> <p><b>*This paper does not include information relating to Covid-19 financial donations, which has been submitted previously for discussion by the CFC at the Special CFC Meeting held on 23<sup>rd</sup> June 2020.</b></p>						
<b>Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.)</b>						
<p>Attached documents:- <b>Fundraising Report</b></p> <p><b>ASSURANCE</b> is provided by:</p> <ul style="list-style-type: none"> <li>Increased visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan</li> <li>Increased patient, staff and public engagement with Health Charity events and fundraising</li> <li>Fundraising performance during the report period</li> </ul>						

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## 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	√
Equality and Health Impact Assessment Completed:	<i>Not Applicable</i> <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>								

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## CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT - JULY 2020

### STAFF LOTTERY

The Staff Lottery Summer Draw of £5,000 will take place on 31<sup>st</sup> July 2020. This has been promoted via ESR, UHB and Health Charity social media, on StaffConnects and CEO Connects. An additional 355 numbers since the previous £10,000 Mega Draw held in January 2020.

### FUNDRAISING APPEALS



#### PROP Appeal

**PROP Blue Tie Ball October 2020**– The third PROP Ball has unfortunately been postponed until October 2021. We have already received advanced enquiries for tickets.

#### Fundraising

In response to COVID-19, supporter Vinaya Parvate has been fundraising for the staff of the Neurology Rehabilitation ward in Rookwood Hospital; raising £1,050 by hosting a virtual quiz evening to help patients in isolation due to visitor restrictions put in place.



#### THE BETTER LIFE APPEAL

Building work is currently progressing at the new Cystic Fibrosis unit at University Hospital Llandough. There have been no fundraisers over the last 3 months due to COVID-19 and the Better Life Appeal committee meeting was postponed.

Aelwyd Housing Association and Iceland Foods have both chosen the Better Life Appeal as their official charity of the year, however they have not had an opportunity to fundraise over the recent months. We are currently staying in contact with them to support them with virtual fundraising in the meantime.

## Our Orchard 🍃 Ein Berllan

The Orchard project has been put on hold to visitors and volunteers over the last 3 months due to the onset of COVID-19.

The Brecon Beacons Walk to raise money for the Orchard has been cancelled but a new virtual event – “Fun Photo Dog Show” will take place during July and August.

A case study on the Wellbeing project and Our Orchard has been added to the ‘Wales Biodiversity Partnership – Wales Action Plan for Pollinators’ website.

We recently met with Mark McKenna, Director and founder of the **Down to Earth Project** to discuss the partnership and how we plan to continue the great work of the Orchard so far. We have subsequently submitted a joint expression of interest in obtaining a financial grant from the Enabling Natural Resources and Well-being (ENRaW) Scheme, and made a further application to the Strong Communities Grant Fund at the Vale of Glamorgan Council for a grant of £25,000.



### THE BREAST CENTRE APPEAL



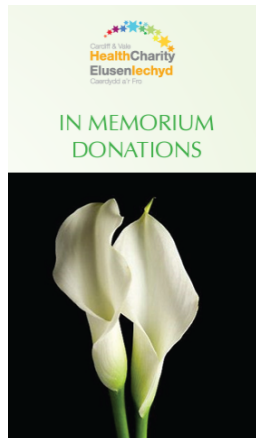
At the time of writing, long-time Breast Centre supporter Irene Hicks' fundraising total has reached £143,000. Due to the implications of Covid-19, Irene's usual fundraising events have been put on hold. However, Irene has found alternative ways to raise money, and with the help she receives from the local community team, she has started to regularly raise money again. During the month of June 2020 alone, Irene has paid in £4,000 to the Breast Centre Appeal.

- Jim Fitzgibbon had planned to run the London Marathon in 2020 to raise funds for the Breast Centre Appeal. Although this has been postponed until 2021, Jim has already raised over £2,000 on his JustGiving page with events including a wine and song evening, and an auction of Six Nations rugby tickets to boost his fundraising efforts
- Alison Harries and a team of HSBC colleagues from branches in the Vale of Glamorgan organised a sponsored 'Pink Walk' from Barry to Penarth in early March 2020. They raised over £700 (inc. gift aid) which will also be match funded by the HSBC charity scheme.

The Breast Centre Appeal social media followers are increasing consistently with the current number of followers at 885 on Facebook and 284 on Twitter. During Covid-19 we have kept the pages updated with Health Charity fundraising stories, inspirational stories and Health Board information, staff wellbeing posts, poetry prescription, local community support and thank you cards. We are also developing our Health Charity Instagram account as a further digital platform to share Health Charity and Appeals information.

## Gift In Wills (Legacy) Donations

The Health Charity's plans to launch an awareness raising campaign in 2020 around leaving a "Gift in Wills" has been temporarily postponed due to the sensitivities relating to Covid-19. At an appropriate time, we will continue to promote our awareness raising across the Health Board, on our web pages and on social media, to assist us in increasing our income through 'Gifts in Wills'.



Following enquiries from the public about how they can make a donation to Cardiff and Vale University Health Board in memory of their loved one, we have produced an 'In Memorium Donations' leaflet. These have been shared with the Patient Experience Team to provide (where requested) via their Bereavement Services.

