

Charitable Funds Committee

Tue 21 September 2021, 09:00 - 11:00

MS Teams

Agenda

1. Preliminaries

1.1. Welcome & Introductions

Akmal Hanuk

1.2. Apologies for Absence


Akmal Hanuk

1.3. Declarations of Interest

Akmal Hanuk

1.4. Minutes of the Committee Meeting held on 29th June 2021

Akmal Hanuk

 1.4 DRAFT CFC Minutes 29 06 21 -AF.NF.pdf (11 pages)

1.5. Action Log following the Meeting held on 29th June 2021

Akmal Hanuk

 1.5 Action Log.pdf (1 pages)

1.6. Chairs Actions

08.07.2021 - Approval of £49,880 for 'Grow Cardiff' from NHSCT Fund - approved project monies

2. Items for Review & Assurance

2.1. Health Charity Financial Position & Investment Update

Christopher Lewis

 2.1 Financial Position Report August 2021.pdf (6 pages)

2.2. Update on Dormant Funds

Christopher Lewis

 2.2 Dormant Funds Update 2021.pdf (3 pages)

2.3. Our Health Meadow Project

Simone Joslyn / Stuart Egan

3. Items for Approval / Ratification

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3.1. Over £25k bids for approval

Joanne Brandon

3.1.1. Our Health Meadow – ongoing development(updated as advised in CFC – 29.06)

- 📄 3.1.1 - Our Health Meadow revised Bid.pdf (2 pages)
- 📄 3.1.1a - Appendix 1 Our Health Meadow Bid Sept '21.pdf (6 pages)

3.1.2. Neurosciences – Electromyography (EMG) machine purchase (resubmitted from June '21)

- 📄 3.1.2 Neurosciences -over £25k bid for CFC approval.pdf (2 pages)
- 📄 3.1.2a - Appendix 1 - Bid Application - Neuro EMG Machine.pdf (6 pages)

3.1.3. Brain and Brainstem Basis of Long COVID (BBB-COV)

- 📄 3.1.3 - Brain and Brainstem Basis of Long Covid - over £25k bid for CFC approval.pdf (2 pages)
- 📄 3.1.3a Appendix 1 - Brain and Brainstorm (Covid) CFC 09.21.pdf (10 pages)

3.2. Better Life Appeal Report

Joanne Brandon

- 📄 3.2 Better Life Appeal Report.pdf (3 pages)

4. Items for Noting and Information

4.1. Fundraising Report

Joanne Brandon

- 📄 4.1 Health Charity Fundraising Report.pdf (7 pages)

4.2. Charitable Funds Strategy Review

Joanne Brandon

- Fundraising
- Budgets
- Priorities
- Spending Criteria
- Investment Decisions

- 📄 4.2 Charitable Funds Strategy Review.pdf (4 pages)
- 📄 4.2a - Appendix 1 - Strategy Review.pdf (12 pages)

4.3. Reporting Feedback on Successful CFC bids

Joanne Brandon

- nil evaluation reports required for this period

- 📄 4.3 - Reporting Feedback on successful CFC bids - Sept '21.pdf (2 pages)

4.4. Staff Benefits Group Report

Rachel Gidman

- 📄 4.4 - Staff Benefits Group Report.pdf (4 pages)

4.5. Staff Lottery Bids Panel Report

Joanne Brandon

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Chair Update


 4.5 - Staff Lottery Bids Panel Report.pdf (8 pages)

4.6. Health Charity Updates:

Joanne Brandon

4.6.1. Covid Income & Expenditure Summary (final report)

 4.6.1 Covid Monies Income and Expenditure.pdf (4 pages)

 4.6.1a - Appendix - Covid Income & Expenditure - NHSCT Grants - Copy.pdf (1 pages)

4.6.2. Third Sector Grant Scheme – successful bids

 4.6.2 - Third Sector Grant Scheme - successful bids.pdf (2 pages)

 4.6.2a - Appendix 1 Third Sector Awards Summary.pdf (2 pages)

4.6.3. Change Account update

 4.6.3 - Change Account Update.pdf (3 pages)

5. Any Other Business

Akmal Hanuk

6. Review of the Meeting

Akmal Hanuk

7. Date and time of next Meeting:

Akmal Hanuk

Tuesday 7th December 2021, 9am

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**Unconfirmed Minutes of the Charitable Funds Committee
29 June 2021 9:00am – 10:30am
Via Microsoft Teams**

Present:		
Akmal Hanuk	AH	Committee Chair / Independent Member - Community
Fiona Jenkins	FJ	Executive Director of Therapies and Health Science
Sara Moseley	SM	Independent Member - Third Sector
Mike Jones	MJ	Independent Member – Trade Union
Ceri Phillips	CP	Vice Chair
Ruth Walker	RW	Executive Nurse Director
In Attendance:		
Joanne Brandon	JB	Director of Communications
Julie Cassley	JC	Deputy Director of Workforce and OD
Nicola Foreman	NF	Director of Corporate Governance
Christopher Lewis	CL	Deputy Director of Finance
Secretariat:		
Nathan Saunders	NS	Corporate Governance Officer
Apologies:		
Rachel Gidman	RG	Executive Director of People and Culture
John Union	JU	Independent Member - Finance

CFC21/06/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC21/06/002	Apologies for Absence Apologies for Absence were noted.	
CFC21/06/003	Declarations of Interests No declarations of interest were noted.	
CFC21/06/004	Minutes of the Committee Meeting held on 16th March 2021 The Committee reviewed the minutes of the meeting held on 16th March 2021. Resolved that: a) The Committee approved the minutes of the meeting held on 16th March 2021 as a true and accurate record.	

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CFC21/06/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log and noted that all items were completed, included on the agenda or superseded.</p> <p>Resolved that:</p> <p>a) The Committee noted the Action Log.</p>	
CFC21/06/006	<p>Chairs Action</p> <p>No chairs actions had been taken since the previous meeting.</p> <p>Resolved that:</p> <p>a) The Committee noted the Chairs Action.</p>	
CFC21/06/007	<p>Health Charity Financial Position Update</p> <p>The Health Charity Financial Position Update was received.</p> <p>The Deputy Director of Finance (DDF) shared the financial update report which provided information on the year to date financial performance of the Charity to the period 31st May 2021. The report also assessed the forecasted financial position of the Charity against commitments already made.</p> <p>The DDF advised ME that an income resource of £152K had been brought forward with £208k being expended. Gains on investment assets were at £220K and with the value of the Charity increasing by £165K.</p> <p>The DDF advised the committee that the Charity had changed its investment managers from Cazenove to Rathbone and it was noted that Rathbone would share a presentation at a future committee meeting to provide a detailed update on the work they had undertaken.</p> <p>It was noted that the charity had a net worth of £9.312m which was split between undelegated and delegated funds with financial responsibility delegated to named fund holders and Heads of Service.</p> <p>Within the funds there are general reserves with a value of £0.871m with commitments against this figure set at £0.817m.</p> <p>Ongoing costs associated with fundraising were £360K per annum which the fundraising team would seek to cover in whole or part. £83k had been recovered during the previous year to reduce the commitment on general reserves.</p> <p>The DDF advised the committee that dormant funds had been cleansed during the year and funds dating as far back as 2014 had been recovered.</p>	NS

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	<p>The Independent Member – Third Sector (IMTS) asked the DDF to provide more information on the reserves and the reserves policy.</p> <p>The DDF responded that the reserves policy was around £1m but added that it was based on the premise that the charity could, if needed, utilise unrestricted funds.</p> <p>He added that reserves amounted to circa £500K and 10% of the CVUHB investment portfolio added together.</p> <p>It was noted that moving forward the report would show what the general reserves were as opposed to the total reserve policy.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> a) The Committee noted the financial position of the charity. b) The Committee noted the latest income position. c) The Committee noted the commitments against general reserves and actions being taken to mitigate financial risks. 	
CFC21/06/008	<p>Over £25K bids for approval</p> <p>The over £25K bids for approval were received.</p> <p>The Director of Communications (DC) advised the committee that there were 4 bids to be discussed.</p> <ul style="list-style-type: none"> • <u>3.1.1 – Neurosciences – Electromyography (EMG) machine purchase</u> <p>The DC advised the committee that a request had been made for £17,700 for the Neuroscience Directorate to purchase an additional Sierra Summit Base Machine that would carry out specific diagnostic testing within neurophysiology.</p> <p>It was noted that the cost would total £20,700 but the committee was advised that there was availability within Endowment Fund 9154 and a proposal from the Neurosciences Directorate to utilise £3,000 of the available balance to part-fund the equipment.</p> <p>It was noted that there would be no additional cost or ongoing service/maintenance contracts as these would be provided from the directorate revenue budget.</p> <p>The DDF asked if the department had contacted the Assistant Director of Therapies (ADT) to request capital funding.</p> <p>The DC responded that they had requested capital funding and had looked for identifiable capital and after exhausting those avenues they submitted the bid to the CFC.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) advised the committee that the capital equipment funds held by the ADT provided funds for replacement machines and not new machines.</p>	

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The DC added that a debate had been had previously within the committee as to whether bids were for core or non-core business and advised that it had been agreed that if bids were for non-core items then the committee could consider approval.

The Executive Nurse Director (END) advised that as an organisation the committee would need to consider whether CVUHB should be providing the equipment to undertake its role and function properly. She queries whether the piece of equipment was vital for the service and if so, should the money come out of the core budget or not.

The Director of Corporate Governance (DCG) acknowledged the END's comment and advised that if the equipment was not essential then consideration could be taken for charitable funds to provide funding.

The EDTHS advised the committee that the additional equipment would be supporting education and training which was a CFC core aim and would enhance the service.

The CC suggested that the bid be "parked" and advised that the DDF could then advise what funds were available.

The DCG advised the committee that the bids would need to be kept under review because of the lack of funding coming into the charity and the potential for an increase in bids being seen in future.

Resolved that:

a) The Committee declined the bid for charitable funds to purchase an additional Sierra Summit Base Machine for the Neuroscience Directorate.

- **3.1.2 – Endowment Funds – Integrated Medicine – Clinical Trials Manager.**

The DC advised the committee that Dr Benjamin Jelley, a consultant and research lead for the gerontology department had submitted the bid to request approval for the utilisation of £114,630 from fund no: 9153 - Geriatric Research, to fund a Band 7 Clinical Trials Manager for a period of 24 months.

It was noted that the post would increase research activity in the department by generating new research and commercial trials with potential to generate additional research income through said commercial trial research.

The DDF reminded the committee that any item of expenditure over £25,000 (even if delegated) had to be approved by the committee and he advised that whilst gerontology had a dedicated fund that could support the bid, the bid had been presented to the committee for ratification and did not request funding from general reserves.

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Resolved that:

a) The Committee approved the spending of £114,630 from Fund no: 9153 - Geriatric Research to fund a Band 7 Clinical Trials Manager for a period of 24 months.

- **3.1.3 – Our Health Meadow – ongoing development and staffing costs**

The DC advised the committee that her team had undertaken a huge amount of work on this item and the bid submitted requested £65,000.

The DC advised the committee that some of the requested funds would be used to extend the secondment of a band 6 project manager already within her team.

The DCG asked if this was a one off bid or would additional requests be made in future. The DC responded that there could be future bids due to the ongoing development of the area.

The DCG highlighted that CVUHB's partnership were being discussed and that the Head of Risk and Regulation would be meeting with the Chair that week.

The IMTS queried what would happen if the committee did not approve the bid and what would happen to investments already made.

The DC responded that the work undertaken by the band 6 project manager centred on finding additional funding to support the development of the project and failure to extend the secondment would curtail that activity and impede the areas in which additional funding could be provided.

The DDF asked the DC if it would be possible to part fund the bid due to the breakdown which specified the direct costs being incurred to enable submission of a Planning Application alongside the costs associated with staffing.

The DC responded that that the bid could be split but added that without the staff member involved the funding would not be found for the rest of the bid.

The DDF advised the committee that the totality of the bid exceeded the amount in general reserves and would put CVUHB into a position of over commitment position.

The END suggested that if the money was not there, it would be difficult to support the bid and advised the committee that further discussion would be required outside of the meeting around staffing of the DC's team.

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<p style="transform: rotate(-45deg); transform-origin: left bottom; white-space: nowrap;">Saunders, Nathan 09/21/2021 10:27:14</p>	<p>The CC advised the committee that although it was an important area, the bid would need to be split into 2 areas. One, the capital cost and two, the running cost.</p> <p>The END asked if a dedicated meeting would be needed in future to prioritise bids which would help decision making in future.</p> <p>The CC responded that it could be discussed at a future meeting around what process, if any could or would be put in place for prioritisation of bids.</p> <p>He concluded that the bid should be parked as no outcome could be reached, unless the bid was broken down into 2 areas.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> a) The Committee declined the bid for charitable funds for the ongoing development and staffing costs of the Our Health Meadow project. <ul style="list-style-type: none"> • <u>3.1.4 - Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project.</u> <p>The DC advised the committee that the bid had been received from Dr Richard Cuddihy and Dr Julie Highfield for £25k to provide an additional clinical psychologist for 12 months to establish a visible psychological care model to high care covid wards.</p> <p>It was noted that the psychologist would support Covid patients who had not come through ICU and it was highlighted that this would be a pilot post with data and feedback to be collected pertaining to the utility of the post, and the potential for extension beyond 12 months.</p> <p>The DC advised the committee that upon speaking to the doctors and upon reading the bid, the immediacy of the additional support was highlighted and she commented that the priority required for the bid was more apparent.</p> <p>The END advised the committee that she would support the bid and she added that the whole top floor of UHW had been Covid high care areas and the pilot was needed in addition to the current wellbeing service being provided.</p> <p>The DDF suggested that following the difficult juggling of money, it may have been better position to underwrite the bid, to support it and try to source funding from NHS Charities together.</p> <p>The committee agreed.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> a) The Committee discussed the bid for charitable funds for a covid specific project and approved the bid with the intention to backfill the funding committed. 	<p>RW / NF</p>
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CFC21/06/009	<p>4.1 Fundraising Report</p> <p>The DC advised the committee that the report could be taken as read.</p> <p>Resolved that:</p> <p>a) The committee reviewed the Fundraising Report for information. b) The committee noted the recommendation of the Orchard Steering Group rebranding from 'Our Orchard' to 'Our Health Meadow'</p>	
CFC21/06/010	<p>Reporting Feedback on Successful CFC bids</p> <ul style="list-style-type: none"> • <u>4.2.1 – Disposal of Rookwood Hospital</u> <p>The EDTHS advised the committee that the spinal injuries unit had moved to University Hospital Llandough (UHL) which meant that Rookwood Hospital was now surplus to requirement.</p> <p>It was noted that legal advice had been provided by Geldards LLP on the proposed disposal.</p> <p>The EDTHS advised the committee that the disposal options previously submitted to the Board of Trustee were:</p> <p>1) To enter into negotiations with Cardiff Council who had expressed an interest in the site for housing, and potentially a shared health and care facility. The Council had indicated interest in purchasing the site at full market rate.</p> <p>2) To pursue a sale on the open market which would be a two staged process. Firstly to invite expressions of interest for the property from a wide market audience and for this to be lotted for various parts of the site. This would establish the full level of interest in the property and structure a sale which maximised net sale receipts.</p> <p>It was noted that before proceeding with either course of action it was recommended that the following actions were taken:</p> <ul style="list-style-type: none"> • Obtain specialist advice from a Surveyor in relation to advertising the sale on the open market and for what period. • If the sale proceeds were to be used for a purpose other than the acquisition of replacement land, then a Public Notice be issued inviting representations to be made within a time specified in the notice. • To make an application to the Charity Commission for a Cy Pres Scheme to amend or modernise the charitable objects attached to the land to enable the proceeds to be used for their intended purpose(s). 	

