

Charitable Funds Committee

Tue 01 March 2022, 09:00 - 11:00

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 7 December 2021

Akmal Hanuk

 1.4 CFC Minutes 07.12.21MD.NF.pdf (15 pages)

1.5. Action Log following the Meeting held on 7 December 2021

Akmal Hanuk

 1.5 Action Log.pdf (2 pages)

1.6. Chairs Actions

Akmal Hanuk

- £79,800 approved for expenditure of NHSCT Covid Recovery grant - Outdoor Staff Havens
- £37,500 approved for expenditure for ECMO machine from Nephrology and Transplant Endowment funds.

 1.6a Outdoor staff areas - Chairs Action.pdf (4 pages)

 1.6b Chairs Action APPLICATION OVER 25K for NRP machine.pdf (3 pages)

2. Items for Review & Assurance

2.1. Health Charity Financial Position & Investment Update

Christopher Lewis

 2.1 Financial Position Report as at January 2022(March Meeting).pdf (5 pages)

2.2. Charitable Funds Internal Costs

Joanne Brandon

 2.2 Cover Report Charitable Funds Internal Costs - March '22.pdf (6 pages)

 2.2a - APPENDIX 1 - Staffing (v2) March 2022.pdf (4 pages)

2.3. Pennies from Heaven

Joanne Brandon

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- 📄 2.3 Cover Report Pennies From Heaven.pdf (3 pages)
- 📄 2.3a Appendix 1 Pennies From Heaven agreement.pdf (3 pages)

3. Items for Approval / Ratification

3.1. Over £25k bids for approval

Joanne Brandon

- 📄 3.1 Cover Report Forget Me Not Chorus Services for Older People.pdf (3 pages)
- 📄 3.1a Appendix 1 - Bid application Forget Me Not Chorus - MHSOP.pdf (8 pages)
- 📄 3.1b Appendix 2 Forget-me-not Family Choir.pdf (2 pages)

3.2. Arts Annual Report

Joanne Brandon

English version - <https://cardiffandvale.art/wp-content/uploads/2022/02/FInal-Report-with-Bleed.pdf>

Welsh version - <https://cardiffandvale.art/wp-content/uploads/2022/02/Annual-Report-Welsh-Final.pdf>

- 📄 3.2 - Arts Annual Report.pdf (2 pages)

3.3. Events Planner

Joanne Brandon

- 📄 3.3 Cover Report Health Charity Events Planner 2022.pdf (3 pages)
- 📄 3.3a Appendix 1 - Health Charity Events List.pdf (2 pages)

3.4. Charitable Funds Committee Annual Report

Nicola Foreman

- 📄 3.4 Annual CFC Covering Report.pdf (2 pages)
- 📄 3.4a Draft Annual Report of the Charitable Funds CommitteeMD.NF.pdf (12 pages)

3.5. Charitable Funds Committee Terms of Reference

Nicola Foreman

- 📄 3.5 Terms of Reference covering report 22.23.pdf (2 pages)
- 📄 3.5a CFC ToRs March 2022.pdf (9 pages)

3.6. Charitable Funds Committee Work Plan

Nicola Foreman

- 📄 3.6 Work plan covering report 2022.23.pdf (2 pages)
- 📄 3.6a Charitable Funds Committee Work Plan 2022.23.pdf (2 pages)

4. Items for Noting and Information

4.1. Fundraising Report

Joanne Brandon

- 📄 4.1 Health Charity Fundraising Report March 22.pdf (7 pages)

4.2. Reporting Feedback on Successful CFC bids Plan

Joanne Brandon

- 📄 4.2 Cover Report Reporting Feedback on successful CFC bids - March '22.pdf (2 pages)

- 📄 4.2a Appendix 1 - Reporting feedback on successful CFC bids ongoing.pdf (1 pages)
- 📄 4.2b Appendix 1 - Reporting feedback on successful CFC bids complete.pdf (1 pages)

4.3. Staff Benefits Group Report

Rachel Gidman

4.4. Staff Lottery Bids Panel Report

Joanne Brandon

- 📄 4.4 Staff Lottery Bids Panel Report March '22.pdf (6 pages)

4.5. Health Charity Updates:

4.5.1. Our Health Meadow

Joanne Brandon

- 📄 4.5.1 Our Health Meadow Update (v2).pdf (3 pages)