We have been sharing information on the Health Charity social media accounts about how people can leave the Health Board a gift in their will.

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<b>Report Title:</b>	<b>Feedback on successful Charitable Funds Committee bids</b>						
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>01.09.20</b>	
<b>Status:</b>	For Discussion		<b>For Assurance</b>	X	For Approval		For Information
<b>Lead Executive:</b>	<b>Ruth Walker, Executive Nurse Director</b>						
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>						

## SITUATION

This report aims to provide assurance by reporting to the Charitable Funds Committee how the money has been spent and the impact and improvements made in line with the Health Charity strategic objectives.

## 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.

This report provides the Charitable Funds Committee with updates from the leads for the projects outlining the projects outcomes, any lessons learnt and the impact of the project on its intended recipients

## ASSURANCE

This report includes feedback on the following bids;

- Health Charity Web site, secured funding June 2019 £12,410.00
- Reminiscence Interactive Therapy Activities, UHL secured funding June 2019 £28,776.00
- British Sign Language Training and Awareness, secured funding December 2018 £29,928.00
- Irritable Bowel Disease Service, secured funding December 2018 £20,000.00

Update report

Employee Wellbeing Service, secured funding June 2019 - £352,586.00

Updates were requested but not provided by ;

Sustainable Travel, secured funding March 2019 - £391,854.00

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### **Employee Wellbeing Service, secured funding June 2019 - £352,586.00**

The Health Charity website was technically outdated and had areas which couldn't be updated which posed a risk to the digital development and reputation of the Health Charity. It was not fit for purpose, payments couldn't be made and very few donations were coming through via the website each month.

The Health Charity website was launched on 14th February 2020. A soft launch took place on social media with positive feedback on the design, look and feel, citing it as very user friendly. It is updated on a day-to-day basis with Health Charity stories and a live Twitter feed.

The website has been used as the main point of contact during COVID-19 for people to get in touch and to make donations and a QR code has been produced on images pointing people to the website. These QR code images have been located in supermarkets and hospital sites. Donations received this quarter through the website **total £6,949.93**.

The Health Charity website is updated on a day-to-day basis by members of the team. The information on the website has been audited prior to the launch and is reviewed on a regular basis.

Health Charity staff need to attend a training course on the use of the website so that everyone has the knowledge and understanding to update the website when necessary. This hasn't been possible since February due to the COVID-19 outbreak but is planned to take place in the near future.

### **Reminiscence Interactive Therapy & Activities (RITA) , secured funding June 2019- £28,776.00**

In order to improve the patient experience and to enhance therapeutic activities on the wards, the MHSOP directorate were funded to purchase three Reminiscence Interactive Therapy & Activities (RITA) packages from "My Improvement Network".

RITA is a pre-loaded system used by patients themselves or with assistance to engage in a wide variety of activities, including relaxation music, BBC archive clips, photos and images from British Press Association, interactive games, famous speeches etc. The system has access to Welsh National Archive materials such as television clips, local news reports, poetry, songs and local films in English and Welsh.

Each package consists of 1 large touchscreen (22") with a 10" tablet, including a 3 year warranty, ongoing support, media license and on-site training. The large screen comes with its own large trolley making it a standalone mobile unit which complies with infection control requirements and is compact and easily stored. Delivery was included as part of the cost, as was training provided to some of our Healthcare Support Workers, OT's and Refocusing / Activity nurses.

The units arrived in December 2019, and we currently have one for the main UHL wards, one for St Barruc's ward in Barry and another on Daffodil ward, Llanfair Unit. The RITA units have provided us with far more variety for individual patients such as favourite television programmes and music, as well as group activities such as Bingo, chair yoga and karaoke.

Over the last 6 months we have found that the units have tended to be used more for group games

and seated exercise programmes than 1:1 activity, and have been used more on dementia wards, where the reminiscence materials have been very well received.

The RITA units have improved patient's experience on the wards, providing group activities as well as support when patients are on close observations / 1:1 support, or most recently isolating due to Covid. We are planning on introducing more materials, and to set up RITA Super-Users on each ward, who will ensure the units are used to their full capacity, kept up to date with new materials to meet the needs of our patients. We plan to ensure RITA becomes central into daily activity programmes on all wards and the day unit.

### **BSL Training and Awareness, secured funding December 2018 - £29,928.00**

The Committee provided support to act upon the feedback from the public meetings and consultation with the Deaf community that occurred in 2018 to provide a series of interventions in 2019/20.

Organising health appointments and communicating with health professionals when you have a sensory loss can be a daunting experience and sometimes practically impossible if you are a first language British Sign Language (BSL) user. The feeling of uncertainty of how best to communicate and how to provide sensory loss patients with accessible information is something that most, if not all health professionals will experience on a regular basis.

These identified barriers to deaf/severe hearing loss patients' direct access and engagement in health services comes at a significant cost both financial and importantly human, to both Health Board and its patients. Engagement has taken place with both BDA (British Deaf Association) and Action on Hearing Loss to provide details about a proposed training program.

Following a Public Meeting in January 2018 some immediate, short term and longer term actions based upon the feedback from the deaf/ hard of hearing community were agreed.

- July 2018 members of the deaf community were consulted to ensure that our plans were changes that they wanted to the service.