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<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 09/21/2021 10:27:11</p>	<p>The EDTHS advised the committee that if the above points were agreed then the Geldards LLP advice would be accepted and followed.</p> <p>The DDF asked if the Charity Commissioner should be approached prior to advertising the land.</p> <p>The EDTHS responded that the reason it was done in the way it had been was that the Charity Commissioner would only be involved when the Charity needed to decide where the money received from the sale of the land would be spent.</p> <p>The DCG asked if Welsh Government (WG) approval would be needed because the disposal would be for over £1m.</p> <p>The DDF responded that he was unsure of the answer and would find out.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> a) The committee agreed and noted the legal advice of Geldards LLP; b) The committee agreed to recommend to the Board of Trustees that the courses of action detailed at points I to III of the report were followed. <ul style="list-style-type: none"> • <u>4.2.2 – Employee Wellbeing Service</u> <p>The DC advised the committee that in June 2019, the Board of Trustees had approved a bid for £352,586 over a two year period which doubled the number of counsellors within the service and introduced a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).</p> <p>The arrival of Covid 19 had a significant impact on all of UHB activity including the EWS. This resulted in a change of EWS service delivery from face to face, to telephone and virtual consultation. A temporary collaboration with the Psychology directorate provided rapid access for Covid19 related referrals and an extended wellbeing service over a six week period until the end of May 2020.</p> <p>The midpoint review in June 2020 highlighted an underspend of approximately £10,000 and approval was given by the Charity Trustees to use the underspend to increase the WTE counselling provision by 0.2 WTE.</p> <p>Resolved that:</p> <p>The Charitable Funds Committee accepted the report as assurance of the use of the allocated funding to the EWS.</p>	<p>CL</p>
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CFC21/06/011	<p>Staff Benefits Report</p> <p>The Deputy Director of Workforce and OD advised the committee that the Executive Director of People and Culture had only attended one meeting since being in post and recommended that she would bring a more detailed update at the next committee meeting.</p> <p>It was noted that 3 schemes had been put forward:</p> <ul style="list-style-type: none"> • The Stock Shop, Concourse, UHW which has been approved. • Gillian Bishop – An approach on behalf of a personal trainer to provide personal training to staff – The proposal was rejected as the Staff Benefits Group (SBG) agreed not to proceed or endorse individual proposals. • Sarah Hall/Shiatsu Cardiff – An offer of Shiatsu massage sessions to staff either at her own clinic in Cardiff or on-site (when regulations allowed). The proposal was rejected as the SBG had previously agreed not to proceed with or endorse individual proposals. <p>Resolved that:</p> <p>a) The committee noted the Staff Benefits Group report</p>	
CFC21/06/012	<p>Staff Lottery Bids Panel Report</p> <p>The DC advised the committee that the report highlighted success stories for the Health Charity and identified how it continued to grow from strength to strength.</p> <p>The following lottery draws were noted:</p> <ul style="list-style-type: none"> • 25th June - £5K • Winter draw - £21K <p>The DC advised the committee that the Independent Member – Trade Union (IMTU) had stepped down as chair of the Staff Lottery Bids Panel and she requested a steer from the committee on a new chair.</p> <p>The DCG advised the committee that the recommendation outlined would be to write to three individuals and invite expressions of interest in the role which could then be voted on by the panel.</p> <p>The DC requested that any specific recommendations be notified to her directly.</p> <p>Resolved that:</p> <p>a) The content of the report was acknowledged.</p> <p>b) Recommendations for a new Chair for the Staff Lottery Bids Panel would be notified to the DC offline.</p>	

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CFC21/06/013	<p>Health Charity Update Reports</p> <ul style="list-style-type: none"> • <u>4.5.1 - Covid Income and Expenditure update</u> <p>The DC advised the committee that Cardiff & Vale Health Charity had received an exceptional amount of support since the start of the COVID-19 pandemic.</p> <p>It was noted that the Health Charity had received support from within the UHB and from external fundraisers and supporters. It had also received several grants from NHS Charities Together. The Health Charity had received £1,245,044 in covid related grants, awards and donations to the end of March '21.</p> <p>The DC highlighted that in its 2020/21 review, the Audit and Assurance Services, NHS Shared Services Partnership, awarded Substantial Assurance to Cardiff & Vale Health Charity in respect of the financial and administrative control put in place and included a specific audit remit to ensure:</p> <ul style="list-style-type: none"> • Up to date policies and procedures were in place for the management of charitable funds. • All Covid-19 donations and expenditure received were appropriate and accounted for in compliance with approved Health Board guidance. • Effective governance arrangements were in place for dormant funds. <p>Resolved that:</p> <p>a) The committee received the report as assurance of the appropriate management and administration of covid income and expenditure by Cardiff & Vale Health Charity.</p> <ul style="list-style-type: none"> • <u>4.5.2 - Supporting Staff Wellbeing Report</u> <p>The DC advised the committee that the report particularly focussed on how monies were spent to support the emotional and physical health and wellbeing of staff throughout Cardiff and Vale University Health Board.</p> <p>Resolved that:</p> <p>a) The committee received the Supporting Staff Wellbeing Report for information</p>	
CFC21/06/014	<p>Prop Appeal</p> <p>The DC advised the committee that the report should be taken as read.</p> <p>Resolved that:</p>	

	<p>a) The committed noted the continued success of the Prop Appeal and associated fundraising events/activities undertaken during 2020/21.</p> <p>b) the suspension of fundraising activities due to Covid-19 was noted.</p>	
CFC21/06/015	<p>Committee Effectiveness Survey results 2020-2021</p> <p>The DCG advised the committee that the results from the Charitable Funds Committee Effectiveness review undertaken by Committee Members showed that the Committee had maintained standards and achieved improvement in a number of aspects of Committee effectiveness.</p> <p>Resolved that:</p> <p>a) the results of the Charitable Funds Committee's self-assessment Effectiveness Review for 2020-21 were noted.</p>	
CFC21/06/016	<p>Induction Support for new Committee Members</p> <p>The DCG provided a verbal update and advised the committee that support had been offered to the 2 new members of the committee.</p> <p>Resolved that:</p> <p>a) the update provided by the DCG was noted.</p>	
CFC21/06/017	<p>Items to bring to the attention of the Board / Trustee</p> <p>No items were raised for referral to the UHB Board or Board of Trustees</p>	
CFC21/06/018	<p>Any Other Business</p> <p>No other business was raised.</p>	
CFC21/06/019	<p>Date and Time of Next Meeting</p> <p>Tuesday 21st September 2021, 9:00am – 12:00pm</p>	

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Action Log
Following Charitable Funds Committee Meeting
29 June 2021
(Updated for 21 September Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC: 21/03/008	Art Programmes Funding Review	Corporate Governance Officer to share Charity you tube link with Board of Trustees	15/07/2021	Director of Corporate Governance.	COMPLETE To be shared in advance of the July meeting.
Actions In Progress					
CFC21/06/010	WG approval query – Rookwood Disposal	The Deputy Director Finance to clarify if WG approval is needed for the Rookwood Disposal as costs are over £1m	21/09/2021	Christopher Lewis	
CFC21/06/007	Rathbone Investment Update	Rathbone Investment Management to share an investment update with the committee.	21/09/2021	Christopher Lewis	On September agenda, item 2.1
CFC21/06/008	Over £25K bid prioritisation	The END asked if a <u>dedicated meeting</u> would be needed in future to prioritise bids which would help decision making in future.	21/09/2021	Nicola Foreman	On September agenda, item 4.2
Actions referred to committees of the Board					

Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st August 2021						
Meeting:	Charitable Funds Committee				Meeting Date:	21st September 2021	
Status:	For Discussion		For Assurance	x	For Approval	x	For Information
Lead Executive:	Executive Director of Finance						
Report Author (Title):	Deputy Director of Finance						

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 31st August 2021;
- Assess the forecast financial position of the Charity against commitments already made.

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

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

- The year to date income performance has decreased from the levels reported in August 20, as previously the Charity had received significant generous donations to support the Charity during the height of the pandemic. Due to decreased levels of income being received by the Charity, this has put pressure on the Charity's cash position. This is being monitored, however it is recommended that the Charity request £0.250m from the investment portfolio to support the Charity's cash position. This will then be reviewed in the new year.
- The stock market has continued its rally into this financial year with gains of £0.457m to the end of August. The stock market does however remain volatile and at this time caution is advised against further significant commitments.
- The recent dormant fund exercise has resulted in circa £0.062m being identified for transfer to general reserve.

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

Financial Performance for the 5 months ended 31st August 2021

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 31st August 2021

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2021	4,958	1,711	2,478	9,147
Total Income Resources	331	135		466
Total Resources Expended	-607	-102		-709
Net Incoming/(Outgoing) Resources	-276	33		-243
Gains / (Losses) on Investment Assets	457			457
Net Movement in Funds	181	33	0	214
Fund Balances carried forward August 2021	5,139	1,744	2,478	9,361

The above table shows the Charity generated £0.466m of income and spent £0.709m for the first five months of the financial year. This has resulted in net expenditure of £0.243m. In addition, the charity also had market value gains on its investments of £0.457m for the period compared to the March 2021 valuation. The combined effect of these results is a net increase in fund balances for the period to August 2021 of £0.214m to £9.361m.

An analysis of the income received by the charity for the first five 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 5 month period April to August 2021

Income	Unrestricted £000	Restricted £000	Total £000	20/21 £000	19/20 £000
Legacies	13		13	1	22
Donations	288	29	317	1,064	154
Staff Lottery		92	92	83	80
Appeals		6	6	23	97
Dividend Income	30	8	38	32	55
Total Income	331	135	466	1,203	408

This table shows a reduction in the donations received in comparison to the previous year, which included some significant acts of generosity from individuals and contribution from NHS Charities. Whilst lockdown is easing, some social distancing rules still exist and therefore these are still likely to adversely impact upon normal fund-raising activities for the foreseeable future.

The closing balance sheet for the period to date is shown in Table 3.

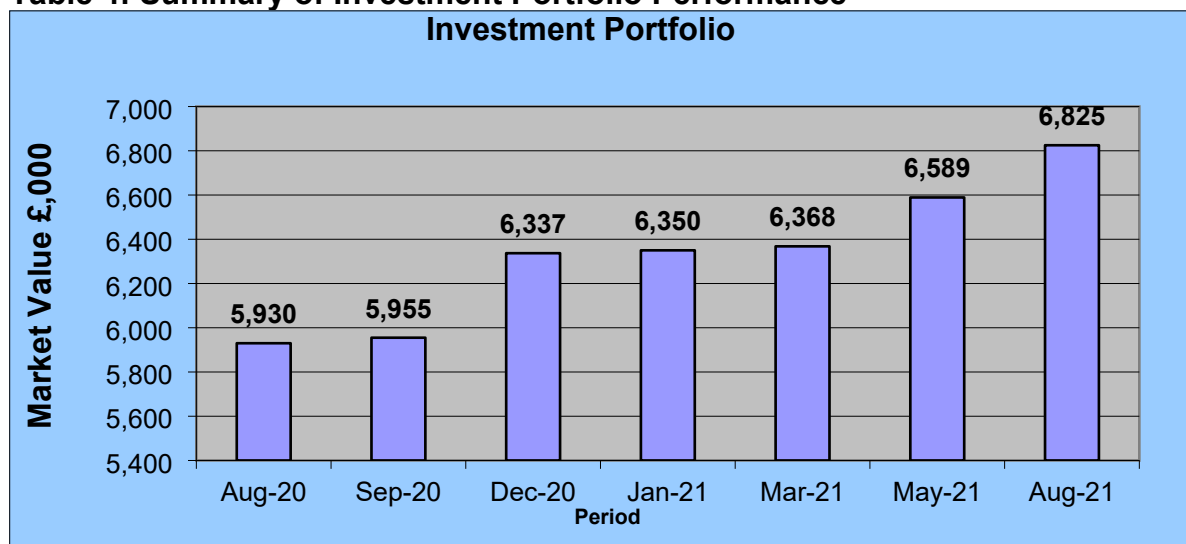
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Table 3: Summary Balance Sheet as at 31st August 2021

	Opening Balance £000 01.04.21	Closing Balance £000 31.08.21
Fixed Assets	8,804	9,261
Net Current Assets /Liabilities	343	100
Total Net Assets	9,147	9,361
Unrestricted Funds	4,958	5,139
Restricted Funds	1,711	1,744
Endowment Funds	2,478	2,478
Total Funds	9,147	9,361

The fund balances have increased by £0.214m in the period to £9.361m. Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.825m relating to the investment portfolio. Of the net current assets closing balance of £0.100m, some £0.190m is supported with cash with the balance being net current liabilities of £0.090m. Notwithstanding the fact that future income streams are not known, this cash balance is not considered sufficient to cover future expenditure levels. It is recommended that £0.250m is withdrawn from the investment portfolio to bolster the cash position. It has been confirmed with our investment managers that this amount is realisable without the need for significant trading.

The following graph shows the investment portfolio's performance from August 2020 to August 2021.

Table 4: Summary of Investment Portfolio Performance

The investment portfolio started the financial year with a market value of £6.368m. The value has increased to £6.825m at the end of August 2021, therefore resulting in a market value gain for the period of £0.457m.

In summary the value of the Charitable Funds has increased by £0.214m in the current year to £9.361m. This increase represents net expenditure of £0.243m and market value gains of £0.457m.

Dormant Funds

Following the dormant fund exercise for 2020/21 it is anticipated that circa £0.062m further funding will now be available to transfer to the general-purpose funds. Additional detail regarding the responses and outcomes is outlined in the dormant fund paper that forms part of the agenda for the CFC meeting.

Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £9.361m, 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 £0.938m made up of the following:

- Consolidated general reserve fund balance of £0.419m;
- Year to date investment gains of £0.457m;
- Transfer of dormant funds estimated to be £0.062m

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 **£0.650m** and are summarized below.

Table 5: Outstanding commitments against General Reserves

Commitments	£'000	Comment
UHB Transport Solutions	68	
Staff Recognition Awards	20	£5k per year - 4 years outstanding
Employee Wellbeing	114	Includes option 3 approval for two years
Fundraising Costs	224	£136k in year included in I/E and £224k further commitment
Translation of HC Website	7	
Neurological Gardens	192	New Commitment
Clinical Psychology Report	25	New Commitment
Total	650	

This means that general reserves are under committed by circa £0.288m. A key driver for this is the continued good performance of the investment portfolio, which has achieved gains of £0.457m for the first five months of this year.

Further financial opportunities include:

Utilisation of Dormant Funds:

The finance charity team will continue to monitor dormant funds and will transfer to general reserve where appropriate in line with the financial control procedure.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.360m 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.

The key financial risk is the performance of the investment portfolio which is underpinning the year to date financial position and general reserves balance.

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;
- **APPROVE** the cash withdrawal of £0.250m from the Investment Portfolio.

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

Kind and caring
 Caredig a gofudgar
 Respectful
 Dangos parch
 Trust and integrity
 Ymddiriedaeth ac uniondeb
 Personal responsibility
 Cyfrifoldeb personol

Report Title:	Dormant Funds Update					
Meeting:	Charitable Funds Committee				Meeting Date:	21st September 2021
Status:	For Discussion		For Assurance	x	For Approval	For Information
Lead Executive:	Executive Director of Finance					
Report Author (Title):	Deputy Director of Finance					

Background and current situation:

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

- Provide information on the dormant fund assessment for year ending March 2021, including the proposed value of funds earmarked for transfer to general reserve.