4.5.2. Legacies

Joanne Brandon

- 📄 4.5.2 Legacy Update March 22.pdf (5 pages)

4.5.3. Food Sense Wales

Fiona Jenkins

- 📄 4.5.3 CFC March '22 - Food Sense Wales update reportv2.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 21 June 2022 at 9am

**Unconfirmed Minutes of the Charitable Funds Committee
7 December 2021 9:00am – 11:00am
Via Microsoft Teams**

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

CFC21/12/001	Welcome & Introductions	Action
	The Committee Chair (CC) welcomed everyone to the meeting.	
CFC21/12/002	Apologies for Absence Apologies for Absence were noted.	
CFC21/12/003	Declarations of Interests The Executive Director of Therapies and Health Science advised the Committee that she also worked for Cwm Taf Morgannwg University Health Board. The Committee resolved that: a) Save for the above declaration, no further declarations of interest were noted.	

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CFC21/12/004	<p>Minutes of the Committee Meeting held on 21 September 2021</p> <p>The Committee reviewed the minutes of the meeting held on 21 September 2021.</p> <p>The Committee resolved that:</p> <p>a) The minutes of the meeting held on 21 September 2021 were approved as a true and accurate record.</p>	
CFC21/12/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log and noted that all items were completed, included on the agenda or had been superseded.</p> <p>The Deputy Director of Finance (DDF) advised the Committee that the Rathbone Investment Update (CFC21/06/007) was still on the Action Log because information was required from some Independent Members.</p> <p>The Committee noted that he would ask for the information again which should then allow Rathbone to complete their checks.</p> <p>The Committee resolved that:</p> <p>a) The Action Log was noted.</p>	CL
CFC21/12/006	<p>Chairs Action</p> <p>No Chairs Actions were noted.</p>	
CFC21/12/007	<p>Health Charity Financial Position & Investment Update</p> <p>The Health Charity Financial Position Update was received.</p> <p>The DDF advised the Committee that there were two key issues to bring to the attention of the Charitable Funds Committee which included:</p> <ul style="list-style-type: none"> • The Trustees agreed at their meeting of the 12th October 2021 to withdraw £0.250 million from the Charity's investment portfolio and that was received by the Charity on the 19th October 2021. • The stock market had continued its rally into the financial year with gains of £0.457 million to the end of October 2021. <p>The Committee was advised that the year had started with a balance of £9.147 million and had received income of £0.742 million with expenditure of £1.179 million.</p> <p>It was noted that investment gains of £0.457million had been seen which meant that the fund balance had positively improved by £20,000 during the period and noted that the closing balance of the period was £9.167million.</p>	

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The DDF advised the Committee that there had been a reduction in the donations received in comparison to the previous year.

He noted that whilst lockdown was easing, some social distancing rules had still existed and therefore the same were still likely to adversely impact upon normal fund-raising activities for the foreseeable future.

The Committee was advised that the Charity had net current closing assets of £156,000 and £550,000 was now supported by cash. That meant that the cash position was good and would allow the Charity to ensure that necessary payments could be made.

It was noted that the investment portfolio started the financial year with a market value of £6.368million and that the value had increased to £6.575 million at the end of October 2021.

It was further noted that the same had included a cash withdrawal of £0.250 million in October 2021, which had resulted in a market value gain of £0.457 million of the period to date.

The DDF advised the Committee that, in summary, the value of the Charitable Funds had increased by £0.020 million in the current year to £9.167 million and noted that the increase represented net expenditure of £0.437 million offset by market value gains of £0.457 million.

The Committee was advised that whilst the Charity had a net worth of £9.167 million, it was structured upon undelegated and delegated funds where financial responsibility had been delegated to named fund holders and Heads of Service.

Within the funds were general reserves with a value of £0.695 million made up of the following:

- Consolidated general reserve fund balance of £0.238 million;
- Year to date investment gains of £0.457 million;

It was noted that against the general reserves the Charity had approved a number of bids which had resulted in significant financial commitments in the region of circa £0.521 million.

The DDF advised the Committee that the Finance team would continue to monitor dormant funds and would transfer to general reserves, where appropriate, in line with the financial control procedure.

It was noted that the same had recently been carried out for the financial year ending 31st March 2021 and that the next review would be performed at the end of 2021/22.