It was clear that multi-channel communication was required.



There has been significant work undertaken in Medical Records to identify people on our system who require either a BSL interpreter or a technological solution. We are booking interpreters promptly, recording preferences for named interpreters etc.

The actions were to provide a training program for staff in BSL and hearing loss awareness.

- 26 training sessions have been provided, to date in basic BSL from the British Deaf



Association this was across all UHB sites –due to Covid, two sessions will be provided at a later date.

Action on Hearing Loss provided Deaf Awareness Training and Start to Sign – 6 Sessions to be delivered as a full day, Deaf Awareness in morning and Start to Sign in the afternoon for 14 Delegates per session total of 84 delegates (*this course is accredited and therefore more expensive than BDA-Both have been very well evaluated*) Travel costs will also need to be paid. Total Cost: £7192.80

June 19<sup>th</sup> 2019 the Health Board signed the BDA charter with the deaf community. This was a public commitment to the pledges'. We are the first Health Board in Wales to sign the charter. The Charity is acknowledged on the charter.

In summary we listened to our deaf community and worked with them to try to improve their access to services and their experience of the services. This has been a true partnership and their support has been invaluable.

#### Actions to date

- Established an E mail dedicated to deaf people [pe@wales.nhs.uk](mailto:pe@wales.nhs.uk)
- All Wales Task and Finish group to improve access for people who are deaf/ hard of hearing to raise concerns – this has been completed and shared across Wales
- From April 2019 established a sign video number in use for people who are deaf/ hard of hearing to contact us directly [Sign video phone](#)
- Improvements made in our medical records department to book interpreters

Unfortunately Covid has slowed down our progression of the Charter action plan but this remains a key priority in Patient Experience Service.

#### **IBDS service at UHL, secured funding December 2018 - £20,000.00**

As part of our vision at Cardiff and Vale UHB that a person's chance of leading a healthy life should be 'the same wherever they live and whoever they are', we should undoubtedly be aiming to meet the 2013 'IBD Standards', which are the national targets across the UK. Cardiff and Vale UHB has had a tertiary referral service at UHW for some time now, but has been disjointed and not aligned with the UHL site, which has had minimal resources. We are now working very hard to redesign the entire service across both sites, to provide a much needed update in the way we deliver care to our patients with IBD and make it much more patient focused and equitable. As IBD is a chronic disease that often relapses and remits, the patients may have multiple hospital attendances with several different multidisciplinary team members and we need to make this as comfortable and least disruptive as possible. We need to seamlessly link outpatient, inpatient and self-management care, so the patient is able to make the best informed decisions for themselves, with facilities they can access from home, or during admissions. They need to have access to timely specialist care and inpatient admissions that maintain their dignity and respect with simple measures such as access to appropriate toileting. We strive to achieve not only meeting but surpassing the national standards, which have been sadly lacking for some time. This new facility will go a long way to meeting the national

standards and help us to provide safe and good quality care in a very challenging time.

Since being provided with the charitable grant, the IBDS service has managed to partially open their new IBD treatment and education facility. This has been greatly affected by COVID, but has provided a resource during the pandemic, allowing vulnerable patients to be treated in a separate and contained area, in a space that allows social distancing. The unit was opened urgently due to COVID and there are still some building works that need to be finished, but operating at around approximately 75% capacity. The teaching sessions aimed for a Mondays, have inevitably been delayed due to face to face contact being prohibited unless necessary, and there are some more building works that need completing before we can offer virtual sessions, but we are hopeful, they will be up and running by the end of the year.

Currently providing regular infusions from Tuesday to Friday in a space that is now much safer for our patients, allowing distancing of chairs. There are refreshments available from the new kitchen and disabled toilet facilities in place. The calming LED screen is pending. We have also managed to open the 'IBD hot clinic' in the assessment room, this allows acutely unwell patients can be seen at short notice, face to face, which would otherwise be impossible in the current era. It had also provided much needed office space for our nurses and administrator, which is not available elsewhere in the department, and is now a hub for the IBD team at UHL. The work stations, also all have equipment to allow virtual working in the COVID era.

It is anticipated that building works will be complete by the end of the year and have our full service up and running. It has allowed up to expand the services we provide our patients in a calming and comfortable setting, which now allows privacy and dignity, and increased security for these vulnerable patients during the COVID pandemic.

The official opening had to be cancelled due to COVID, but we would look to commemorate this wonderful facility when possible in 2021.

### **Update report**

#### **Employee Wellbeing Service (EWS), secured funding June 2019 - £352,586.00**

In June 2019, the Board of Trustees of the Cardiff & Vale Health Charity approved a bid for £352,586 over a two year period which doubled the number of counsellors and introduced a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).

Due to the recruitment processes both within and external to the UHB, the total staffing resources were not fully in place until December for the APTP role and March 2020 for the counsellors, although 80% of the counselling resource was in place by February 2020.

In March 2020, the arrival of Covid 19 had a significant impact on all of the UHB including EWS. This resulted in a change of EWS service delivery from face to face, to telephone consultations and a temporary collaboration with Psychology directorate which provided rapid access to an extended wellbeing service from mid-April until end of May 2020 for Covid19 related referrals.