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

The issues to bring to the committee are:

- There is circa £0.062m being proposed to transfer to general reserve resulting from the dormant fund exercise for 2020/21.

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

The Trustees agreed at their meeting of the 23rd July 2020 to change the policy on unrestricted dormant funds. It was agreed that any unrestricted funds that had been dormant for two full financial years and do not have expenditure plans are transferred to general reserves. The first exercise was undertaken in financial year ending March 2020, with circa £150k transferred to general reserve.

The committee will note that the review for year-ending 2020/21 has been undertaken with the charity team requesting:

- Confirmation that expenditure plans are still valid from the previous exercise (financial year-ending 2019/20), where there has been no movement on the fund balance.
- Requesting relevant expenditure plans for those dormant funds that form part of the financial year-ending 2020/21 dormant fund exercise. The deadline for submission of expenditure plans was set for 31st August 2021.

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The responses to date are summarised in the following table.

2019/20 Follow-up

Funds Classification	Dormant Funds		Responses / Movement		No Responses	
	No	£000	No	£000	No	£000
Unrestricted	30	205	25	167	5	38

2020/21

Funds Classification	Dormant Funds		Responses / Movement		No Responses	
	No	£000	No	£000	No	£000
Unrestricted	17	73	11	49	6	24

Total	47	278	36	216	11	62
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The intention is now to:

- Transfer the balances from those unrestricted dormant funds that do not have valid expenditure plans to general reserve.

Recommendation:

The Charitable Funds Committee is asked to:

- **NOTE** the progress made on reviewing Dormant Funds.

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



Report Title:	Over 25k bids for approval <i>Our Health Meadow</i>			Agenda Item no.	3.1.1
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	For Approval	✓	For Information
Lead Executive:	Ruth Walker, Exective Director of Nursing				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

Background and current situation:

Cardiff and Vale University Health Board/Health Charity continues to develop an innovative new space at its University Hospital Llandough site.

Our Health Meadow – Ein Dôl Iechyd will bring to life the vision of a community orchard to the fields surrounding the hospital site. The Health Board is working with partner's Down To Earth to establish this project which is believed to be the first of its kind at a hospital site in the UK.

Our goal is to establish an ecological community health park which aims to benefit wildlife, plants and people through positive human environment interaction.

This bid will in short, ensure the advancement of environmental protection and improvement whilst simultaneously providing education to staff, patients and the wider community on the topic of environmental and sustainable issues alongside providing methods of preventing, diagnosing and treatment of mental health illnesses.

The funds requested are essential to progress this exemplar project for Cardiff and Vale University Health Board

The monies will enable the advancement of environmental protection, climate change and improvement whilst simultaneously providing education to staff, patients and the wider community on the topic of environmental and sustainable issues alongside providing methods of preventing, diagnosing and treatment of mental health conditions and other long term conditions.

The funds requested will allow the project to move at scale and pace, ensuring that the correct measures and facilities are taken prior to commencing the 'on site' work in hope that we can execute the scheme in a smooth and timely manner. The Enabling Works to support the welfare facilities and project to commence, preparing the ground and getting services ready for a project to start. Clinical and Community groups are prepared and ready to commence groups this month on site to assist with skills training, health improvements and staff wellbeing

The requirement for Health Boards to meet the 'Green Agenda' is increasing and Our Health Meadow will be an exemplar project for Wales.

Total funding requested £80,000 (appendix 1 - application and breakdown of costs)

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

Saunders Nathan
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- Our Health Meadow has been created specifically to provide a dedicated space at UHL, to enhance the health and wellbeing of patients, staff, visitors and the local community.
- The project has been highlighted by the Wellbeing of Future Generations Commissioner as a case study for good practice and praised for its innovation.

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

Governance, risk management and supervision of this project is managed by the 'Our Health Meadow' steering group, led by the Chair of the UHB's Board of Trustees.

Recommendation:

The Committee is asked to:

- Approve the allocation of funding to Our Health Meadow, which will support the continued costs required to develop this project in a safe, quality assured and energy efficient way.

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.



CFC 3.1.1 Appendix 1

CHARITABLE FUNDS BID APPLICATION FORM

<p>1. Please state the name of the project/bid: Our Health Meadow</p>
<p>2. Please state the overall amount you are requesting: £80,000</p>
<p>3. Please state the duration of the project/bid: 12 months</p>
<p>4. Please provide an overall summary of what your bid is about and what it will achieve?</p> <p>Cardiff and Vale University Health Board/Health Charity continues to develop an innovative new space at its University Hospital Llandough site. The project has recently been highlighted by the Wellbeing of Future Generations Commissioner as a case study for good practice; https://www.futuregenerations.wales/wp-content/uploads/2021/07/CVUHB-case-study-English-1.pdf</p> <p>Our Health Meadow will bring to life the vision of a community orchard to the fields surrounding the hospital site. The Health Board is working with partner's Down To Earth to establish this project which is believed to be the first of its kind at a hospital site in the UK.</p> <p>Our goal is to establish an ecological community health park which aims to benefit wildlife, plants and people through positive human environment interaction.</p> <p>Our green spaces, like Our Health Meadow facilitate natural environment is allowed to flourish, offer havens to humans and wildlife alike. Yet it is only in recent years that the importance of the green infrastructure is being recognised in policies for multiple social, economic and environmental benefits.</p> <p>Quality green spaces can reduce pollution, linked to asthma and heart disease, reduce symptoms of depression and mental illness, alleviate flood risk, provide wildlife habitats and increase biodiversity, productivity and innovation and provide spaces for community cohesion.</p> <p>Improving our environments, whether natural or urban, is a critical issue for communities in Wales. It is not just a matter of poor aesthetics but significant for our health. The quality of our environment cannot be separated from other aspects of our daily life and is intrinsically linked to our sense of place and sense of wellbeing.</p> <p>Our Health Meadow – will benefit patients, staff, visitors and the wider community and will be funded entirely through Cardiff & Vale Health Charity funding.</p> <p>The Proposal to enhance and develop a 7-acre field adjacent to University Hospital Llandough into an Outdoor Therapeutic Healthcare Facility, comprising predominantly landscape features but also a small therapy centre building.</p>

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CFC 3.1.1 Appendix 1

CHARITABLE FUNDS BID APPLICATION FORM

The therapeutic outdoor activity will include the development of the site landscaping and construction of the therapy facilities, as well as the enjoyment and maintenance of the site, using Down to Earth's tried and tested inclusive construction method, with benefits in education, health and well-being and community engagement.

This bid will in short, ensure the advancement of environmental protection and improvement whilst simultaneously providing education to staff, patients and the wider community on the topic of environmental and sustainable issues alongside providing methods of preventing, diagnosing and treatment of mental health illnesses.

The funds requested will allow the project to start with a solid foundation by ensuring that the correct measures are taken prior to commencing the 'on site' work in hope that we can execute the scheme in a smooth and timely manner. The Enabling Works to support the welfare facilities and project to commence, preparing the ground and getting services ready for a project to start.

Groups then start from w/c 13th September – with up to 10 groups a week over the coming months.

Funding will allow the Health Charity to ensure a designer is ready to take the next steps in the process and a quantity surveyor is appointed to oversee the project and ensure the Health Board and Health Charity receive good quality and value for money throughout the process.

<p>5. What are the breakdown of total funds requested:</p>										
<p>(a) Direct Costs:</p>	<p>These are costs being incurred to enable us to progress the project:</p> <table border="1" data-bbox="778 1464 1385 1823"> <tr> <td>Welfare infrastructure</td> <td>£20,000</td> </tr> <tr> <td>Appointment of posts, including principal designer via Down to Earth for Stage 5 & 6 of process</td> <td>£40,000</td> </tr> <tr> <td>Appointment of Cost advisor for scheme to ensure Health Board and Health Charity receive value for money</td> <td>£20,000</td> </tr> <tr> <td>Total Costs / Bid</td> <td>£80,000</td> </tr> </table>		Welfare infrastructure	£20,000	Appointment of posts, including principal designer via Down to Earth for Stage 5 & 6 of process	£40,000	Appointment of Cost advisor for scheme to ensure Health Board and Health Charity receive value for money	£20,000	Total Costs / Bid	£80,000
Welfare infrastructure	£20,000									
Appointment of posts, including principal designer via Down to Earth for Stage 5 & 6 of process	£40,000									
Appointment of Cost advisor for scheme to ensure Health Board and Health Charity receive value for money	£20,000									
Total Costs / Bid	£80,000									
<p>6. Could funding from an Endowment Fund support this bid? No (If no, please advise what (if any) endowment funds you have access to and why these are unable to be utilised in support of your bid). Our Health Meadow has a dedicated fundraising appeal which is being promoted widely; we are also submitting bids for grants to support this project in the medium to longer term.</p>										

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CFC 3.1.1 Appendix 1

CHARITABLE FUNDS BID APPLICATION FORM

All the previous funds acquired for this project have now been exhausted, as we've recently paid for the partnership with Down To Earth and other initial costs relating to this project.

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education	X	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(b) The advancement of environmental protection or improvement	X
(d) The advancement of health or saving of lives	X	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development	X	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science	X	(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

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

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CHARITABLE FUNDS BID APPLICATION FORM

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

The space is provided to assist in the improvement of the health and wellbeing of all staff and patients of Cardiff and Vale Health Board. Staff can currently utilise the space for limited activities such as walking, but the end aim is for them to be able to use the space for not only rest breaks but with patients/colleagues as there is currently no other outside space for them to use. It has been proven that being outside in the natural daylight and fresh air can improve the rehabilitation of patients. Being outside overall improves an individual's mental health and wellbeing. Opportunities for social prescribing for patients will be possible in the future through this project and development of the scheme, patients will be able to volunteer their time to the project and ultimately help them tackle their problems early on in their 'treatment' plan. Patient groups such as stroke patients will be able improve their fine motor skills to improve rehabilitation through volunteering opportunities. Mental Health Patients will also have the opportunity to improve their wellbeing through social peer groups. This outlines all current plans for the service but is not limited as there is room for additional benefits to present themselves as the project develops.

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

We have a lot of funding applications that will be submitted over the next 3 - 4 months. Applying to the Hodge foundation for £500,000 to use as capital expenditure, The Moon Dance foundation £500,000 to use as capital expenditure, Community Woodlands Heritage Fund expression of interest has been agreed, and so we will be applying for £125,000 during June. There are also ongoing fundraising plans such as the NHS Big Tea Campaign, purchase a tree campaign and a membership scheme where people pay per month and receive regular updates.

An application for a financial grant was submitted to the Active Inclusion Fund and was successful, awarding the Orchard Project £140,000 to help with the revenue of the project. ENRAW funding has also been approved to the value of £500,000 for revenue and to enable DTE to start working on the project.

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

The basis for the project is relatively simple. It aims to provide sustainable space for patients, staff, visitors and the community.

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CFC 3.1.1 Appendix 1

CHARITABLE FUNDS BID APPLICATION FORM

The values of the project were developed in discussion with Down to Earth (DTE), the architects and design lead for the scheme.

The main objectives and outcomes expected of the project are as below:

- To use inclusive construction method of supporting vulnerable or marginalised groups to build, with interdisciplinary benefits in health and well-being, education and community engagement.
- Be energy efficient in use, including renewable energy
- Build with environmental sustainability in mind, through choice of natural, local and recycled materials, limiting waste, 'breathable' buildings and the creation of a healthy indoor environment.
- Combine innovative and traditional construction technologies.
- Address the seven Well-being Goals of the Future Generations Act 2017.
- Merging innovative health care delivery with innovation in education delivery – the result is a transformed approach to how it is possible to work with people, particularly the most vulnerable/disadvantaged, and deliver a community-wide change.

We will be monitoring the progress and benefits of the project through on-site observations, case studies, user group surveys and general feedback.

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

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

We cannot see any reason why this project would damage the reputation of the Health Board as it's designed to enhance wellbeing for all involved; patients, staff and our local community. We are working with Down to Earth who are experts in their field and have demonstrated experience and success in similar projects.

Applicant Name: Simone Joslyn

Position: Head of Health Charity and Arts

Saunders, Nathan
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CFC 3.1.1 Appendix 1

CHARITABLE FUNDS BID APPLICATION FORM

Bid approved by:

Janet Brander

Position: Director of Communication, Arts, Health Charity and Engagement Team

Date:

Saunders, Nathan
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Report Title:	Over £25k bids for approval - Charitable Funds Neurosciences - Electromyography (EMG) machine			Agenda Item no.	3.1.2
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	For Approval	√	For Information
Lead Executive:	Ruth Walker, Exective Director of Nursing				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Neurosciences Directorate)				

Background and current situation:

The Board of Trustees of Cardiff & Vale Health Board Charity have delegated responsibility to the Charitable Funds Bids Panel for consideration and approval of bids over the value of £25,000, up to a maximum of £125,000. As per the attached process mapping information (Appendix.1) the CFC receives bids for over £25k for consideration and approval from charitable funds.

The Health Charity is responsible for the administration process of these bids and is required to liaise with proposers on behalf of the CFC, ensuring evaluation reports are submitted in line with governance and audit requirements.

The Health Charity has received the following bid* for charitable funds:

Over £25k bids for Charitable Funds:

*** Bid was submitted to the CFC in June 2021 but not supported due to prioritisation of funding for other projects – advised it could be resubmitted at a later date. Applicant has requested it is resubmitted to Sept CFC meeting.**

The Neuroscience Directorate wishes to purchase an additional Sierra Summit Base Machine to carry out specific diagnostic testing within neurophysiology, for example electromyography (EMG) and nerve conduction studies which are specialist tests used to diagnose a wide variety of neurological conditions such as motor neurone disease, carpal tunnel syndrome, myasthenia gravis etc.

(see Appendix 1 for further information).

Bid name	Proposal	Amount	Requested by:	Bid approved by:
Neurosciences	Purchase of Electromyography (EMG) machine	£17,700*	Lucy Coates, Assistant Service Manager for Neurosciences	C E Wood, Interim Director of Operations

*Equipment quote totals £20,700, however pt. 6 of the attached paper advises on availability of Endowment Fund 9154 and a proposal from the Neurosciences Directorate to utilise £3,000 of the available balance to part-fund the equipment.

Reason for proposed purchase:

The Neuropsychiatry Department currently has two EMG machines, used by 2 Consultant Neurophysiologists, a Specialist Registrar and 5 technicians. An additional machine within the department would have a significant impact on both the inpatient and outpatient services provided.