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

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	<p>The Executive Nurse Director (END) thanked the DDF for the clear information and noted that the graphs within the covering report had been helpful.</p> <p>The CC asked if the financial position data provided would cover the March to April financial year.</p> <p>The DDF responded that it did and added that Audit Wales were undertaking an audit of the Charitable Funds accounts which should be completed by the next Board of Trustee’s meeting in January 2022.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The financial position of the Charity was noted. b) The latest income position was noted. c) The commitments against general reserves were noted. 	
<p>CFC21/12/008</p>	<p>Financial training session on Charitable Funds</p> <p>The Financial training session on Charitable Funds was received.</p> <p>The DDF advised the Committee that the training would be useful to explain the financial terminology associated with the Charitable Funds and how the financial data was collated and reported upon with reference to the Charity.</p> <p>The Committee was advised that 7 areas would be covered by the presentation, namely:</p> <ul style="list-style-type: none"> • Legal status and purpose • Management of Charitable Funds • Delegation of Funds • Financial Performance • Investment Management • Reserves Policy • Other Financial Matters and Good Governance. <ul style="list-style-type: none"> • <u>Legal Status and Purpose</u> <p>The DDF advised the Committee that the Cardiff and Vale University Health Board Charity was a registered charity formed in 2009 by virtue of Statutory Instrument 2009 No. 1558 “The National Health Service Trusts (Transfer of Staff, Property, Rights and Liabilities) (Wales) Order 2009.</p> <p>It was noted that the current published purpose of the Charity was;</p> <p><i>“The work of the Charity is to enhance and support the services provided by the UHB which is primarily to provide day to day Health Services to around 500,000 people living in the Cardiff and the Vale of Glamorgan”</i></p>	

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- Management of Charitable Funds

The DDF advised the Committee that the Board of Trustee had overall management and control of the charitable funds and noted that, as per the Standing Orders, the Charitable Funds Committee had been established to ensure that each fund held on trust was managed appropriately with regard to its purpose and to its requirements.

It was noted that the Charity had an operational structure based upon the delegation of charitable funds to fund holders and that the funds were either “restricted” or “non-restricted”.

- Delegation of Funds

The DDF advised the Committee that there were a number of components to the Scheme of Delegations which included:

- Agreement of a budget holder for each individual fund should be given by the Executive Director of Finance (EDF).
- Approval for the use of charitable funds under £25,000 should be given by the budget holders.
- Approval for the use of charitable funds over £25,000 should be given by the Charitable Funds Committee.
- Approval of new staff expenditure should be given by the Charitable Funds Committee.
- Approval to use charitable funds over £125,000 should be given by the Board of Trustees.
- The investment of charitable funds should be authorised by the EDF

It was noted that there were 3 types of funds that could be designated. They were: -

Restricted funds – Funds used for specific purposes i.e. where an unequivocal restriction had been imposed by the donor.

Unrestricted funds – Funds which had been given to the Charity without any unequivocal restrictions imposed by the donor.

Endowment funds – It was noted that those funds arose when the donor had expressly provided that the capital remained unspent and only the investment income could be spent.

The DDF advised the Committee that there were 26 delegated restricted funds, 243 delegated unrestricted funds and 3 endowment funds with a total of £6.274 million.

- Financial Performance

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The DDF advised the Committee of the Financial Performance Year to Date and noted that the total funds were £9.167 million.

It was noted that of the closing fixed asset balance of £9.011 million, £2.436m related to Rookwood Hospital and the balance of £6.575 million related to the investment portfolio.

It was noted that of the net current assets closing balance of £0.156 million, £0.550million was supported with cash, and the balance of £0.394million represented net current liabilities.

- Investment Management

The Committee was advised that the Cardiff and Vale Health Charity had just followed a tendering process in order to appoint an Investment Manager for an initial period of three years with an option for a further 2-year extension.

It was noted that the Charity wanted to maximise the total returns on funds whilst it adopted a conservative policy on risk.

It was noted that the Investment Manager had delegated authority to purchase and sell investments as market opportunities were raised.

The DDF advised the Committee that the Charity had performed very well since March 2021 and noted that £0.457 million had been achieved in gains.

It was noted the withdrawal of investments from the portfolio would not increase the value of general reserves available to spend but it would increase the cash balance to support payments.

- Reserves Policy

The DDF advised the Committee that the current Reserves Policy stated that the Charity should hold the following reserves;

- A fixed asset investment reserve, based on 10% of the value of fixed asset investments (circa £657,000).
- A minimum of £500,000 to ensure that there was sufficient funds for on-going commitments.
- The reserve requirement was met within the value of unrestricted funds which could be undelegated and applied by the Trustee.