#### **Impact of additional Counselling Resources:**

In February 2020, with only 80% of the additional counsellors in place, there was a positive impact on both assessment and counselling waiting times. The average wait for the initial assessment reduced from just over 3 weeks to 2.5 weeks, however the biggest impact was seen on the average counselling waiting times which reduced from 13 weeks to 7 weeks.



Although this is extremely positive, it should be noted that the impact of Covid 19 on the number of EWS referrals during March, April and May makes it difficult to establish the sustainability of the February improvement and further monitoring is required to fully evaluate the long term impact.

Data from June does however illustrate a further improvement with a current average wait of less than 3 days for the initial assessment and just over 2 weeks wait for counselling. Again ongoing monitoring is required as the number of referrals for the three months prior to June were artificially low which together with the increase in June will affect ongoing waiting times.

Close monitoring on the number of referrals and waiting times over the next 3 months will give a more accurate indication of the impact of SARS-Cov-19 and the additional staffing on the EWS service

### Future Counselling Developments

During the initial stages of Covid19 in order to adhere to social distancing and maintain service delivery, the majority of Counsellors worked from home undertaking telephone consultations. Telephone consultations do however have limitations and in order to improve the counselling experience the aim is to move to virtual consultations using Attend Anywhere.

### Impact of Assistant Psychological Therapy Practitioner Role

The implementation of the new Assistant Psychological Therapy Practitioner (APTP) role has had a wide reaching impact on EWS service delivery including service development and increased counselling capacity.

The APTPs have been trained to undertake the initial resource assessments which has reduced the demand on the counsellors and increased the number of counselling appointments available by up to 48 appointments per month.

The APTPs have also expanded service delivery by introducing guided self-help which is a low intensity therapeutic intervention. Although in the early stages of implementation, initial outcome measures are positive and have highlighted significant improvements in anxiety, depression, rumination and worry, as well as overall mental health and wellbeing.

Guided self-help is also a way to reduce the intensity of support while responding to the ongoing and long term effects of anxiety and worry. In a recent development, guided self-help is also being used to support staff with Covid19 related high anxiety levels to return to/remain in work following completion of counselling.

In addition to clinical interventions, the APTP role has also taken on board the psychological education sessions (wellbeing workshops), which again increases counselling capacity, as this was previously undertaken by the counselling team.

These proactive interventions have been expanded to include stress risk assessment training for Line Managers and since January 2020 until March 2020 the APTPs delivered:

- Compassion and Self-Care to 29 staff
- Stress Risk assessment Training for Line manager to 65 Line Managers

## Future APTP Developments

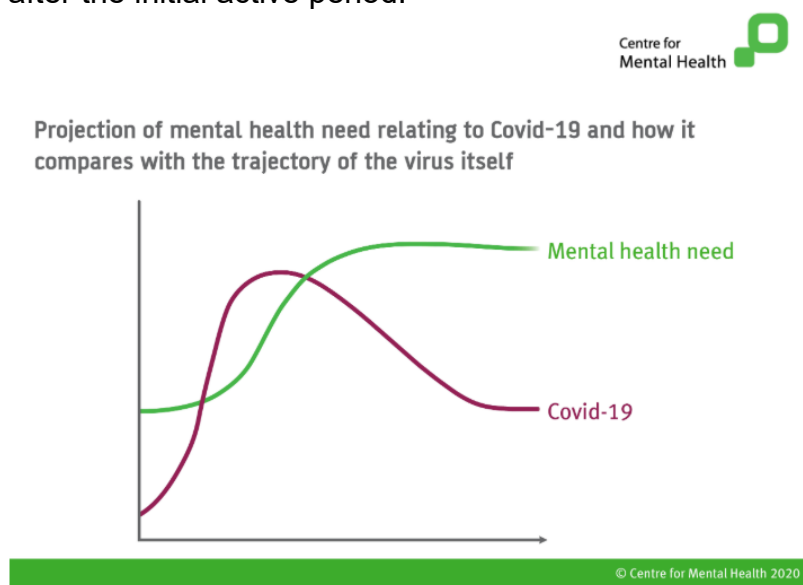
The ongoing requirement to socially distance in the workplace has impacted on the face to face delivery of the psychological education sessions. As a result the APTPs are in the process of transferring these into a pre-recorded format that staff and Line Managers can access at a time that suits their availability. Also being considered is the development of a virtual “face to face” session with the APTPs to support the pre-recorded sessions and allow staff and Line Managers to discuss any specific parts of the recorded sessions.

## Impact of Covid 19 on EWS

Working Collaboratively with Dr Julie Highfield and other Clinical Psychology colleagues the EWS provided rapid access to an expanded wellbeing service for Covid19 related referrals from 13<sup>th</sup> April until 29<sup>th</sup> May.

The number of both Covid19 and nonCovid19 related referrals during this 6 week period did not however reach the levels originally anticipated and the majority of referrals were dealt with by the EWS team. Due to the need to return to core Psychological service delivery the additional Psychological support ended on 29<sup>th</sup> May 2020.

As highlighted above, the number of referrals in June has increased significantly and is higher than pre-Covid19 levels. The diagram below illustrates that this is to be expected as staff enter a period of reflection after the initial active period.