Executive Director Opinion/Key Issues to bring to the attention of the Board/Committee: The Neuroscience Directorate has proposed utilising some existing Endowment Funds to part-fund this purchase. Funding request is a one-off with no additional costs or ongoing service or maintenance contracts as these will be provided from revenue budget.									
Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.): Supporting this application would allow the use of charitable funds to support its intended purpose and improve patient services.									
Recommendation: The Charitable Funds Committee is asked to: Consider the bid for charitable funds to purchase an additional Sierra Summit Base Machine for the Neuroscience Directorate.									
Shaping our Future Wellbeing Strategic Objectives <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							
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant, click here for more information</i>									
Prevention		Long term	√	Integration		Collaboration	√	Involvement	
Equality and Health Impact Assessment Completed:		Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>							

Saunders,Nathan
09/21/2021 10:27:11

CHARITABLE FUNDS BID APPLICATION FORM

1. Please state the name of the project/bid: Funding request for diagnostic machine	
2. Please state the overall amount you are requesting: £20,700.00	
3. Please state the duration of the project/bid: N/A	
4. Please provide an overall summary of what your bid is about and what it will achieve? <p>We are requesting funding for Sierra Summit Base machine to carry out specific diagnostic testing within neurophysiology, for example electromyography (EMG) and nerve conduction studies which are specialists tests used to diagnose a wide variety of neurological conditions such as motor neurone disease, carpal tunnel syndrome, myasthenia gravis etc.</p> <p>The Neurophysiology Department currently has two machines between 2 Consultant Neurophysiologists, a Specialist Registrar and 5 technicians. An additional machine within the department would have a significant impact on both the inpatient and outpatient service that the neurophysiology department offers.</p> <p>Outpatient: The waiting list currently stands at 695 patients, 134 of which have been waiting over 52 weeks, with our longest patients waiting 78 weeks. An additional machine would enable the Department to carry out parallel doctor-led clinics, which would in turn increase the capacity for education and training for trainees and technicians.</p> <p>Inpatient: The lack of an additional machine has had a significant impact on the level of service we are able to offer to inpatient referrals, and in particular ITU. Although all inpatient referrals are reviewed, the lack of a machine has often resulted in delays in the patient being seen and this has unfortunately led to missed opportunities such as organ donation, as well as having an impact on patient care and treatment.</p>	
5. What are the breakdown of total funds requested:	
(a) Direct Costs:	£20,700.00
(b) Staff:	N/A
(c) Consumables:	N/A
(d) Equipment:	N/A
(e) Travel:	N/A
(f) Other:	N/A
(g) Indirect Costs:	N/A

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CHARITABLE FUNDS BID APPLICATION FORM

6. Could funding from the Endowment Fund support this bid?

The endowment fund currently holds approximately £7000, however £1,000 of this has been already been allocated. We would be happy to part-fund the equipment of up to £3000. The Department has identified the remaining monies to be put towards costs of training, education and travel expenses.

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

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

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	✓
- in prevention, diagnosis and treatment of illness	✓
(b) And must provide:	
- Hospital accommodation	
- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	

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CHARITABLE FUNDS BID APPLICATION FORM

- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	✓
- Services or facilities as are required for the diagnosis and treatment of illness	✓

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

The equipment will help to enhance the regional neurophysiology service which currently serves all patients within Cardiff & Vale and Cwm Taf UHB. As mentioned in Question 4, we currently have 695 patients on the waiting list, 134 of which have been waiting over 52 weeks, with our longest patients waiting 78 weeks. The Department is currently limited with regards to the number of patients it can see due to having only 2 machines. A further machine would allow the department to see between 25 – 30 additional patients per week. Not only would this have a significant positive impact on the length of time patients are waiting for their diagnostic test, it would enable them to receive a quicker diagnosis and in turn receive treatment more promptly and hopefully ultimately improving the quality of life for our patients.

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

Funding request is a one off. The Neuroscience Directorate will pay for all service contracts and maintenance for the machine going forward.

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

The additional machine will allow the Neurophysiology Department to see approximately 100 additional patients per month which will have a significant positive impact on our waiting list. As well as benefiting patients who are on our outpatient waiting list, there would also be a substantial benefit for patients who are inpatients. The additional machine will would allow patients, and in particular those in ITU which can be time critical, to have their diagnostic test performed on the same day which would result in faster diagnosis and quicker treatment.

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CHARITABLE FUNDS BID APPLICATION FORM

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

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

I can see no negative reasons that an additional machine would bring. The positives include patients being assessed sooner and as a result receiving their diagnosis and treatment quicker and as such, having a positive impact on patient quality of life.

Name: Lucy Coates

Position: Assistant Service Manager for Neurosciences

Bid approved by: CE Wood Position: Interim Director of Ops

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

Date: 26-03-21

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Quotation No: M-1439-A
Customer: University Hospital of Wales
Date: 10/12/2020

Qty		Description	Price	Total
1	Sierra Summit Base Package 1	Summit 2 Channel Base Package Solution - Includes- <ul style="list-style-type: none"> - Base Module with Trigger In/Out - 2 Amplifier Channel using 2 channel amplifier - 1 Stimulator outputs (using ring/bar stim switch box) - Sierra Summit Software 	£12,500.00	£12,500.00
1	MEK-EMG	EMG-NCS Software Package for Sierra Summit	£1,750.00	£1,750.00
1	MEK-SFEMG	SFEMG Software Package for Sierra Summit	£1,950.00	£1,950.00
1	MEK-SUMMITPC	High Specification PC with 24" HD LCD Display and Laser Printer	£2,250.00	£2,250.00
1	MEK-T2CART	Ergonomic T2 Cart with Isolation Transformer	£2,250.00	£2,250.00
1	MEK-UNIREVIEW	Cadwell Universal Review License	FOC	FOC

Total

£20,700.00

Installation, training and delivery is included
Networking infrastructure is the responsibility of the customer site
Quotation Valid - Discount Valid for 30 Days

Medevolve Ltd, Church House, 30 Church Street, Godalming, GU7 1EW. VAT Registration No: GB163909586

Maintenance Cover

Service Contract Options

Gold Cover

This includes all labour, parts and travel for the equipment, includes an annual preventative maintenance visit during the period of cover.

Service Contract Price – 9% of Capital equipment

**Service pricing based on Capital List Price*

Silver Cover

This includes all labour and travel but parts will be chargeable, includes an annual preventative maintenance visit (all service parts will be discounted from standard list price)

Service Contract Price – 7% of Capital equipment

**Service pricing based on Capital List Price*

Basic Cover

This is an annual preventative maintenance visit and also includes a discount on service parts.

Service Contract Price – 4% of Capital equipment

**Service pricing based on Capital List Price*

Point of Sale (POS) Service Contract Options (Gold & Silver Only)

3 Year Point of Sale Service contract – 5% discount on annual service agreement price

5 Year Point of Sale Service contract – 7.5% discount on annual service agreement price

Medevolve supplies a 12 month manufacturers warranty with all Cadwell systems, this includes all parts, labour and travel for the period of the manufacturers warranty. Exclusions are cables, media, misuse and abuse of the systems.

Installation, training and delivery is included
Networking infrastructure is the responsibility of the customer site
Quotation Valid – Discount Valid for 30 Days

Medevolve Ltd, Church House, 30 Church Street, Godalming, GU7 1EW. VAT Registration No: GB163909586

Saunders Mathen
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Report Title:	Over £25k bids for approval - Charitable Funds Brain and Brainstem Basis of Long COVID (BBB-COV)			Agenda Item no.	3.1.3
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	For Approval	✓	For Information
Lead Executive:	Ruth Walker, Executive Director of Nursing				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of)				

Background and current situation:

The Board of Trustees of Cardiff & Vale Health Board Charity have delegated responsibility to the Charitable Funds Bids Panel for consideration and approval of bids over the value of £25,000, up to a maximum of £125,000. The CFC receives bids for over £25k for consideration and approval from charitable funds.

The Health Charity is responsible for the administration process of these bids and is required to liaise with proposers on behalf of the CFC, ensuring evaluation reports are submitted in line with governance and audit requirements.

The Health Charity has received the following bid* for charitable funds:

Over £25k bids for Charitable Funds:

(see [*Appendix 1 – application for charitable funds](#))

Bid name	Proposal	Amount	Requested by:	Bid approved by:
Brain and Brainstem Basis of Long COVID (BBB-COV)	*Study into BBB-COV (Long Covid)	£136,322	Helen E. Davies Consultant, Respiratory and General Medical Physician	Geraldine Johnson Director of Operations

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

The Health Charity has allocated the 'covid specific' charitable funds, in line with previous approvals by the CFC and Board of Trustees, therefore this bid is a request for allocation of funds from General Reserves.

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

Reputational risk of Health Charity's utilisation of general purpose charitable funds for covid related projects in addition to previously approved covid specific funds which have been allocated for post-covid recovery projects and to support staff health and wellbeing.

Recommendation:

The Charitable Funds Committee is asked to:

Consider the bid for charitable funds for research into Brain and Brainstem Basis of Long COVID (BBB-COV).

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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CHARITABLE FUNDS BID APPLICATION FORM

1. Please state the name of the project/bid:

Brain and Brainstem Basis of Long COVID (BBB-COV)

2. Please state the overall amount you are requesting:

£136,322

3. Please state the duration of the project/bid:

18 months

4. Please provide an overall summary of what your bid is about and what it will achieve?

The COVID-19 pandemic has had a major impact on population health and social care as well as increasingly apparent economic sequelae. Although early attention focused on the acute phase of the illness, long-term effects have emerged as an important unmet medical need.

Long COVID or post-COVID syndrome is a clinical condition persisting after acute COVID-19 infection. Symptoms are diverse, fluctuant and disabling; common symptoms include breathlessness, fatigue, cognitive blunting ('brain fog'), palpitations, dysautonomia, chest pain/tightness, loss or change in smell and/or taste and myalgia. The trajectory of disease is complex with a waxing and waning, often protracted, course amidst which the disability incurred prevents resumption of normal daily function and reduces patients' quality of life – if timely multi-disciplinary attention and treatment is not provided.

Over 10% of patients with acute COVID19 develop long COVID (incidence estimates range from 10 to 50% after 3 months in non-hospitalised / hospitalised cohorts respectively). Data from the Office of National Statistics (ONS) (publication 04/06/2021) estimates that there are 50,000 people experiencing long COVID in Wales and an estimated 1.1 million people in the UK. The societal impact is potentially huge underlining the importance of addressing long-term symptoms and investigating the pathophysiological basis of long COVID promptly.

This study was designed in direct response to patients wanting to understand their symptoms. People living with long COVID helped to determine the study question and clarify an acceptable study burden for people at a time when they are often feeling very unwell. The cycles of patient and public involvement built into the study design will allow ongoing opportunities for study participants to share their experiences and ensure an ongoing patient based focus of the project.

Emerging evidence suggests SARS-COV-2, the virus responsible for COVID-19, is neurotropic to brainstem cardiorespiratory centres and can directly affect the brainstem (reference: Meinhardt J *et al.* Nat Neurosci 2021; 24(2):168-175. PMID: 33257876). Autoimmunity is emerging as a key mediator of fluctuating neurological manifestations, sub-acutely and chronically.

This study would investigate the hypothesis that ongoing symptoms in long COVID reflect central neurological and immune consequences of COVID-19, affecting processes of homeostasis and interoception (body-sensing). The theory that COVID-19 causes brainstem neuroinflammation which (a) disrupts interoceptive signalling leading to persistent breathlessness

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CHARITABLE FUNDS BID APPLICATION FORM

and fatigue; and (b) influences adjacent arousal and neuromodulatory systems critical for multiple cognitive functions will be examined. We will measure in-vivo markers of neuroinflammation and neurodegeneration and identify brain-based markers of breathlessness and fatigue.

A cohort of patients with long COVID will be compared to healthy controls through utility of state-of-the-art 7 TESLA magnetic resonance imaging (7T MRI) essential to provide necessary resolution of the brainstem. This data has not been determined through MRI data collection in current cohort studies (e.g. CMORE) which use standard “1.5T” and “3T” scanners available in hospitals. The latter are insensitive to the neurochemical, ultra-structural and persistent consequences of COVID-19 in the brainstem potentially evident in long COVID.

7T MRI is only available in specialist UK centres (including CUBRIC, Cardiff) although 60% of the UK population lives within an hour’s travel of one of these centres. This project builds upon the close collaborations forged within the MRC funded UK7T Network (<https://www.nottingham.ac.uk/research/groups/spmic/research/uk7t-network/uk7t-network.aspx>) which was specifically set up for multi-site collaborative research. Scanning protocols are already harmonised demonstrating both expertise and track record to successfully perform and interpret the specialised imaging. The scarcity of 7T MRI availability limits direct scalability of the specific techniques used however, the information gained from this study will enable more confident interpretation of more widely available standard MRI/ EEG findings. Furthermore, this study would also enable interrogation of surrogate cognitive markers coupled to specific neural deficits could be rapidly scaled (e.g. questionnaires, cognitive tests) and utilized as surrogate outcome measures in clinical trials.

Ultimately, this study may provide patients with long COVID with an answer as to *why* long COVID develops. Additionally, if BBB-COV elucidates areas of heightened activity within the brainstem, the study may facilitate development of treatments to alleviate long COVID, providing a route to consideration of repurposing of drugs that moderate major neurotransmitters salient in brainstem activity.

National support for the application has been provided by the Director of the PRIME Centre Wales (Wales Centre for Primary and Emergency (including Unscheduled) Care Research) and Wales Covid-19 Evidence Centre (see Appendix A).

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CHARITABLE FUNDS BID APPLICATION FORM

5. What are the breakdown of total funds requested:	Over 18 months
(a) Direct Costs:	None
(b) Staff:	0.2 WTE specialist registrar / research fellow = £17,624 0.3 WTE postdoctoral research assistant (CUBRIC) = £22,616 Infrastructure technician (CUBRIC) = £218 Professor Neil Harrison at 5% (CUBRIC) = £10,634 Dr Helen Davies ½ day per month = £2,379
(c) Consumables:	Recruitment costs = £500 Consumables (iPad) = £329
(d) Equipment:	CUBRIC costs = £45,474 (£583 per hour of MRI at 7T – so £45,474/£583 = 78 hours of scanning) Estates costs = £5,402 (covers costs of MR physicist who will help with implementation of the sequences on the scanner, physical space at CUBRIC for review of recruits pre-MRI scan, and paperwork costs associated with hosting the study)
(e) Travel:	Participant payments = £3,055
(f) Other:	C+V R+D management fee = £1,000
(g) Indirect Costs:	Indirect costs = £27,091

6. Could funding from an Endowment Fund support this bid? No

(If no, please advise what (if any) endowment funds you have access to and why these are unable to be utilised in support of your bid).

The monies requested surpass those available from endowment funds; the latter had been explored as an initial source of funding with discussions undertaken and the recommendation to pursue a CFC grant made.

7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:

(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
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(b) The advancement of education		(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	
(d) The advancement of health or saving of lives	✓	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development		(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science		(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:

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

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

This bid is to for funding to secure acquisition of the BBB-COV study in Cardiff. If successful our patients will have the opportunity to take part in this research, potentially contributing to benefits for all patients with long COVID in Cardiff and beyond.

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The grant application was written in direct response to people wanting a better explanation and understanding of long COVID and their ongoing symptoms. A public engagement event that showcased the study prompted further direct discussion about this project (<https://www.youtube.com/playlist?list=PLKmHbq4CHsRI7Z6cNv8U62g7wnaXa1n1F>). Feedback from patients within Cardiff and Vale UHB contributed to study design and will continue to influence study progress through continued patient and public involvement (PPI). The insights of the PPI group will ensure that the health research remains relevant to the needs of patients, carers and service users. Benefits from the same will be applicable across the entire NHS.

The multi-centre collaboration (4 centres across the UK including Cardiff) will utilise state of the art advanced neuroimaging infrastructure - housed by a consortium of leading academic institutions each with 7T MRI available. The UK7T network was initially funded by a £1m Partnership Grant from the MRC which supported harmonisation studies making this study particularly cost effective.

Through participation in this study, Cardiff will continue to emphasise the ability of our NHS and academic frameworks to support and contribute to high quality research across the UK.