- Other Financial Matters and Good Governance

The DDF advised the Committee that the Staff Lottery Bids Panel had delegated authority to consider and approve funding applications from monies held in the Staff Lottery Fund up to a maximum of £10,000 against agreed criteria.

It was noted that that costs of Finance administrative support were covered by dividend income and the residual amount was allocated to delegated funds. For 2020/21 the Finance department costs were £94,000, the internal and external audit fees were £29,000 and the

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	<p>Investment Management fees were £23,000. Those were offset by dividend income of £147,000.</p> <p>It was noted that all donations were allocated to delegated funds and general unspecified donations were assigned to the “Make it Better” fund.</p> <p>The Charitable Funds Team costs of circa £0.360 million were charged to general reserves and it was noted that the challenge provided to the team was to cover their costs by the following;</p> <ul style="list-style-type: none"> - Recharging staff time against fund raising appeals; - Legacies income; - Contribution from the Make it Better fund. <p>It was noted that in 2020/21 there had been an £83,000 contribution to costs;</p> <ul style="list-style-type: none"> - Recharging staff time - £32,000 (for staff lottery); - Contribution from the Make it Better fund - £51,000. <p>The DDF advised the Committee of the good governance and financial management arrangements which included:</p> <ul style="list-style-type: none"> - The financial position was reported to the Charitable Funds Committee and Board of Trustee at the beginning of each meeting so as to inform other agenda items. <p>The END advised the DDF that the training presentation should be taken to the Board of Trustee meeting because it was very informative and transparent.</p> <p>The EDTHS agreed and noted that budget holders would also benefit from the training.</p> <p>The DDF responded that he intended to deliver the presentation to some of his own senior team.</p> <p>The CC noted that he had always been keen that the Charity spent as much as they could and noted that it would be good to provide the training at Clinical Board level to make sure they understood the responsibilities.</p> <p>The CC asked if there were funds available to the Charity upon its formation in 2009.</p> <p>The DDF responded that there had been because funds had been split when the Health Board became a “trust” and noted that some of the funds were inherited.</p> <p>The END advised the Committee that it would be interesting to know how the different areas were spending their funds, but noted that it could be a very large piece of work due to the numbers involved.</p>	<p>JB</p> <p>CL</p>
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	<p>The DDF responded that there were 270 undelegated funds, some with hundreds of pounds and others with tens of thousands of pounds.</p> <p>He noted that all were active otherwise they would have been closed down and advised the Committee that it would extremely difficult to get a sense of the breadth of what was being done across all areas.</p> <p>The END advised the Committee that the work should be undertaken but noted the current operational pressures would affect that work and advised that the discussion came back to the Charitable Funds Committee about how that piece of work could be moved forward.</p> <p>The EDTHS advised the Committee that expenditure plans could be provided from fund holders.</p> <p>The DDF responded that it had been trialled in the past and had not worked.</p> <p>The Director of Communications (DC) advised the Committee that it was a very complex arena and highlighted 2 areas that had been identified by her team: -</p> <ul style="list-style-type: none"> • The 270 fund holders had been written to and made them aware of their funds. • Writing to fund holders had created a whole host of work for Charitable Funds team and others, such as the Procurement, Finance the Capital, and Estates teams. <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The Financial training session on Charitable Funds was noted. 	
<p>CFC21/12/009</p>	<p>Health Charity - Internal funding</p> <p>The Health Charity – Internal funding verbal update was received.</p> <p>The DC advised the Committee that at the last Board of Trustee meeting, Independent Members had asked for the costs of the fundraising team and to provide a paper in March 2022.</p> <p>It was noted that some preliminary costings had been done which included;</p> <ul style="list-style-type: none"> • Actual costs of around £320,000 which did not include the salary of the DC or running costs contributed by the Health Board. • Within the team there were 3 people who undertook the fundraising (1 full time and 2 part time) with costs of £115,945. 	

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It was noted that an analysis of the 3 fundraisers as well as other staff had been undertaken with regards to the amount of time spent on 6 areas which included:

- Working with all of the appeals and funds. It was identified that funds were easier to manage than an appeal because appeals took a lot of work with regards to advertisement, governance support and provided a lot of work for the Finance team.
- Bids (writing bids). It was noted that that Charity team wrote, researched and prepared for a huge number of bids and it took a long time to pull those together. It was noted that there was just over a 50% success rate with such bids.