One aspect of the extended service which was utilised was the support for Line Managers to assist with managing both their own wellbeing and that of their staff. During the 6 week period this support was provided by a Clinical Psychologist however this is now being provided by the Head of Employee Health and Wellbeing Services and the Lead EWS counsellor. The main trigger for accessing this support has been managing areas where there has been high levels of Covid19 positive cases or areas where staff have been affected by the death of colleagues.

## Future EWS Developments

Zoom Q&A sessions are being arranged for Line Managers that will enable them to discuss any wellbeing queries, share good practice with peers and allow EWS to raise awareness of the resources available. Separate Zoom sessions will be offered to staff to raise any general wellbeing questions and raise awareness of wellbeing resources.

As part of the UHB Covid19 Health and Wellbeing group, the Assistant Director of OD is working with the Head of LED, the Equality Manager and the Head of Employee Health and Wellbeing Services, to explore organisational culture and how we can triangulate inclusion, education and wellbeing to amplify how we care for staff and keep staff well. This will include exploring options for sustainable peer support models that will be accessible and appropriate for all staff.

## Financial Update

The management of the finances associated with the EWS charity bid is closely monitored on a monthly basis by the WOD Finance team. Information is available if required.

Due to point of scale savings there is a predicted annual underspend of approx. £10,000+ particularly in regards to the Band 6 counselling positions. In light of the predicted increase in demand on EWS services as a result of Covid19, it is **requested / recommended that the Charitable Funds Committee escalate for the Trustees to grant approval for the underspend to be used to further increase EWS resources on the provision that any increase in resources remains within the original financial agreement of £352,586.00 over the two year period.**

ASSURANCE is provided by:

- Reduction in EWS waiting times
- Ongoing monitoring of EWS waiting times
- Increase in service delivery
- Ongoing monitoring of the finance aspect of bid by the Finance team

## RECOMMENDATION

The Committee is asked to: accept this report as an accurate update on project the CFC/ Trustees have supported with Charitable monies.

**Please note a request within the Employee Wellbeing Service (EWS) update they recommended that the Charitable Funds Committee escalate for the Trustees to grant approval for the underspend to be used to further increase EWS resources on the provision that any increase in resources remains within the original financial agreement of £352,586.00 over the two year period. Health Charity Web site secured funding June 2019 - £12,410.00**

### 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	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	
<b>Five Ways of Working (Sustainable Development Principles) considered</b> <i>Please tick as relevant, click <a href="#">here</a> for more information</i>			
Prevention		Long term	
		Integration	X
		Collaboration	X
		Involvement	X
<b>Equality and Health Impact Assessment Completed:</b>	No		

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**Charitable Funds Committee Approved Bids  
March 2018 – August 2020**

<b>Date Approved</b>	<b>Charitable Bid Name</b>	<b>Bid Report Author</b>	<b>Bid Report Lead</b>	<b>Total Awarded</b>	<b>Update report to Committee</b>	<b>Final Report to Committee</b>
20 <sup>th</sup> March 2018	Information Screens	Michelle Fowler	Exec. Nurse Director	£24,750.00		<b>Completed</b> March 2020
29 <sup>th</sup> March 2018	Nutrition & Hydration Extension	Nutrition & Dietetics Services Lead	Exec. Director of Therapies & Health Science	£295,000.00		<b>Completed</b> March 2020
11 <sup>th</sup> September 2018	Staff Recognition Awards	Learning Education & Development	Exec. Director of Workforce & OD	£25,000.00	March 2020	On going
11 <sup>th</sup> December 2018	First Impressions, Barry Hospital	Peter Welsh	Maria Battle	£99,500.00		<b>Completed</b> December 2019
11 <sup>th</sup> December 2018	IBD Service at UHL	Claire Tibbatts, UHL	Sarah Edwards	£20,000.00	March 2020	<b>Sept 2020</b>
11 <sup>th</sup> December 2018	Arts Funds Bids	Simone Joslyn	Maria Battle	£70,000.00		<b>Completed</b> March 2020
11 <sup>th</sup> December 2018	BSL Training & Awareness	Angela Hughes	Exec. Nurse Director	£29,928.00	June 2019	<b>Sept 2020</b>
11 <sup>th</sup> December 2018	Promoting Health Charity Visibility	Simone Joslyn	Akmal Hanuk	£60,000.00		<b>Completed</b> December 2019
19 <sup>th</sup> March 2019	Sustainable Travel for UHB	Joanne Brandon	Abigail Harris	£391,854.00	December 2019	<b>Requested for Sept 2020 but not completed</b>

11 <sup>th</sup> June 2019	RITA	Joanne Wilson	Exec. Nurse Director	£28,776.00	5 <sup>th</sup> May 2020	<b>Sept 2020</b>
11 <sup>th</sup> June 2019	Dental Information Screens	Eira Yassien	Chief Operating Officer	£13,084.80		<b>Completed March 2020</b>
11 <sup>th</sup> June 2019	Health Charity Website	Simone Joslyn	Exec Nurse Director	£12,410.00		<b>Sept 2020</b>
27 <sup>th</sup> June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and OD	£352,586.00	<b>Sept 2020</b>	
27 <sup>th</sup> June 2019	Disposal of Rookwood	Nicola Foreman	Director of Governance	£155,000.00		

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<b>Report Title:</b>	<b>Food Sense Wales Fund – update report</b>					
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	01.09.20	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>		<b>For Approval</b>	
					<b>For Information</b>	<b>x</b>
<b>Lead Executive:</b>	<b>Fiona Jenkins, Executive Director of Therapies, CVUHB</b>					
<b>Report Author (Title):</b>	<b>Katie Palmer, Programme Manager, FSW</b>					

### Background and current situation:

The main goal of Food Sense Wales is to influence how food is produced and consumed in Wales to promote a just and sustainable food and farming system in Wales.