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

Staff:

- The BBB-COV research project has been designed to run over 18 months
- Staff employed to participate in the running of the study will be aware of 18 month tenure at the point of recruitment
- If the PDRA (postdoctoral research associate) is seconded from another position they will return to the latter on completion of the trial period
- Others will start new jobs and will be aware that application for another job is required, to secure continuous employment, prior to the passing of 18 months
- If this study is being undertaken in addition to the researcher's usual role the monies given for the former will merely cease on completion of the study period

Research:

- On completion of the research, data will be collated, interrogated and analysis performed
 - Dissemination of the primary research findings will be undertaken with anticipated publication of the latter in peer reviewed journals
 - The results will be presented to academic audiences via conferences and social media
- In addition, the findings will be made public through patient focused means through people with long COVID and patient groups

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CHARITABLE FUNDS BID APPLICATION FORM

Future work:

- On the basis of the study findings, we would aim to establish interventions and design experimental medicine studies for patients with long COVID looking toward future therapies
- We would look to align and collaborate with other national/international studies to maximise sample sizes and provide studies confirming replication of outcomes and validation of the same
- Dependent on final results, our data may be utilised to inform clinical guidelines

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

Outcomes

- We will use the increased sensitivity of 7T MRI to measure *in vivo* markers of neuroinflammation and neurodegeneration, as brain based determinants of many symptoms of long COVID. (Such markers of brain metabolism and connectivity are not being collected in current cohort studies (e.g. CMORE/PHOSP-COVID, COVID-CNS, UCL study))

Benefits

- Hypothesising that the BBB-COV study demonstrates activity of different central nerve route signalling pathways in long COVID patients (e.g. monoaminergic systems in brainstem for arousal, effort and attention, and inflammation); it could provide patients and physicians alike with a potential answer as to the pathogenesis of the condition
- Thereafter, study findings may provide a route to mediation therapies. This will include consideration of the re-purposing of currently available drugs that moderate these major neurotransmitters, to potentially alleviate long COVID symptoms
- Additionally, this work could provide markers of treatment effects to be used in subsequent clinical trials facilitated by linking with existing NHS and NIHR infrastructure

Please note that if your bid is approved you will be required to present an outcome report to the Charitable Funds Committee when requested.

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CHARITABLE FUNDS BID APPLICATION FORM

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

Patient and public involvement (PPI) input was obtained whilst devising this study with the design based on the opinion and feedback from patients with long COVID who are very keen to participate in research looking to understand the cause of their symptoms. A public engagement event that showcased the pilot study prompted further patient feedback

(<https://www.youtube.com/playlist?list=PLKmHbq4CHsRI7Z6cNv8U62g7wnaXa1n1F>)

People living with long COVID helped us determine the study question and clarify an acceptable study burden for people at a time when they are often feeling very unwell. The cycles of patient and public involvement built into the study design will facilitate ongoing opportunities for study participants to share their experiences with us.

Patients have been central to the development of this proposal and will remain so during the study. The experiences of expert patients (healthcare workers) and also patients from a broader demographic with long COVID will be drawn upon. Through our patient representative as well as pilot study data and focus groups we have built a network of people with long COVID who are willing to continue collaborating with us as ongoing PPI network. The latter will have links and access to other groups and organisations such as the Patient Safety Group.

Furthermore, the study steering committee will have two patient representatives to help guide the ongoing PPI. The patient representatives will contribute to refinement of study documentation, direction of the focus groups, and other PPI and public engagement activities. We will continue ongoing focus groups to present findings in iterative cycles and use this to further refine and develop additional questions. This plan of PPI will maximise impact and patient benefit from this study.

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CHARITABLE FUNDS BID APPLICATION FORM

Name: Helen E Davies

Position: Consultant Respiratory and General Medical Physician

Bid approved by: G. Jones Position: Director of Operations

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

Date: 2/9/21

Appendix A: Letter of support from the PRIME Centre Wales (Wales Centre for Primary and Emergency (including Unscheduled) Care Research) and Wales Covid-19 Evidence Centre:

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CHARITABLE FUNDS BID APPLICATION FORM

 <p>Canolfan PRIME Cymru Wales PRIME Centre</p>	 <p>CARDIFF UNIVERSITY PRIFYSGOL CAERDYDD</p>	 <p>Wales COVID-19 Evidence Centre Canolfan Dystiolaeth COVID-19 Cymru</p>
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August 27th 2021

Letter in support of application: Brain and Brainstem Basis of persistent symptoms in COVID-19 (BBB-COV)

Dear Sir/Madam,

The BBB-COV evaluation of central neurological and immune consequences of COVID-19 may provide vital information with which to understand better the mechanisms that result in many of the symptoms that people with long Covid experience. The evaluation using specialised sequences of 7T magnetic resonance imaging is leading edge, and seeks to directly contribute to targeting mechanism-based experimental medicine studies, that could make substantial differences to quality of life, symptoms and functioning for the many people affected across UK (& internationally relevant research also).

The Wales Covid-19 Evidence Centre strongly supports the value of this proposal. The Centre is heavily involved in discussions in Welsh Government about services for Long Covid, and the need for further primary, translational and applied research is very clear. We are keen to be supporting this consortium which may unlock mechanisms of disease leading to effective treatments that enable individuals to return to function and work and reduce health inequalities. The economic benefits of more effective services are potentially very substantial.

We offer our full support to the research team in their application and if successful, we will work with our policy colleagues in Welsh Government and the All Wales post-Covid Recovery and Rehabilitation Group to enable rapid translation of the findings into interventions for applied clinical research.

Yours sincerely,

Saunders Nathan
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CHARITABLE FUNDS BID APPLICATION FORM




Wales COVID-19
Evidence Centre
Ganolfan Dystiolaeth
COVID-19 Cymru

Professor Adrian Edwards

**Professor of General Practice, Division of
Population Medicine**

**Director, PRIME Centre Wales and Wales
Covid-19 Evidence Centre**

Division of Population Medicine

Cardiff University

8th Floor, Neuadd Meirionnydd

Heath Park

Cardiff

CF14 4YS

Tel: +44(0)29 2068 7186

Email: EdwardsAG@cardiff.ac.uk

<http://www.primecentre.wales/>

We welcome correspondence in Welsh or
English

Yr Athro Adrian Edwards

**Athro Meddygaeth Deuluol , Yr Isadran
Meddygaeth Boblogaeth**

**Cyfarwyddwr, Canolfan PRIME Cymru a
Canolfan Dystiolaeth Covid-19 Cymru**

Yr Isadran Meddygaeth Boblogaeth

Prifysgol Caerdydd

8fed Llawr, Neuadd Meirionnydd

Parc y Mynydd Bychan

Caerdydd

CF14 4YS

Ffôn: +44(0)29 2068 7186

Ebost: EdwardsAG@caerdydd.ac.uk

<http://www.primecentre.wales/>

Rydym yn croesawu gohebiaeth yn Gymraeg neu
yn Saesneg

Saunders, Nathan
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Report Title:	Better Life Appeal report			Agenda Item no.	3.3
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
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 has now been completed. The new ward and expanded centre opened in April 2021.

To celebrate the new look centre, the Health Board facilitated a design competition among its patients in search of a new logo. The service received 20 entries which were shortlisted to nine before patients had to vote for their favorite. The winning design was created by patient Paul Jones.

Fundraisers this year include:

- Rhys Goodfellow who is a patient at the Adult Cystic Fibrosis Centre for Wales took part in the Carten bike ride from Cardiff to Tenby raised £4,006 for the Better Life Appeal
- Ellie Lewis who is 11 years old has aimed to walk 870 miles in 12 months (which is the equivalent of walking the full Wales Coastal Path). T Shirts and Hoodies have also being produced by Ellies family to sell, and encourage her community to get involved in the challenge. Ellie has raised £1,651.00 so far.

The Better Life Appeal total income for 2020/21 was: **£21,322.17**

The current balance of the Better Life Appeal Fund is **£377,721.83**

Dr. Ian Ketchell, Clinical Lead for CF Centre, the Committee chair Carole Davies and the committee members have stated that they no longer wish to continue as an Appeal and due to the current position of available funds would like to return it to a fund status.

The current plans for spending the donations received to date are:

- Creating patient garden areas at the CF Centre (awaiting quote)
- Expansion of the ground floor of the CF Centre

- Equipment for the CF Patient gym - £20,000
- Audio visual equipment - £15,000
- Ward furniture (awaiting quote)
- Additional items to further develop and improve the ward and CF centre e.g. flooring, furniture, artist.
- Furnishing of four CF outlying beds

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

In line with the previous CFC decision (December 2018) to review the position of the Appeal following completion and operational implementation of the CF Unit, I support the decision of the Better Life Appeal Committee to return the Appeal to a Fund basis.

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

- Reputational risk is that members of the Better Life Appeal committee may no longer wish to continue in this role and this may impact the decision making and future utilisation of remaining funds
- Financial risk related to the current balance of the Appeal, which exceeds any known commitments or requirements of the CF service

Recommendation:

- To celebrate the Better Life Appeal's achievements
- Agree to 'step down' the Appeal to a Fund from September 2021
- The Health Charity to continue to work with the clinical team to ensure fundraisers receive fundraising support and continue to adhere to 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:

Not Applicable

Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

CARING FOR PEOPLE
KEEPING PEOPLE WELL



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Report Title:	HEALTH CHARITY FUNDRAISING REPORT			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	For Approval	For Information	✓
Lead Executive:	Ruth Walker, Exective Director of Nursing				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

Background and current situation:

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

The day-to-day work related to the Health Charity is performed by the Health Charity Team and the Charity Office. The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity.

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 1st June - 31st August 2021.

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

The Committee is asked to:

- review the Fundraising Report for information
- note the dates of key Health Charity fundraising events for future CFC representation attendance

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

Attached documents:- **Fundraising Report**

ASSURANCE is provided by:

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

Recommendation:

The Charitable Funds Committee is asked to: **NOTE** 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:		Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>							



CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT – SEPTEMBER 2021

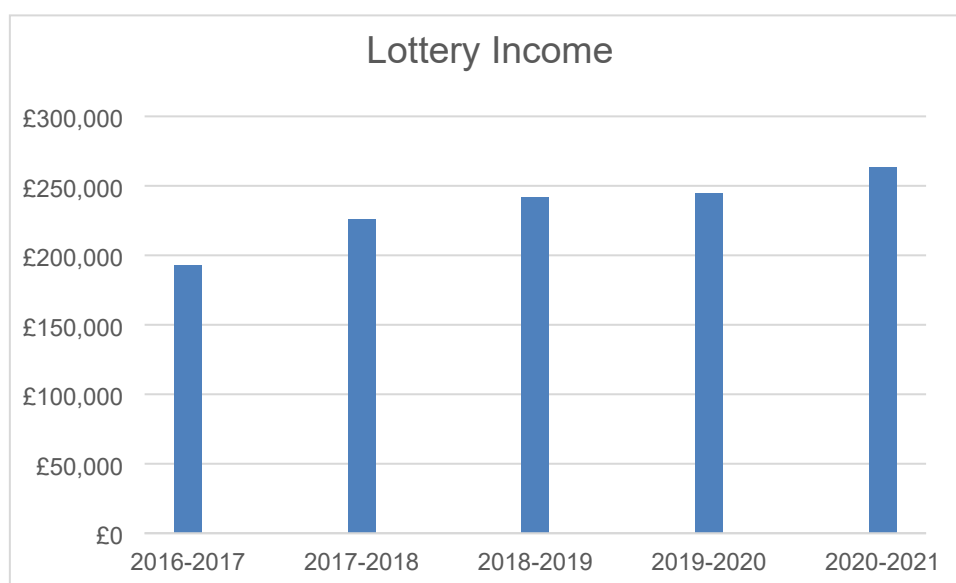
STAFF LOTTERY

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. Currently there are 5,329 lottery numbers allocated, the highest level since the start of the scheme. We are thrilled to report that over £1million in winnings has been given back to staff members since the relaunch of the scheme in 2005.

As agreed by the Charitable Funds Committee, the Health Charity will host two special draws in 2021. The 'Summer SuperDraw' took place in July and was assisted by Angela Hughes, Assistant Director of Patient Experience who was thrilled to be asked to make the draws which resulted in four £1,000 winners and a £5,000 winner.

The Health Charity team are continuing to promote the £21,000 SuperMegaDraw to commemorate '2021' which will be drawn on Friday 25th November 2021.

The graph below shows the last five years of gross income (pre-costs) from the Staff Lottery.



FUNDRAISING APPEALS



PROP APPEAL

Prop Appeal supporters Maddy and Tom Eddolls choose to gift each guest at their recent wedding a Prop Appeal badge. Maddie and Tom donated £200 in return of the favours. Maddy has supported the appeal, since one of her best friends, who was a patient at Rookwood, sadly passed away.



Upcoming Prop Events

Prop Ball- 29th October 2022. Mercure Holland House Hotel

Claire Nokes Golf Day 26th April 2022. Whitchurch Golf Club.

THE BREAST CENTRE APPEAL



As of end of August 2021, long time Breast Centre Appeal supporter Irene Hicks' fundraising total has reached **£175,000**. The Health Charity maintains regular contact with Irene and her team, and provides support where needed.



Annie's Welsh Coastal Path Challenge – This challenge began in April 2021 with the family and friends of Annie now undertaking this challenge in her memory, raising money for The Breast Centre Appeal and Cardiff City Hospice; both charities that provided incredible support throughout Annie's cancer treatment. Their fundraising total has reached over **£9,500**.

NHS Big Tea – In July, the fundraising team held a bake sale at the Breast Centre, UHL in support of the 'NHS Big Tea' Campaign. As always the cake was a very welcome treat for staff, raising **£125** for the Breast Centre Appeal.



Huge congratulations to Sumit Goyal, Consultant Oncoplastic Surgeon at the Breast Centre who was honoured with an MBE for his services to Breast Cancer and the Breast Centre Appeal.

Future Events:

- **Walk 10 Miles to Celebrate 10 Years of the Breast Centre Appeal** – this sponsored 10 mile walk is taking place on Sunday 5th September from Cosmeston Lakes to the Breast Centre at Llandough Hospital
- **NHS Big Jump** – on Saturday 18th September, the Health Charity is holding a tandem skydive event – two supporters are signed up to raise money for the Breast Centre Appeal.
- **Strictly Top Dancer** has been postponed until June 2022
- **The Pink Tie Gala Dinner 2021** has been cancelled and rescheduled for 3rd December 2022



THE BETTER LIFE APPEAL

Fundraising is ongoing for Ellie Lewis's 870-mile walk challenge this year. Ellie's challenge reaches its completion in December '21 and has raised **£1,651.00** to date.



OUR HEALTH MEADOW

The Health Charity participated in the 'NHS Big Tea' throughout July, where local schools, businesses and individuals hosted their own tea parties. The total raised was £5,500, which will benefit Our Health Meadow

The Health Charity has submitted several applications for grants and funding awards to support the ongoing costs of the provision of Our Health Meadow:

**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



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NHS
WALES**

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Applications submitted to:	Amount	Bid status
NHS Charities Together	£51,000	Application to be resubmitted by end of September (following feedback received from NHSCT).
Heritage Fund Woodlands	£150,000	awaiting outcome
Arnold Clark Community Fund	£1000	successful bid
Barclays Bank	£100,000	Awaiting outcome

The planning application outcome is anticipated in September 2021.

Volunteer groups will start work at Our Health Meadow in September 2021.

Gift in Wills (Legacy) Donations

The Health Charity continues to raise awareness of its 'Gift in Wills' fundraising by utilising social media, Staff Connects and external advertising and has benefitted from free advertising from local publications.

A specific 'Arts for Health and Wellbeing' legacy awareness raising project has commenced alongside this.

The Health Charity has commenced the launch and promotion of its one year partnership with 'FAREWILL' to offer a free wills service and will monitor the response and any Gift in Wills pledges received and report back to the CFC at the end of this project.