It was noted that some of the bids had included: -

- Enabling Natural Resources and Wellbeing scheme for £500,000 – that bid was currently under review.
- Active inclusion fund bid – that was accepted.
- Tesco bags for help (£1000) – that was successful.
- Woodland Heritage fund bid for £145,000 – was successful.
- Events and relationship building which was dealt with sponsorship and donations. It was noted that on 29th November 2021 the “Shine Bright” appeal was held where anybody could sponsor a light up star which was attached to the side of the hospital building.
- Management and administration – There had been 3 Kickstart employees and a large amount of administration to ensure good governance as well as all of the works across all appeals and funds.
- Spending of the funds. The separate appeals and funds generated a lot of work.
- Promotional activity. It was noted that there was one person dedicated to communications engagement and marketing and that it would be difficult to equate their value.

It was noted that the promotional activity not only included fund raising, but that it also included matters such as bike checks (which had added to sustainable travel agenda), the provision of water stations at health care sites, the wellbeing service, and bucket collections for donations and community fundraising.

The DC advised the Committee that the team had fundraised circa £1.8million.

It was noted that NHS Charities Together had awarded the Health Charity £259,800 following one of the bids put forward by the team.

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	<p>The DC concluded that the exponential growth of the Charity team would be shared in the update paper to be provided in March 2022.</p> <p>The END advised the Committee that quite often the work of the Charity was focused upon and not the people who worked within that Charity and she offered her thanks to the DC and her leadership of the team.</p> <p>The Independent Member – Trade Union (IMTU) agreed and noted that he had worked with the Charity for a number of years and he was impressed with the work that had been undertaken and was pleased to see that the team had grown.</p> <p>The Committee resolved that:</p> <p>a) The Health Charity - Internal funding update was noted</p>	
CFC21/12/010	<p>Rookwood Hospital – Disposal Options & Update</p> <p>The Rookwood Hospital – Disposal Options & Update was received.</p> <p>The EDTHS advised the Committee that she would take the report as read and noted that the Board of Trustee would need to see the report.</p> <p>The Committee resolved that:</p> <p>a) an update regarding the site disposal options early in 2022 was awaited; and</p> <p>b) the agreed proposal would be reported back to the Board of Trustees.</p>	
CFC21/12/011	<p>Over £25k bids for approval</p> <p>The over 25K bids for approval were received.</p> <p><u>3.1.1 – Welsh Transplant Game – 5-year funding – flexible funding between £25k and £40k.</u></p> <p>The DC advised the Committee that The Welsh Transplant Team (WTT) were requesting support for a longer term 5-year funding plan for the Welsh Transplant Team, to enable local transplant patients to participate in the British Transplant Games over the next 5 years.</p> <p>It was noted that the WTT were requesting support from the Health Charity specifically to cover the costs of the entrance fees for both the adult and paediatric team over the next 5 years.</p> <p>The DC noted that all of the information could be read in the report and advised the Committee that she would take the report as read.</p> <p>The Committee resolved that:</p> <p>a) The bid submission for funding to the maximum value of £40,000 (forty thousand pounds) to be spent over a five year</p>	

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period in order to support the Welsh Transplant Team, as set out in the covering report and Appendix 1 to the said report was considered.

- b) The bid submission was **approved**.

3.1.2 – Refurbishment of Resuscitation Training Room

The DC advised the Committee that the bid was for the refurbishment of the Resuscitation Service Training room and office because neither had been redecorated in the last 15 years.

Both were used daily and provide a training environment for clinical staff. The facility had some remedial work to cover ceiling cracks and the carpets had been fumigated due to carpet infestation.

It was noted that the bid had been approved locally by the Chair of the Recognition of the Acute Deterioration and Resuscitation Committee and the Surgical Clinical Board Director.

The END advised the Committee that her concern was that the bid covered matters which should be included within core business and thus should be funded by the Health Board. She noted that clarity was required for what was over and above “normal” business.

The DDF agreed with the END and noted that there was sufficient fiscal flexibility to deal with the bid within core business. He added that it could be considered outside of the meeting to identify an appropriate revenue route as opposed to a Charitable Funds route.