Over the last 12 months, Food Sense Wales has been working to secure funding for programme delivery and core funding for the development of the organization. We have just received confirmation of a grant offer from Esmee Fairbairn that, together with programme funding will enable us to secure existing staff and to grow our team over the next 3 years. We are currently in the process of recruiting a Programme Officer and Communications and Engagement Manager. This funding will also enable us to explore an appropriate organisational model for the future of Food Sense Wales.

A summary of the work we are involved in is outlined below:

<b>Workstream</b>	<b>Description</b>	<b>Funding source</b>	<b>Years of funding</b>
Policy and advocacy work	Core funding to support the development of Food Sense Wales and development of a sustainable Food and Farming System	Esmee Fairbairn	3 years from August/Sept 2020 – Aug/Sept 2023
Food for Life Get Togethers	Working with 3 health boards and key community partners to bring people together through food	Soil Association as part of UK National Lottery funded programme	4 years from June 2019 - June 2023
Peas Please	Systems approach to driving up veg consumption	Food Foundation as part of a UK National Lottery funded programme	4 years from September 2019- September 2023
Sustainable Food Places	Development of sustainable Food Places in Wales and Food Cardiff Silver award bid	Soil Association (includes a mix of Esmee Fairbarin and National Lottery Funding)	Mix of grants including local co-ordinator funding, campaign funding for Food Cardiff and funding for national

			delivery up until 2024
Food Power	Development of Food poverty alliances in Wales	Sustain as part of a UK lottery funded programme	Funded until June 2021
Children's Right 2 Food	Work to tackle children's food insecurity	Food Foundation – Wales partner	Supporting – small amount funding for translation etc
Veg Power	Campaign to make Veg more appealing – supporting Wales element	Supported VEG Power to secure funding from WG for Welsh Language resources	N/A

A few highlights:

- Since the start of lock down we have been advocating for a measure of Food Insecurity to understand whether people are accessing sufficient food. Working with the PHW engagement survey team we have managed to secure questions in the PHW Covid Engagement Survey. These will be reported on in the next weeks release (w/c 13.7.20)
- Food Cardiff has worked hard to ensure a joined up approach to the Food response during Covid 19 by setting up a cross sector [Covid Response Task Force](#). In addition they have worked with partners across the city to deliver [14,000 plants and seedlings](#) to households across the city during lockdown
- Katie did a podcast for the Health Board on the Food System and Food Insecurity as part of the [How Healthcare Happens](#) series. It provides a useful overview of the work Food Sense Wales is involved in.

Food Sense Wales would be happy to present their work at a future CFC meeting.

### **Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:**

It is excellent news that Food Sense Wales have secured core funding for three years in addition to their programme funding.

During Covid, the team have been carrying out important work at a local level through supporting and co-ordinating Cardiff's food aid response, and at a national level through their wider work on Food Insecurity.

### **Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc:)**

- Meeting arranged in August 2020 with Aaron Fowler to discuss Governance of the fund moving forward and updating the MOU as required.

### **Recommendation:**

- The Committee accept this paper as a report on activity for the past 12 months

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## 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	Y	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	Y	7. Be a great place to work and learn	Y
3. All take responsibility for improving our health and wellbeing	Y	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	Y	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	Y
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	Y

## Five Ways of Working (Sustainable Development Principles) considered

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

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



Report Title:	ANNUAL FUNDRAISING REPORT BETTER LIFE APPEAL							
Meeting:	Charitable Funds Committee					Meeting Date:	01.09'20	
Status:	For Discussion		For Assurance	✓	For Approval		For Information	
Lead Executive:	Ruth Walker, Executive Nurse Director							
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement							

#### Background and current situation:

The Better Life Appeal was established in 2007 and was initially intended to provide all patients at the Adult Cystic Fibrosis Centre at University Hospital Llandough with additional equipment and extra facilities to enhance the patient experience and enable expansion of the centre to meet the needs of the growing CF population.

In January 2014, The Better Life Appeal was re-launched with a target of £1 million to help towards the cost of converting an existing area into a fit for purpose inpatient ward and providing furnishings and equipment.

In December 2019, funding was agreed from the Welsh Assembly to build a new Cystic Fibrosis Unit at UHL, costing £4.7 million. Work started in March 2020 and is scheduled for completion by early 2021.