Communications Update

Run 4 Wales has confirmed that Cardiff Bay Run will take place on Sunday 26th September and the Health Charity is a charity partner of the event. 100 spaces have been purchased and so far 81 runners have signed up to raise money for the Health Charity.

The Health Charity now has Welsh Facebook and Twitter accounts: facebook.com/ElusenIechyd and @Elusen_Iechyd on Twitter.

Top three webpage visits to the Health Charity website during this period are:

- Staff Lottery winners announced
- News pages
- Events pages

The Health Charity has received 566 donation totaling £ 21,873.27 via the website since April 2020.

The Health Charity social media accounts have gained 213 new followers on Facebook and Twitter during this period.

Digital Fundraising

iGive kiosks



There have been delays in the implementation of contactless donation stations at UHW and the Bayside Vaccination Centre due to estates work required to facilitate their installation plus supplier design and production issues.

Estates work is now complete and it is anticipated that the kiosks will be installed and operational by the end of September 2021.

Report Title:	CHARITABLE FUNDS STRATEGY 2019 – 2025 REVIEW			Agenda Item no.	4.2
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
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:

Cardiff and 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.

Cardiff and Vale University Health Board holds Charitable Funds as sole corporate trustee and the board members of the Health Board are jointly responsible for the management of those charitable funds. The management of Charitable Funds is a delegated responsibility from the Trustees, via the Charitable Funds Committee, to the Finance Dept. of Cardiff and Vale University Health Board.

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at the Health Charity’s Business Unit at Woodland House.

The Charitable Funds Strategy 2019 – 2025 (Appendix 1) 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.

- Fundraising

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

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Objective One:	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.
Objective Two:	We will support the health, wellbeing and welfare of our staff to lead healthier lives.
Objective Three:	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.

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.

- Budgets

The Health Charity Operational budget is managed and monitored by the Business/Operational Manager in liaison with the charitable funds finance officer and includes non-staffing costs e.g.

- fundraising regulator
- public liability insurance
- lottery licensing
- website contract costs
- Harlequin (CRM) maintenance costs
- probate notifications (Legacy)
- NHS Charities Together membership fees
- office equipment and stationery
- fundraising costs

The Director and Head of the Health Charity oversee all related spend and 'Fundraising Costs' expenditure is closely monitored in line with governance related and essential service requirements.

- Priorities

The Business Unit will provide an update on progress against these objectives twice a year – April, in line with year-end and at the end of 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.

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 finance colleagues to ensure good governance processes but also that charitable funds monies are spent in line with objectives, criteria and in line with The Charity Commission guidance.

- Spending Criteria

Bids for charitable funds are aligned to Objectives 1-3 , prior to consideration by the relevant approvals panel, i.e. Make It Better Panel, Staff Lottery Bids Panel, Charitable Funds Committee and Board of Trustees, in line with the priorities and potential outcomes and benefits for patients and staff.

Objective One:	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.
Objective Two:	We will support the health, wellbeing and welfare of our staff to lead healthier lives.
Objective Three:	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.

- Investment Decisions

In addition to the Investment Update report from the Deputy Finance Director, the Director and Head of the Health Charity and Arts Programme undertake regular reviews of the activities of the Fundraising resources, to ensure that fundraising costs are effectively utilised for appropriate projects, in order to deliver the following:

- Fundraising performance and increased income
- Raising awareness of the Health Charity
- Increased visibility and awareness of the Health Charity across Cardiff and the Vale of Glamorgan
- Increased patient, staff and public engagement with Health Charity events and fundraising opportunities.
- Supporting the education and wellbeing of staff employed within Cardiff and Vale University Health Board
- Engagement with our community
- Developing our corporate and charity partnerships

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 and Covid Recovery are a pragmatic response to the ongoing related situation for the UHB, the Health Charity and the communities of Cardiff and the Vale.

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

The risk to delivery of the strategy is the ongoing unpredictability of responding to a global pandemic and the impact this has upon staffing and the delivery of objectives. Additionally, the requirement to engage with digital forms of fundraising to replace face to face events has impacted on fundraising opportunities.

Recommendation:

The CFC is asked to support the continued 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:

Not Applicable
If "yes" please provide copy of the assessment. This will be linked to the report when published.





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Cardiff & Vale Health Charity Strategy

2019-2025



"Going above and beyond NHS services for the benefit of
patients, staff and communities"

INTRODUCTION

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

This strategy describes how we will plan and prioritise our resources in engaging and communicating with patients, staff members, stakeholders and the public. Also how we will strive to manage and where possible increase our fundraising income to maximise the funds available for our services.

Our aim for the Health Charity is: "Going above and beyond NHS services for the benefits of patients, staff and communities."

Health Charity funds do not replace NHS funding but optimises the generous donations it receives from patients and their families, staff and the local community for the benefit of the thousands of people cared for and employed by the Health Board.

How we developed our strategy

To arrive at this ambitious plan we listened to many voices;

- **We heard directly from people who have benefited from health charity funding and fundraisers.**
- **We listened to people who have received care from services within Cardiff and the Vale of Glamorgan.**
- **We heard from our staff, partner organisations and third sector colleagues.**
- **We also included the Health Boards mission – "Caring for people, keeping people well"; the overarching strategy "Shaping of Future Wellbeing" and the "Wellbeing of Future Generations Act."**
- **We are grateful for the generosity with which people shared their stories, thoughts and ideas, and hope they consider this plan adequately represents their contributions.**



VISION

- To be a successful and dynamic fundraising charity, recognised locally and nationally. Effective in engaging patients, staff and the community.
- To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS can fund.
- To improve the health and wellbeing of our staff and service users and the communities of Cardiff and Vale UHB.

MISSION

- To raise, manage and distribute charitable funds in order to go above and beyond NHS services for the benefit of patients, staff and communities.

VALUES

- To actively demonstrate and apply the core values of Cardiff and Vale University Health Board in all aspects of Health Charity fundraising and operational activities.

Kind and caring
 Caredig a gofalgwr

Respectful
 Dangos parch

Trust and integrity
 Ymddiriedaeth ac uniondeb

Personal responsibility
 Cyfrifoldeb personol

OVERALL AIMS

- To increase funds and ensure a regular flow of income through active promotion of the Health Charity and positive engagement with our supporters and sponsors.
- To manage the charities resources effectively and prudently and in accordance with Charity Commission for England and Wales regulations.
- To ensure the Health Charity funds provide optimum benefit to patients, staff and the community.
- To engage in continuous dialogue with our supporters via a survey in 2020 to establish what and how staff and service users would like the funds spent from 2020.



THE CHALLENGES WE FACE

- Cardiff and Vale University Health Board's global reputation for excellent patient care and pioneering medical advancements has not only transformed the lives of thousands of patients, but has also helped shaped the provision of medicine internationally.
- Service developments, research, technological and clinical advancements and improvements in patient experiences within the Health Board have been widely supported by the generous funding provided by Cardiff & Vale Health Charity and the dedication of its many supporters.
- The Health Charity receives invaluable support from hard-working Health Board staff, grateful patients, their families and friends, as well as the general public, local businesses and third sector organisations in the wider community.

As the Health Board continues its pioneering work and plans future developments, whilst experiencing increasing financial pressure, it is inevitable that the demand for charitable funds will continue to grow. We must therefore be proactive and explore all options to increase our charitable income, in order to assist our staff as much as possible to care for people and keep them well.



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OUR OBJECTIVES

Objective One

We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients, staff and communities through innovative healthcare experiences.

How will we do it?

- We will continue to work closely with clinicians and all of our staff to identify and support initiatives that matter to patients.
- We will support projects via our Staff Lottery that enhance services, both in hospital and the community.
- We will work with the third sector and other charities to support health and wellbeing projects.
- We will continue to support initiatives that provide wellbeing services for patients and their families.
- We will enhance the experience of healthcare by utilising creativity and arts with positive engagement.



Objective Two

We will support the health, wellbeing and welfare of our staff to lead healthier lives.

How will we do it?

- We will include healthy living and health promotion material and messaging where appropriate in our fundraising events.
- We will continue to support and promote the Health Boards staff health and wellbeing sessions and health awareness campaigns.
- We will advise and inform Health Board staff of how the Health Charity can provide funds to improve their staff environments and/or staff wellbeing projects.
- We will inform and involve our staff in the Arts programmes.
- Support cultural events and proactively engage with staff groups.

 <p>Support the health and wellbeing of our staff</p>	 <p>Engage with service providers and support their services</p>
 <p>Support national cultural events</p>	 <p>Promote healthy and active lifestyle events and opportunities</p>

Saunders, Nathan
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Objective Three

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.

How will we do it?

- We will utilise the Health Charity's investment in the Arts programme and Our Orchard to support the recovery and wellbeing of our patients, in line with the Health Boards commitment to deliver the Wellbeing of Future Generations Act.
- We will develop a spirit of inclusivity and "open to all ethos" by partnering with local artists, creative art groups and organisations plus patients, which allows them to express their experiences and support the recovery and wellbeing of our patients.
- We will invest wisely in expert advice to ensure that the environments we create provide an appealing and relevant environment for staff, patients and their families, and which reduces stress and anxiety.
- We will be bold and ambitious in connecting health and wellbeing with patients and staff; underpinning the principles of the Wellbeing of Future Generations Act.
- We will embrace technology and seek to use our digital platforms and social media to enhance the reach of the Health Charity and increase awareness, fundraising etc.

 <p>Use pod to engage with staff, patients and visitors to find out what matters to them</p>	 <p>Increase awareness of Health Charity support for service providers through charitable funds</p>
 <p>Support innovation and digital technology to make improvements in healthcare</p>	 <p>Support and promote the Arts in Health Programme</p>



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Objective Four

We will manage the Health Charity efficiently and effectively, and in compliance with good governance, continuing to develop a business unit model and specifically focus on delivering the Health Charity financial plan.

How will we do it?

- We will value our people and support them in training, self-development and recognising their efforts to deliver the Health Charity's objectives.
- We will invest in our fundraising to ensure our resources match our ambitions.
- We will maximise the opportunities to promote the Health Charity brand and increase awareness within the Health Board and the community.
- We will invest in expertise and equipment so that we communicate effectively with our stakeholders.
- We will work in partnership with our Finance and Governance colleagues to ensure that we manage and administer Health Charity Funds in line with financial probity and governance compliance requirements.
- We will learn from others and increase market share.
- We will be open and transparent in all of our business.

 <p>CRM</p> <p>Review use of Harlequin CRM and proactively use the resource</p>	 <p>Invest in staff training and digital technology to aid delivery</p>
 <p>Develop local policies and procedures with good governance</p>	 <p>Develop corporate and charity relationships</p>

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OUR OBJECTIVES

Objective Five

We will improve and develop our fundraising capability.

How will we do it?

- We will provide appropriate and relevant training and support to our fundraising team members.
- We will continue to develop positive relationships with our fundraisers, volunteers, sponsors and partners.
- We will actively promote our fundraising events via a variety of communication routes and by utilising our website capabilities.
- We will increase our engagement with staff across the Health Board and raise awareness of how the health charity can support services.
- We will inform our supporters, fundraisers, service users and general public of how their legacy donations can significantly support the Health Board via our 'Leave a Gift in your Will' awareness campaign.
- We will develop new and innovative communications and marketing initiatives to ensure the Health Charity is considered one of the official charities of choice for those involved in health and wellbeing.
- We will, as per the financial plan, look to raise the income of the General Purpose Fund.

 <p>Launch new Health Charity website</p>	 <p>New merchandise and marketing material</p>	 <p>Brand recognition using new pod and estate</p>
 <p>Promote Health Charity using social and digital media</p>	 <p>Review, increase and improve fundraising events and opportunities</p>	 <p>Increase awareness of legacy giving, staff lottery and partnership opportunities</p>

DELIVERY

To deliver our strategic plan, we will invest in the four pillars of the Health Charity on which we'll continue to develop services provided by the Health Charity to patients, staff and communities of Cardiff and the Vale of Glamorgan:

The Four Pillars

**Priorities -
aligned to
the strategy**

**Income
generation**

**Financial
plan**

**Passion of
individuals**

We will aim to do this by:

- Raising awareness.
- Fundraising.
- Education and wellbeing.
- Providing support.
- Engagement.

We will achieve these objectives through our charitable bids process, fast track bids process, volunteering and fundraising programmes, enabled by:

- Generate income through our investment, fundraising, "Leave a Gift in your Will" awareness campaign and staff lottery.
- Produce a full schedule of fundraising activities and events.
- Increasing our visibility and profile within the hospitals and wider community.
- Health Charity staff development.
- Engagement with our community.
- Arts Programmes.
- Supporting the Third Sector with our annual Grant Scheme.
- Collaborating with organisations and businesses.
- Developing our corporate and charity partnerships.
- Managing and supporting fundraising events.
- Celebrating the Welsh language and marking cultural events.

GOVERNANCE ARRANGEMENTS

To ensure that we comply with the requirements of the Trustees, there will be an annual planning focus led by the Executive Lead for the Health Charity and the Health Charity Committee Chair.

Our annual focus

- Pre-planned events.
- Financial process and income generation - linking into priorities.
- Board to decide on the length and support for each project.

Generate income for the General Purpose Fund

- Big income events.
- Fundraising.
- Relationship building/promoting the charity's message.
- Brand awareness and PR.

Evaluating success

- Difference the charity makes to staff, patients and communities, going above and beyond.
- Branding/added value - good news stories and the impact of projects funded through the charity.
- Financial benefits.

The implementation of this strategy will be supported by the Charitable Funds Committee of Cardiff & Vale Health Charity.

Registered with the Charity Commission: 1056544.

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09/21/2021 10:27:11

Saunders Nathan
09/21/2021 10:27:11

Report Title:	Reporting Feedback on successful CFC bids			Agenda Item no.	4.3
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
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:					
<p>The Board of Trustees of Cardiff & Vale Health Charity have delegated responsibility to the Charitable Funds Committee for consideration and approval of bids for charitable funds, up to a maximum of £125,000.</p>					
Evaluation Reports received to date:					
<p>There are Nil evaluation reports required for this period.</p>					
Executive Director Opinion/Key Issues to bring to the attention of the Board/Committee:					
<p>The Health Charity aims to provide assurance regarding the approved bids by providing a report on how the money has been spent and the impact/improvement from each project.</p> <p>There are nil evaluation reports required for this period.</p>					
Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.):					
<p>ASSURANCE is provided by:</p> <ul style="list-style-type: none"> • Robust governance arrangements, including completion of reports and monitoring of projects between the Health Charity Lead and Corporate Governance Department. • Reporting mechanism within UHB Wellbeing Strategy Group • Compliance with procurement procedures and standing financial instructions • Staff engagement and inclusion • Effective partnership working • 					
Recommendation:					
<p>The Committee is asked to note there are nil evaluation reports required during this quarter.</p>					

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09/21/2021 10:27:14

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:	Not Applicable								

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Kind and caring
Caredig a gofudgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Report Title:	STAFF BENEFITS GROUP REPORT			Agenda Item no.	4.4
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	For Approval	For Information	√
Lead Executive:	Len Richards, Chief Executive				
Report Author (Title):	Rachel Gidman, Executive Director of People and Culture				

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 discussed and agreed by the Group between June – August 2021.

The Staff Benefits Group meets on a bi-monthly basis and has the following membership:

- Senior Management Representative
- Senior Health Charity representative
- Senior Workforce Manager
- Staff Side representative
- Communications representative
- Sustainable Travel Manager
- Procurement Representative

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 staff are invited to email the Communication, Arts, Health Charity and Engagement Team at 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.