The DC advised the Committee that one of the areas alluded to within the bid was the timescale of the refurbishment and that there would be less clinical training between Christmas and the New Year. She highlighted that if the Charitable Funds Team wanted to go back to the bid author with a general “no”, then it would be helpful to inform the bid team that some of their bid could be funded via alternative routes.

The DDF concluded that the window of opportunity was recognised and suggested that the author of the bid got in touch directly with the DDF.

The Committee resolved that:

- a) The bid submission for funding to the value of £12,032.74 (twelve thousand, thirty-two pounds and seventy-four pence) for the refurbishment of the Resuscitation Training Room, as detailed in the body of the report was **noted**.

3.1.3 – Employee Wellbeing Service.

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The DC advised the Committee that the bid was asking for £392,000 over two years (£196,000 per annum which equated to £12.25 per employee).

The DC advised the Committee that in June 2019 the Board of Trustees of Cardiff & Vale Health Charity approved a bid which doubled the number of counsellors and introduced a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).

It was noted that the funding was due to come to an end by February 2022 and fixed term contracts would be ending between December 2021 – February 2022.

It was noted that attempts had been made to resource ongoing funding centrally, although that had been unsuccessful. As a result, the resources in EWS would be reduced by over 50% at a time when the Health Board and its staff were facing unprecedented pressures and the risks to staff wellbeing and the Health Board would be significant.

The DDF added context to the information provided by the DC and noted that the original bid had been approved in 2019 and that it was a draw against general reserves which was one of the reasons why the Charity ended up in a position of overcommitment.

He added that he did not believe the Health Charity could afford the bid and noted that it should be considered along with other priorities as part of next year's Integrated Medium-Term Plan (IMTP).

The IMTU agreed with the DDF that the bid should be core business but noted that he was worried what would happen if the money was not available to cover the bid, based upon the statistics provided.

The END added that it was a dilemma because it should be supported as a Health Board whether through the Health Charity or as core business. There was a time pressure given that there were staff with contracts coming to an end.

She added that there should be discussion regarding how the Health Charity could support the EWS for a little bit longer whilst the Health Board confirmed permanent arrangements.

The DC advised the Committee that she fully supported the bid because of the timeframe required and the continuity of the EWS. She added that if it was not supported and the service could not be funded as core business, a lot of staff would suffer, it could cause reputational damage to the Health Board if the service did not continue, and noted further that the bid also covered the strategic aims of the Charity.

The DDF responded that he had looked at the amount of money available in general reserves and that amounted to £174,000, of which £20,000 to £40,000 had already been committed. He reiterated that the Health Charity could not afford the bid.

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	<p>The CC advised the Committee that the bid would need to be reviewed by the Executive Director of People and Culture (EDPC) and options should be discussed, whilst noting that everybody wanted to support the bid.</p> <p>The DDF responded that the Health Charity could provide some of the monies (that was, 1 quarter of the bid at £49,000) to avoid the service collapsing and that the same would underpin the service until the end of May 2022 whilst other options were being considered.</p> <p>The END asked if the pragmatic approach would be supported by the EWS whilst the Health Board considered the IMTP process.</p> <p>The DC responded that there had been a lot of frustration from the EWS staff.</p> <p>The CC advised the Committee that it should be escalated to the Trustees and noted that it should be put onto the agenda for the next Board of Trustee meeting.</p> <p>The DC asked for clarity that the Committee had approved £49,000 for the continuation of the service into the new financial year.</p> <p>The DDF responded that the service was being underwritten for another quarter whilst the Health Board and the Trustee considered its merit for investment.</p> <p>The Committee resolved that:</p> <p>a) The bid submission from the Employee Wellbeing Service for funding to the value of £392,000 (three hundred and ninety-two thousand pounds) to continue to support staff of Cardiff and Vale University Health Board, as detailed in the body of the report was noted.</p>	<p>JB/DDF</p> <p>NS</p>
<p>CFC21/12/012</p>	<p>4.1 Fundraising Report</p> <p>The Fundraising Report was received.</p> <p>The DC advised the Committee that the report could be taken as read.</p> <p>The Committee resolved that:</p> <p>a) The Fundraising Report was noted.</p>	
<p>CFC21/12/013</p> <p>Saunders, Nathan 02/12/2022 14:56:05</p>	<p>Reporting Feedback on Successful CFC bids</p> <p>The Reporting Feedback on Successful CFC bids was received.</p> <p>4.2.1 - Bale Fund Expenditure Update</p> <p>The DC advised the Committee that in the report there was an amount of money to the sum of £5,754.44 with a request to repurpose that sum and move it to the new outdoor havens.</p>	