The Better Life Appeal fundraising total in 2019/20 is: **£87,513.06**

Income has been received from fundraisers including:

- Ellie Lewis, walking Pen Y Fan for 6 consecutive months, Snowdon and the SAS fan dance route with her family and friends. Ellie and her team raised £11,000
- Mark Hegarty organised an 80's live show in Penarth as part of the Inhale the music series raising £1,002.00
- Beth Clarke who organised a Great Gatsby party night and raised £1,110.00
- Steve Williams took the challenge of running 65 miles by taking part in the Llanelli half marathon, Brecon Beacons Trail Challenge, Swansea Half Marathon, Barry Island 10K, Port Talbot half marathon and Cardiff half marathon and raised £1,290.00
- Mark Hegarty and Joseph Lee raised £271.50 and £245.00 respectively by taking part in the 2019 Cardiff Half Marathon
- Laura Jenkins ran the Chester Half Marathon and raised £380.00
- Katie Davies' family and friends ran the Richard Burton 10K, organised a mouse racing competition, took part in several Half Marathons and a skydive in Australia, raising £1,931.00
- Diane and Richard Bluck (in conjunction with the Better Life Appeal committee) organised a barn dance in Cowbridge to celebrate Richards' 1 year anniversary following surgery. The couple raised £10,500 with support from local businesses in Cowbridge
- Aelwyd Housing Association chose the Better Life Appeal as their charity of the year,

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commencing January 2020, with a variety of events planned

- Iceland Foods in Aberdare have also chosen the Better Life Appeal as their named charity of the year, starting March 2020.

The Better Life Appeal Committee's membership has reduced recently due to staff retirement and individual time constraints. The committee has subsequently struggled to maintain regular meetings and develop a clear plan for future fundraising. Both committee members and the Chair have indicated that despite efforts to attract new members, they no longer wish to continue as an appeal and would like to return to a fund status.

### Executive Director Opinion /Key Issues to bring to the attention of the Board/ Committee:

The new build CFU will be completed in early 2021 and present an opportunity to acknowledge and celebrate the success of the appeal over the last 13 years and thank the fundraisers, committee and clinical staff who have all contributed to its success.

### Recommendation:

- To celebrate the appeals achievements in line with the new build opening
- Agree to step down the appeal to a fund from 2021
- Continue to work with the clinical team to ensure fundraisers receive support from Cardiff & Vale Health Charity and continue to adhere with governance and probity requirements in relation to future donations

### 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:



Report Title:	ANNUAL FUNDRAISING REPORT BREAST CENTRE APPEAL UHL							
Meeting:	Charitable Funds Committee				Meeting Date:	4 <sup>th</sup> August 2020		
Status:	For Discussion		For Assurance		For Approval		For Information	✓
Lead Executive:	Ruth Walker							
Report Author (Title):	Peter Welsh on behalf of Members of the Breast Centre Fundraising Group							

## SITUATION

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

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

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

## REPORT

The CFC receives an annual report on fundraising activities and expenditure. This report covers the period April 2019 to March 2020.

## BACKGROUND

In the previous annual report received by the CFC the importance of the following were highlighted:

- On-going professional fundraising support, focusing on three/four major events per year, at a cost of £3,000 per annum.
- Continuation of the CFC loan repayment structure of £14,400 per annum over a five year period

The fundraising activity has continued to be very successful and has funded enhancements to patient care as well as the annual loan repayment installment of £14,400. The loan repayment was completed in March 2019.

## ASSESSMENT

During the period 2019/20 the fundraising awareness/activity has continued to go from strength to strength. However, in the final quarter of the year, fundraising activities were adversely affected by the Covid-19 outbreak.

In 2020 the Appeal will celebrate its 10<sup>th</sup> Anniversary and over this period, circa £700,000 has been raised for the Breast Centre Appeal.

During this reporting year, the main highlights have are summarized below:

### Fundraising

- Strictly Top Dancer May 2019 – made a total profit of £13,950
- Annual Christmas Pink Tie Gala Dinner December 2019 at Cardiff Marriott – raised £7,698
- Afternoon G&Tea Event March 2020 – This is a brand new event for the Breast Centre Appeal and was a sell-out. Unfortunately, due to the Covid-19 Pandemic, this event had to be postponed, but has now been re-scheduled for March 2021 and we have already received enquiries for extra tickets. Funds raised so far from sponsorship and ticket sales is just under £600.
- Series of other fundraising activities including sponsored sports, events, raffles, etc. Some examples are shown below:
  - Ken Evans completed the Snowdonia Marathon in September 2019 and raised £1250 for the Breast Centre Appeal.
  - In October 2019 Wenvoe Women's Institute held table top sales and raffles and donated £400.
  - Colleagues from the Capital, Estates & Facilities team completed the Welsh 3 Peaks challenge and raised £2,270 for the Breast Centre Appeal.
  - 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 just over £800.
  - Cardiff Half Marathon 2019 – We had 100 runners for the Health Charity last year, many of those running for the Breast Centre Appeal – just under £7000 was raised for the Breast Centre Appeal.
  - Christmas Raffle 2019 organised by Cheryl Garlick, one of the nursing team at the Breast Centre raised £484 for the Breast Centre Appeal
  - Hirwaun based company Eden chose to support the Breast Centre Appeal as their Charity of the Year for 2019. and members of the Health Charity were delighted to visit some of the team at their factory in Hirwaun in January 2020, and to receive their amazing donation of £1,243.
  - In February 2020, local shop owner Joanne Prosser has raised £500 by selling our Breast Centre tote bags, and collecting the 5p's she charges for her own bags at Jacques Fruit & Vegetables in Barry.
  - Alison Harries and a team of HSBC colleagues from Barry and Penarth branches

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organised a sponsored 'Pink Walk' at the beginning of March 2020. The team walked from Barry to Penarth and with gift aid raised over £700 – this will also be match funded by the HSBC charity scheme.