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.

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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

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STAFF BENEFITS GROUP REPORT

CHARITABLE FUNDS COMMITTEE – 21st September 2021

STAFF BENEFIT MEETINGS

The quarterly Staff Benefits Group (SBG) meeting took place on 18/08/21 with Rachel Gidman Chairing the meeting.

STAFF BENEFITS PARTNERSHIPS

The SBG, via its collaborative working with Cardiff & Vale Health Charity continue to seek opportunities to develop partnership working with businesses and companies who express an interest in supporting staff of Cardiff and Vale University Health Board.

- Nathaniel's Car Dealership

The bi-monthly between SBG representatives and Nathaniel Cars was held on 21.07.21 as follows:

- **Pool Cars & E-Charging Ports:**
 - Proposal received from Nathaniel's to pilot the use of hybrid pool cars and install electric-charging points at Woodlands House and UHL. This has been included in the UHB's sustainable travel plan discussions and potential opportunities for engagement will be fed-back to Nathaniel's.
- **Staff Lottery:**
 - Nathaniel's are exploring options to engage a local sports celebrity to draw the Staff Lottery MegaDraw in Nov '21.
- **Health Charity:**
 - Nathaniel's have proposed launching an 'Incentive Month' during which a % of sales will be donated to the Health Charity. This is currently being progressed and will be widely promoted to staff.
 - Nathaniel's are replacing the dual branded Health Charity vehicle with a hybrid model in September '21.

- **Promotional Video:**

RG agreed to be involved in promotional video with Nathaniel's, which will be linked to the launch of the sales incentive month.

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New Staff Benefits Providers

Engagement with existing and new staff discount providers has been increased in line with plans to relaunch the Staff Benefit web pages and promote offers via UHB staff engagement platforms and these will be considered for approval in the relevant SBG meeting.

The SBG has recently received the following new staff benefit proposals:

- **Brecon Beacons Park Society:**
 - Free membership of the Brecon Beacons Park Society for one year to all healthcare workers.
 - Approved for promotion and inclusion on website
- **The Hut Group:**
 - Offer 10% discount to CAVUHB staff.
 - Range of consumer brands like Zavvi, Very Neko etc.
 - Approved for promotion and inclusion on website
- **Avanti Travel Insurance:**
 - Travel insurance offer (21%) to help NHS staff.
 - Approved for promotion and inclusion on website
- **Supliety (James Graham):**
 - Free to use employee benefit app called Communiti.
 - Further clarification on proposal being sought and will be taken back to November SBG for consideration.
- **Karen Parker Therapy:**
 - Proposal to provide Reiki treatments through the Wellbeing Service. Not approved by SBG.

Change Account

Joanne Brandon contacted the Change Account in Oct 2020 (following a request from the CFC), however there has been no subsequent engagement from the Change Account which will be reported back to the Charitable Funds Committee meeting in June.

Neyber – Educational component i.e. physical and financial advice to be progressed via WoD.

Staff Benefits web pages – CAVweb

Re-launch of updated web pages in September '21 and promotions of local and National NHS discount providers to be publicised via all UHB staff engagement Platforms.

The next meeting of the Staff Benefits Group is scheduled for the 10th November 2021

Report Title:	STAFF LOTTERY BIDS PANEL REPORT - Chair Update			Agenda Item no.	4.5
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	<input checked="" type="checkbox"/>	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 Board of Trustees of Cardiff & Vale Health Board Charity have delegated responsibility to the Staff Lottery Bids Panel for consideration and approval of charitable funds bids up to a maximum of £10,000.

The Small Bids process, which also 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.

The Staff Lottery Panel Meeting was last held in July 2021. The next scheduled meeting is 24th November 2021. The attached paper is the list of all approved bids from 1st March 2021.

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. Currently there are 5329 lottery numbers allocated, the highest level since the start of the scheme.

The Health Charity is pleased to report that over **£1million** in winnings has been given back to staff members since the relaunch of the scheme in 2005.

As agreed by the Charitable Funds Committee, the Health Charity will host two special draws in 2021. The 'Summer SuperDraw' took place in the Health Charity Office by Angela Hughes, Assistant Director of Patient Experience who was delighted to facilitate the draws, creating four £1,000 winners and a £5,000 winner.

The lucky £5,000 winner was Caroline Ryan, from the Spinal Injury Unit at University Hospital Llandough. Caroline was absolutely ecstatic beyond words to hear the fabulous news saying "I couldn't believe it when I got the call from Angela, I am absolutely thrilled. I have recently had a garden makeover; the winnings will come in very handy!"

The Health Charity team are currently promoting the £21,000 SuperMegaDraw to commemorate '2021' which will be drawn on Friday 25th November 2021.

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

I am pleased to report on the continued success of the Staff Lottery.

The CFC is asked to note the following: -

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- At the July meeting of the Staff Lottery Bids Panel, Peter Welsh-Vice Chair noted that as of 1st March 2021, Mike Jones would be stepping down as Chair of the Staff Lottery Bids Panel to begin his new role as the Independent Member for Trade Unions with Cardiff and Vale University Health Board.

Panel members were invited to electronically submit an Expression of Interest to the Secretariat for the role of Chair. There was one expression of interest submitted. The panel agreed, Peter Welsh should take up the role of the Chair. The newly appointed Chair noted that the same selection process for the Vice Chair of the Staff Lottery Bids Panel would be actioned. Expressions of Interest for Vice Chair should be sent to Secretariat within ten days of the meeting. The Vice Chair will be agreed by members at the next meeting of the Staff Lottery Bids Panel in November.

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

The criteria in determining whether a bid should be approved are based on the Health Charity core/non-core guidance and principles:

ASSURANCE is provided by:

- Strong governance arrangements
- Increasing staff income

Recommendation:

- To acknowledge the content of the Staff Lottery Bids Panel 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	✓
Equality and Health Impact		No							

Staff Lottery Bids Panel Approved Bids March 2021 (↑ £10k)						
	No	Applicant's Name	Service	Description	Amount £	Decision
March 21	BP672B	Holly Taren	Children, Young People and Family Health Services	Bilingual emotional wellbeing videos for inclusion on current microsite	£4,980	Approved
	BP673	Bex Betton	Arts for Health and Wellbeing. C&V Health Charity	Texting games for patients	£2,700	Approved
	BP674	Faye Holmes-Langstone	Community Mental Health	Voyage of Recovery. Sailing around Britain 2021	£7,000	Approved
	BP675	Menna Jones	High Risk Eating Disorders	Standup comedy skills tutoring	£2,000	Approved
	BP676	Julia Evans	MEAU- UHL	Staff room furniture upgrade	£4,097	Approved
	BP677	Ruth Lloyd	Day Surgery Unit UHL	Reflection garden with memorial benches	£2,254	Approved
	BP678	Ruth Lloyd	Day Surgery Unit UHL	Staff Haven-kitchen upgrade	£5,054	Approved
	BP679	Karen Lewis	Riverside Health Centre. Community Dental Service	Staff Haven-kitchen upgrade	£513	Approved
	BP680	Rachel Capp	Occupational Therapy Hand Therapy	E-Link rehabilitation kit. Hand therapy	£6,132	Approved
	BP681	Nicola Bevan	Employee Health and Wellbeing Services. WOD	Refill water station for staff haven @ UHW	£5,913	Approved
					£54,735	

Staff Lottery Bids Panel Approved Bids March 2021 (↑ £10k)						
	No	Applicant's Name	Service	Description	Amount £	Decision
July 21	BP682	Rachel McWilliams	Dental Nursing	UDH outdoor dining area	£6,400	Approved £2,242
	BP683	Karen T Jones	Adult Mental Health	Cwtch Garden Hafan-Y-Coed	£1,800	Approved
	BP684	Suzanne Hardacre	Maternity, Obstetrics & Gynaecology	Obstetric Emergency Simulation Training	£5,688	Approved
	BP685	Ruth Cann	Integrated Medicine	Sustainable garden furniture	£1,967	Approved
	BP686	Paul Spragg	West 6	Home adaption	£10,000	Rejected
	BP687	Becci Ingram	Starfish Outpatients	Outpatients blinds	£5,500	Rejected
	BP688	Lynne Topham	CHAPS	Identification clothing and promotional items	£1,606	Approved
	BP689	Jennifer Pugh	Stand desks	Stand desks	£2,585	Rejected
	BP690	Melanie Wotton	Arts in Health Project Manager	Cardiff Royal Infirmary Heritage Project	£6,400	Approved
	BP691	Karen Hughes	CAVOC Pre-Assessment	Garden bench and table	£760	Approved
	BP692	Jayne Finch	MHSOP Occupational Therapy	Musical Therapy Project	£9,456	Approved

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Staff Lottery Bids Panel Approved Bids March 2021 (↑ £10k)

	No	Applicant's Name	Service	Description	Amount £	Decision
July 21	BP693	Jayne Finch	MHSOP Occupational Therapy	Therapies Garden Project	£4,081	Deferred
	BP694	Stella Regan	Maple Ward, Hafan Y Coed	Maple Murals	£2,950	Approved
	BP695	Clare Wade	Old Head Quarters. Director of Nursing for Surgery	Outdoor dining area and installation of concrete plinths	£6,548	Approved £1,198
	BP696	Ann Jones	Patient safety team. Organisational learning	Promoting vascular access care through video education	£6,000	Approved
					£40,067	

Small Bids Panel (Fast Track) Approved Bids March 2021 (↑£250)

	No	Applicant's Name	Service	Description	Amount £
Mar-21	SBP158	Cath Marshall	Physiotherapy Services UHW	Microwaves for staff room	£138
	SBP159	Rhian Grapes	CAVOC UHL	Staff lockers	£240
	SBP160	Siobhan Moore	Community Brain Injury Team	Christmas Zoom Activities	£250
	SBP161	Kelly Marlow	Volunteering Service	Seasonal Christmas Gifts for Volunteers	£250
	SBP162	Julie Hnatiw	Community Public Health Public Nurse, Pentwyn Health Centre	Staff room fridge	£250
	SBP163	Joanna Phillips	Physiotherapy Enhanced Care Home Liaison	Functional Exercise Equipment	£246
	SBP164	Joanna Phillips	Ophthalmology Directorate	Fridge	£129

	SBP165	Tracy Williams/Sian Brookes	Medicine Lakeside Wing	Patient TV Lakeside Wing	£239
	SBP166	Jessica Sharp	Welsh Language WOD	Slate Pentagon Slate Marble Trophies with personalised engraving. Welsh Language Awards	£250
Jul-21	SBP167	Michelle Davis	HMP Cardiff-Vulnerable Groups	Beat the Boredom Project	£250
	SBP168	Michelle Davis	HMP Cardiff-Vulnerable Groups	Staff rest room upgrade	£250
	SBP169	Elinor Hughes	MHSOP Occupational therapy	Patient wellbeing project	£250
	SBP170	Nicola Carter	Ophthalmology. UHW	Staff room fridge	£140
	SBP171	Clare Wade	Surgery Clinical Board	Celebration event. National Nurse's Day	£232.00
	SBP172	Clare Wade	Surgery Clinical Board	Celebration event. Refreshments	£125
	SBP172	Clare Wade	Surgery Clinical Board	Celebration event. Refreshments	£117
	SBP173	Ruth Caan	St Davids Rehab Unit	Garden project	£250
	SBP174	Nina Amps	Palliative Care	Handheld fans	£239
	SBP175	Teresa Coomer	St Davids Lansdowne Rehab Unit	Queen's Birthday Celebration	£250
	SBP176	Nicola Carter	Ophthalmology. UHW	Staff room microwave	£110
	SBP176B	Fran Wilcox	West 2 UHL Medicine	International nurse reflection project	£247
	SBP177	Abi Phipps	Community Child Health. Health Visiting Team	Celebration event - Refreshments	£232

	SBP178	Louise Waughton	Infection, Prevention & Control UHW	Undercounter fridge	£250
	SBP179	Natalie McCulloch	East 8 UHL	Magazines subscription for patients x 12 months	£250
	SBP180	Jane Linton	West 5 UHL	Dominga's memorial garden	£240
	SBP181	Natalie McCulloch	East 8 UHL	Fridge-freezer. Patient nutrition	£200
	SBP182	Andrea Cooper	School Nursing	Coffee, Chat and Catch Up	240
	SBP183	mark.briggs@wales.nhs.uk	Innovation & Implementation	Staff survey. Innovation Understanding Prize	£200
	SBP184	Jane Murphy	Medicine Clinical Board	Medicine Staff Recognition Event	£250
					£6,313

Successful Staff Lottery Bids Panel Projects – July 2021

Two examples of successful applications submitted to the Staff Lottery Bids Panel for consideration at the meeting, which took place in July 2021, can be seen below;

Beat the Boredom – Board Games for HMP Healthcare

HMP Healthcare is a facility within HMP Cardiff for men who have additional healthcare needs. There are association periods during the day when they are able to interact with other residents, however there hasn't been any entertainment or activities available to make their time in the facility more interesting and enjoyable.

Kitchen Appliances for the Healthcare Staff at HMP Cardiff

The Healthcare Staff at HMP Cardiff are a dedicated team of healthcare workers, often working long, overnight shifts to provide the patients with the care they require. The staff don't have access to canteen or snack bar facilities, and due to how long it takes to come in and out of the HMP Cardiff building, they are unable to buy lunch outside.

Michelle also applied for funding to purchase a range of kitchen appliances to allow the staff to store and prepare fresh food, as well as make coffee in the facility. This consists of a small fridge, a George Forman grill, and a filter coffee machine.

Michelle said: 'This will allow healthcare staff at HMP Cardiff to prepare a wider variety of meals on their rest breaks. It will also improve morale and promote teamwork through informal breaks spent eating together (when current Covid restrictions are eased).'

The Bids Panel were happy to approve this bid as it boosts morale and staff experience. Being able to prepare a wider variety of meals also means that the healthcare staff can remain energised throughout the rest of their shift by being able to meet their nutritional needs.

Karen Mills, the Lead Nurse at HMP Healthcare and Michelle Davis, the Operational Manager applied for funding to purchase a selection of board games for the men to use whilst in HMP Healthcare to allow for more interaction and an interesting way to spend time. In the proposal Michelle said: 'This will benefit the men in HMP Healthcare by giving them something constructive and enjoyable to do in association periods. It will alleviate boredom and promote a sense of wellbeing by encouraging the men to interact with each other in an enjoyable activity.' The games Karen and Michelle were looking to purchase contained the classics such as Dominos, Connect 4 and Uno and consulted the men currently in HMP Healthcare regarding their preferences.

The Bids Panel were happy to approve this bid as it promotes patient wellbeing as well as improving the quality of their time at HMP Healthcare. The games are also bound to improve the patient experience, and allow for new connections and friendships to be made.

Michelle and Karen can be seen in the image to the right-hand side, along with some of the games purchased.



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Report Title:	Health Charity Updates: Covid income and Expenditure Summary (final update)			Agenda Item no.	4.6.1
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
Status:	For Discussion	For Assurance	√	For Approval	For Information
Lead Executive:	Ruth Walker, Exective Director of Nursing				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

Background and current situation:

Cardiff & Vale Health Charity received an exceptional amount of support during the COVID-19 pandemic.

The Health Charity received support from both within the UHB and from external fundraisers and supporters and ran a highly successful "Spread the Love" fundraising campaign. It also received several grants from NHS Charities Together.

In its 2020/21 review, the Audit and Assurance Services, NHS Shared Services Partnership, awarded **Substantial Assurance** to Cardiff & Vale Health Charity in respect of its financial and administrative controls during this period.