- Jim Fitzgibbon should have been running the 2020 London Marathon for the Breast Centre Appeal, and held a wine and song evening, and auctioned tickets for the Six Nations to boost his fundraising efforts. Although the London Marathon has now been postponed until 2021, Jim has already raised over £2000 on his JustGiving page for the Breast Centre Appeal.

In particular, special mention should be made to our dedicated supporter and fundraiser Irene Hicks. At the time of writing Irene has raised £144,000 (in excess of her original £100,000 target). With the help of some very dedicated friends and family, Irene raises funds for the Breast Centre Appeal through her own efforts such as a clothes selling site on Facebook, curry nights, bingo nights, raffles, etc. Irene does not have access to corporate networks/sponsorship and is a member of the public whose family member has been a service user.

### **Breast Centre Appeal Ambassadors**

Earlier this year we were delighted to announce that we have 2 new Ambassadors for the Breast Centre Appeal. Welsh Actress and TV presenter Justine Jones and Ospreys and Welsh rugby player Owen Watkin. Justine and Owen visited the Breast Centre in February, along with Mandy and Cariann from the Breast Centre Appeal Committee, and they were thrilled to meet some of the team, view the facilities and learn more about the fabulous work we achieve via our Breast Centre Appeal.

### **BAPS App**

Grant funding from the Bevan Commission of £7,000 for the Baps App. The Breast Axilla Postoperative Support app, otherwise known as the BAPS App has been designed by physiotherapists, a breast cancer surgeon (including Donna Egbeare, Consultant Surgeon at the Breast Centre) and some breast cancer survivors. The app has been designed following constructive feedback from patients about the information on post-operative exercise that is currently available. This App was launched on Friday 25<sup>th</sup> January 2019.

### **USE OF FUNDS RAISED**

As a direct consequence of the above fund raising activities, patient care was further enhanced through a variety of initiatives, including:

- Purchase of enhanced 3D mammogram/biopsy kit – £98,289.20
- Physiotherapy in the McCarthy Suite Gym to provide prehabilitation and rehabilitation for those having treatment at the Breast Centre. This service is proving so popular for patients that a Physiotherapy Assistant funded through the Breast Centre Appeal has been agreed to meet demand and to ensure that all patients having treatment for breast cancer can benefit from this incredibly valuable service.
- Ladies Pamper Evenings
- Complementary Therapy Sessions
- Fundraising event costs for Breast Centre Appeal fundraising



- I-pads for remote working/patient education/virtual clinics

### Money raised for the Breast Centre Appeal fund:

2017/2018 was £95,276.45

2018/2019 (up to month 10) is £125,774.56.

2019/2020 was £107,773.31 (in final quarter of the year a number of fundraising events were postponed)

### Main Breast Centre Fundraising Events Scheduled for 2020/21:-

- Strictly Top Dancer – June 2020
- Even though Strictly Top Dancer has been delayed, the 8 teams remain committed and to date have already raised over £5000 for the Breast Centre Appeal. Provisional dates have been booked with Glamorgan Cricket Club for 12<sup>th</sup> or 19<sup>th</sup> June and they moved the deposit to 2021. Fundraising will continue so expect to exceed target of £24000.
- Pink Tie Gala Ball – December 2020. It is likely that this will be postponed and we are in discussions with the Cardiff Marriott to secure December 4<sup>th</sup> 2021
- Afternoon G&T Event – March 2021 – Park Inn, Cardiff (Re-arranged from March 2020)

At the time of writing this report the above events have been postponed until 2021 due to the Covid-19 pandemic.

We are in discussions with the Ambassadors to produce a new promotional video to be used at both 2021 events.

The Breast Centre Appeal, forms part of and is managed by Cardiff & Vale Health Charity. Registered Number 1056544.

Account balance at end of March 2018 was £152,000, plus the Mellor legacy of £23,700.

Income for the year was circa £55,000, of which, over £25,000 was directly attributable to the professional fund raising support (which cost £3,000).

The Breast Centre Appeal, forms part of and is managed by Cardiff & Vale Health Charity. Registered Number 1056544.

**ASSURANCE** is provided by: Compliance with Internal Audit Reports on Fundraising

### RECOMMENDATION

The Charitable Funds Committee is asked to:

- **NOTE** the continued success of the Breast Centre Appeal and associated fundraising events/activities undertaken during 2019/20.
- **NOTE** the suspension of fundraising activities due to Covid-19

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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 <a href="#">here</a> for more information									
Prevention	✓	Long term		Integration		Collaboration	✓	Involvement	✓
Equality and Health Impact Assessment Completed:		No							

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Kind and caring

Caredig a gofudgar

Respectful

Dangos parch

Trust and integrity

Ymddiriedaeth ac uniondeb

Personal responsibility

Cyfrifoldeb personol