Income to the Health Charity for the period 2020/21

Due to the unprecedented and unanticipated public support of the NHS in reaction to the covid pandemic, the Health Charity received donations from a wide range of sources, i.e. cheques, website donations, paypal, cash donations from fundraisers and covid related grants. The Health Charity and Finance Dept. have worked collaboratively to ensure that "covid specific" donations have been directed to the correct funds and subsequently utilised for this purpose.

The Health Charity received a total of £1,294,823 in 'covid specific' donations as follows:

Funding source	£
NHSCT grant awards* (see Appendix 1 for breakdown)	401,496
Make It Better Fund* Includes donation received from various sources e.g. #SpreadtheLove campaign/fundraising and individual donations, funeral director cremation fees plus gift aid etc.	393,327
Bale Family Donation: <ul style="list-style-type: none"> Proactive Wellbeing Support for Staff - £282,000 Staff Haven, UHW - £ 54,000 Covid Rehab (Keeping Me Well and Recovery) - £164,000 	500,000
Total Covid specific income	1,294,823

Expenditure:

Following the agreement of the CFC that the end date for recording of 'covid specific' donations would be the 31st March 2021, all income into covid funds has now been allocated* as advised previously and below.

*n.b. this does not include ongoing applications for NHSCT covid recovery grants, which if approved are already allocated for the project applications submitted for funding.

Examples of further projects funded from covid monies and aligned to Health Charity Strategy Objectives include:

BAME Projects	Alignment to Health Charity Objectives:
BAME Projects: <ul style="list-style-type: none">Partnership working including offering small grants to health and social care to fully understand the grass root issues and bridge the gap with more engagement with the BAME and seldom heard communities such as travellers and LGBT.Commissioning of art projects around the Black Lives Matter movement and using artists from the BAME communityCreating an orchard at the University Hospital, Llandough where it will become a place of tranquillity and rehabilitation for patients, staff and our local community to enjoy. Creating wellbeing sessions and provide places to rest whilst enjoying the natural surroundings which will be extended to reach to the BAME community. Consultation groups and discussions include invited members of the BAME community.	"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".
Installation of Water Coolers for Barry Hospital, CRI, Breast Centre, UHL, Neuro & Spinal Rehab Centre and St Davids Hospital	"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".
Staff Wellbeing - renovations and improved staff resources The Health Charity has continued to support bids for funding to improve staff rest areas and staff wellbeing resources.	"We will support the health, wellbeing and welfare of our staff to lead healthier lives".
Staff acknowledgements To acknowledge and thank staff for their empathy, diligence and sacrifice, further 'Thank you' postcards were purchased	"We will support the health, wellbeing and welfare of our staff to lead healthier lives".

and distributed to staff in key areas, including vaccination hubs.	
Art Projects <ul style="list-style-type: none"> • Covid-19 Artwork – the Arts Programme has continued to fund covid pieces of art depicting the dedication, sacrifice and hard work of staff during the covid andemic. This included the commissioning of the ‘Vaccination Hope’ artwork, installed at the Mass Vaccination Hub. • The Health Charity received a high volume of requests for the covid thank you banners (created by Nathan Wyburn) which have been installed across the UHB, in both hospital and community locations. 	<p>“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.”</p>
Non- monetary donations <ul style="list-style-type: none"> • ‘Fruitful Office’ – based in Croydon, London are the biggest provider of high volume corporate fruit supplies to offices in the area. Due to the decrease in demand caused by staff working from home, Fruitful diverted weekly supplies of a variety of fresh fruit. The Health Charity received and co-ordinated the distribution of thousands of boxes of fruit during March – August to all areas of the UHB, including Mass Vaccination Centres. 	<p>“We will support the health, wellbeing and welfare of our staff to lead healthier lives.”</p>

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

The CFC is asked to receive this report as the final Health Charity Update on Covid income and Expenditure and that future Health Charity reports will reference the outcome of the current applications to NHSCT which are previously allocated grants.

The CFC is asked to recognise the continued success and hard work of the Health Charity Team and Finance Department colleagues in managing the generous donations received in support of Cardiff and Vale University Health Board during the Covid-19 pandemic, and its efforts to ensure that all monetary (and non-monetary) donations have been allocated and distributed equitably and swiftly, in order to support clinical boards and the areas of our community which have been most significantly impacted.

The Health Charity Team wishes to acknowledge the support and contribution of many other departments within the Health Board, e.g. Patient Experience Team, Estates Dept. etc., which, through collaborative working has enabled it to maximize the support provided to patients and staff.

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

- Reputational risk to Cardiff and Vale University Health Board and Cardiff & Vale Health Charity around the allocation of charitable funds.
- Non-compliance with the governance principles of Cardiff & Vale Health Charity relating to the approval of charitable funds.

Recommendation:

The Charitable Funds Committee is asked to:

RECEIVE this report as assurance of the appropriate management and administration of covid income and expenditure by Cardiff & Vale Health Charity.

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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CFC 4.6.1 - Appendix 1

NHS Charities Together Income '20/'21

			£ Sub total £
Stage 1 Covid Response	Initial grant to all NHSCT member Charities	35,000	
	based on staff nos. @ Dec '19	108,500	
	BAME projects	50,000	
	Additional grant to all NHSCT member Charities	50,000	
	Share of Starbucks donation	2,000	
			245,500
Stage 2 Partnership Grants	Grow Well Project	99,759	99,759
Stage 3 Recovery Grant	Recovery and Wellbeing College Senior Peer Trainer	31,237.00	
	Covid-19 Patient Experience Support Project	25,000	56,237
	Total		401,496

Sept '21 - the Health Charity awaits the outcome of the following bids which are aligned to the NHSCT funding criteria

Stage 2 Partnership Grants	Arts	70,000
	Our Health Meadow	51,409
Stage 3 Recovery Grant	Staff outdoor/wellbeing area/gardens	80,000
	Social prescribing project - Child Health	180,000
	Total	381,409

Saunders Nathan
09/21/2021 10:27:11

Report Title:	HEALTH CHARITY UPDATES Third Sector Grant Scheme – successful bids			Agenda Item no.	4.6.2
Meeting:	Charitable Funds Committee			Meeting Date:	29.09.21
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:

Third Sector Grant Scheme 2021/22

The Health Charity continues to support third sector partners and organisations and following CFC approval of funding of the [Third Sector Grant Scheme](#) 2021/22, the scheme was launched on 31st May and administered by Glamorgan Voluntary Services (GVS) in liaison with the Health Charity.

GVS reported that the 2020/21 grant scheme had an underspend of £1,355.25 (due to project variance and adjustments) which was added to this year's CFC approved fund of £30k, increasing the total funding available to **£31,355.25**.

This remit of the 2021 Third Sector Grant Scheme is to “support proposals which assist in the recovery and enhance the health and wellbeing of people disproportionately impacted by COVID-19”.

Third sector organisations throughout Cardiff and the Vale of Glamorgan were invited to submit applications which included “creative, innovative approaches which help people and communities recover from the impact of the COVID-19 crisis”.

Below is a summary of the successful applications, with further project details available in the attached paper (Appendix 1).

Ref	Third Sector Organisation	Description	Grant amount
HC069	The Mentor Ring	Art, craft, dance and wellbeing sessions	£4,590
HC070	Goldies Cymru	Re-launch ‘Sing & Smile’ sessions	£2,745
HC071	The ‘We Can Do It’ Project	1 year costs to relaunch art classes	£4,585.25
HC072	Action for Elders	‘Mindfulness through art’ online sessions	£4,671.23
HC073	Valeplus	Programme of activities to promote wellbeing and environmental awareness	£3,830
HC076	Film Focus Wales	Creative therapy by creating films	£2,410.08
HC077	Pobl	Art for Wellbeing project.	£1,363.17

HC078	KIRAN	Intergenerational project	£4,863
HC081	Skills & Volunteering Cymru	'Laugh Out Loud' Friday sessions	£2,297.52
TOTAL:			£31,355.25

All organisations have been notified of their successful applications and GVS will continue to liaise with project managers and offer support where required. Project Managers are required to provide evaluation reports near the end of the project period, which will be fed-back to the Health Charity and the CFC updated accordingly.

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

I note the achievement of the combined collaboration between the Health Charity, GVS and C3S to provide financial support to some of the most vulnerable community groups which have been adversely affected during the covid-19 pandemic.

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

Reputational risk to the Health Board of not supporting third sector organisations and under represented groups within Cardiff and the Vale of Glamorgan.

Recommendation:

The Charitable Funds Committee is asked to: **Note for information the update on the Third sector Grant Scheme 2020/21**

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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Kind and caring
Caredig a gofionus

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



**GIG
CYMRU
NHS
WALES**

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board



Cardiff and Vale Health Charity Third Sector Grant Scheme 2021 - £30,000

Summary of funding awarded

The Cardiff & Vale Health Charity Third Sector Grant Scheme is administered by Glamorgan Voluntary Service (GVS) through funding approved by the Charitable Funds Committee. This involved submitting a proposal to the Health Charity, developing criteria, guidance and application forms, promoting the fund (in liaison with C3SC), answering enquiries, developing a scoring system for the initial scoring process, producing a recommendation paper for the grant and awarding the funding. GVS also manages the monitoring and evaluation process.

The 2020/21 grant scheme had an underspend of £1,355.25 (due to project variance and adjustments) which was added to this year's fund, increasing the total funding available to **£31,355.25**.

Third sector organisations throughout Cardiff and the Vale of Glamorgan were invited to submit applications which included "creative, innovative approaches which help people and communities recover from the impact of the COVID-19 crisis".

The Funding Panel met on the 22nd July 2021 to consider and assess a wide range of applications, totalling **£84,287.32**

Nine successful applicants were awarded funding with five receiving full funding and four applicants awarded part-funding, as follows:

Ref	Third Sector Organisation	Description	Approved Grant:
HC069	The Mentor Ring	To run arts, crafts and wellbeing sessions. The funding will pay for facilitators, venue hire, software, activities, publicity, administration and staff/volunteer travel. The multicultural project will focus on arts and crafts from South Asian Heritage, singing and dancing lessons featuring salsa or Bollywood dance and yoga sessions.	£4,590
HC070	Goldies Cymru	To relaunch Sing & Smile sessions and set up a new class. The funding will pay for session leaders, advertising, administration, and online sessions. The classes will help reduce social isolation and improve wellbeing.	£2,7455
HC071	The 'We Can Do It' Project	To relaunch art classes for one year for adults who have sustained a brain injury and their families/carers. The three groups supported are two art groups and one sewing group and are assisted by volunteers. The classes will support health and wellbeing and will be a one year project.	£4,585.25

HC072	Action for Elders	Session worker costs, publicity and course material to run 'mindfulness through art' online sessions. The art sessions will help reconnect older people, tackle social isolation and improve wellbeing. Action for Elders also support older people to access these online sessions by supporting their service users with their digital skills.	£4,671.23
HC073	Valeplus	To fund staff and tutor costs, materials and equipment to run a programme of wellbeing activities, including tai chi, yoga, arts and crafts and outdoor activities. These activities will improve physical health, emotional wellbeing and environmental awareness.	£3,830
HC076	Film Focus Wales	To fund IT/film equipment and project costs. The equipment will support the voluntary group Film Focus Wales to continue to support their members through various projects. The project aims to create films as a form of 'creative therapy' to improve wellbeing, mental and physical health.	£2,410.08
HC077	Pobl	To purchase a printer and art and craft items to run an 'Art for Wellbeing' project. The project aims to improve mental health and wellbeing through painting, drawing, digital art, printing images on clothes and anything else the service users wish to explore. The project would be service user led so that their experiences and needs would shape their art.	£1,363.17
HC078	KIRAN	Fund staffing costs, venue hire, purchase a laptop, idea pad and refreshments. The intergenerational project engages hard-to-reach communities through gatherings and storytelling. The project will help reduce social isolation, improve mental wellbeing and improve confidence in going out and meeting people. Interviews between a young person and an older person will take place and recorded for online viewing.	£4,863
HC081	Skills & Volunteering Cymru	To fund travel, venue hire, refreshments, trips and entertainment sessions for 'Laugh Out Loud Friday' sessions. 'Laugh Out Loud Fridays', run by young people, aims to support young adults with Down's syndrome to socialise. Throughout the Covid pandemic, the project has evolved to being online but as Government guidance changes, Skills & Volunteering Cymru wish to run a part online, part face-to-face project. The project seeks to bring back face to face sessions and trips. This would help social isolation and wellbeing of service users.	£2,297.52
TOTAL GRANTS AWARDED:			£31,355.25

Saunders,Nathan
09/21/2021 10:27:11

Report Title:	HEALTH CHARITY UPDATES Change Account Update			Agenda Item no.	4.6.3
Meeting:	Charitable Funds Committee			Meeting Date:	21.09.21
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:

In 2018, the Change Account submitted a proposal to Cardiff and Vale University Health Board to provide its staff members with access to a banking service* which gives them cash-back rewards as well as providing an income to Cardiff & Vale Health Charity (advised potential donation to the Charity from Change Account for each individual account set up for staff e.g. £1 per month).

The Health Board entered into this agreement, which it promoted as a staff benefit and the Health Charity was encouraged to develop its relationship with the Change Account to further explore opportunities for fundraising and mutual promotion.

*The Change Account service provides:

- Secure budget wallets
- Clear payment alerts
- Transport costs
- Range of reward programmes
- On line and account management
- 24/7 customer support and advice

The Health Charity submitted a paper to the CFC in March 2020, expressing its concerns re: a lack of communication and engagement from the Change account, including the following:

- Health Charity fundraising staff being asked to promote the Change Account under the framework of “staff benefits”, without the presence of specialist staff members who can provide specific knowledge of financial products and can accurately and safely inform and advise UHB staff members.
- The demand on the Health Charity’s staffing resources to promote the Change Account, with minimal input of staff or materials from the company itself.
- The Health Charity has received no financial benefit from UHB staff members engaging with the Change Account and are unaware of any staff members signing up to this product.

The Health Charity was advised to continue its attempts at engagement with the Change Account and the CFC agreed to a six month review.

Saunders Nathan
09/21/2021 10:27:14

The Health Charity submitted a review paper to the CFC in September 2020, advising of the unchanged position and continued lack of response from the Change Account and requested a steer on its next steps with this initiative.

The CFC agreed the following:

- A six month review of the financial benefit to the UHB and its relationship with the Change Account
- Letter to be sent from the Chair of the CFC to the Change Account advising of the concerns raised and requesting increased engagement with the Health Charity in order to move the programme forward in line with the contract agreement – **actioned July 2020**.

Despite an initial email communication and a Zoom meeting between the Director and Head of the Health Charity and the Change Account, there has been no further contact from the Change Account since that time.

In light of the above, the Health Charity considers that it has exhausted its options for progressing the proposed engagement and due to the impact on available resources combined with the absence of any financial benefit to UHB staff from its arrangement with the Change Account, proposes that the existing agreement is formally ended.

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

Due to the requirement of the Health Charity to use its available resources to pursue realistic opportunities to increase income, raise its profile and align itself with supporting staff benefits, I support this paper and its recommendation.

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

- Reputational risk to the Health Charity of continued use of available resources (funded from Charitable Funds) to engage with the Change Account, without success.
- Reputational risk to CAVuHB of ending the contract agreement early.

Recommendation:

The Charitable Funds Committee is asked to:

Discuss and consider recommending that the UHB gives notice to the Change Account of early termination of the contract agreement, due to its lack of engagement with the Health Charity and UHB and non-delivery of its proposed staff benefits.

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:		Not Applicable							