	<p>The END advised the Committee that the Bale Fund was UHW specific and noted her support for the bid.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The update provided in the report with regards to the use/spend of the allocated funding in relation to the named projects was noted. b) The request to repurpose the sum of £5,754.44 (five thousand, seven hundred and fifty-four pounds and forty-four pence) from the UHW Staff Haven Project to the Make it Better Fund, as outlined in the body of the report was approved. 	
CFC21/12/014	<p>Staff Benefits Group Report</p> <p>The Staff Benefits Report was received.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The Staff Benefits Group report were approved 	
CFC21/12/015	<p>Staff Lottery Bids Panel Report</p> <p>The Staff Lottery Bids Panel Report was received.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The content of the Staff Lottery Bids Panel Report was noted. 	
CFC21/12/016	<p>Health Charity Updates:</p> <ul style="list-style-type: none"> • <u>4.5.1 – Wales and Africa (Rachel Gidman)</u> • <u>4.5.2 – Breast Centre Appeal – Annual Report</u> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The content of the Wales and Africa Annual Report was noted. b) The Breast Centre Appeal Annual Report, including the progress and activities of the said Appeal was noted. 	
CFC21/12/017	<p>Any Other Business</p> <p>The DC advised the Committee that she was required to move the Head of Arts and Health Charity (HAHC) to provide support to the EDCP and the EWS team in setting up the staff havens across all of the hospital sites.</p> <p>It was noted that it would involve a huge amount of work and added that the HAHC had also been asked to help set up the well-being hub in Maelfa.</p>	

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	<p>It was noted that the HAHC was also involved in the Queen's Green Canopy initiative which was connected to the Health Meadows project.</p> <p>The DC advised the Committee that to free up the HAHC for the required work, the responsibilities of some of her team would need to increase and so she asked the Committee to change a band 6 member of staff into a band 7 with a total cost of £1321.</p> <p>The END advised the Committee that assurance could be given that the HAHC would continue to work for the Health Charity also.</p> <p>The Committee resolved that:</p> <p>a) All other business was noted and agreed.</p>	
CFC21/12/018	<p>Date and Time of Next Meeting</p> <p>Tuesday 1 March 2022, 9:00am</p>	

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Action Log
Following Charitable Funds Committee Meeting
7 December 2021
(Updated for 1 March 2022 Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
Actions In Progress					
CFC21/12/008	Charitable Funds Internal Costs	Charitable Funds Internal costs: Recharging staff time against fund raising appeals; Legacies income; Contribution from the Make it Better fund.	01/03/2022	Joanne Brandon	March meeting agenda 2.2
CFC21/12/005 CFC21/06/007	Rathbone Investment Update	Rathbone Investment Management to share an investment update with the committee (including required information received from Independent Members).	01/03/2022	Christopher Lewis	On September agenda, item 2.1 Further update to be provided at March meeting agenda item 2.1
Actions referred to committees of the Board					
CFC21/12/011	Employee Wellbeing Service.	The CC advised the Committee that the bid would need to be reviewed by the Executive Director of People and Culture (EDPC) and options should be discussed, whilst noting that everybody wanted to support the bid.	01/03/2022	Christopher Lewis / Joanne Brandon	COMPLETED BoT meeting 20 th January Agenda item 3.2
CFC21/12/008	Financial training session on Charitable Funds	The END advised the DDF that the training presentation should be taken to the Board of Trustee meeting.	20.01.22	Christopher Lewis	COMPLETED provided at January BoT meeting

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
CFC21/09/018	Health Charity Updates	The END advised the Committee that at the next BoT meeting a paper would be required that noted each of the funds and all of the things the Health Charity had delivered for staff and patients over the past year.	20.01.22	Joanne Brandon	COMPLETED provided at January BoT meeting

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PROCUREMENT REPORT

CONTRACT TITLE	Outdoor Staff Areas
CONTRACT REFERENCE	CAV-STA (21-22) 149
PERIOD	One Off
CLINICAL BOARD	Health Charity
TENDER CLOSING DATE	Not Applicable Grant Funded

1. INTRODUCTION

Cardiff and Vale University Health Board (CVUHB) is developing five outdoor areas at the following sites:

- University Hospital of Wales
- University Hospital of Wales, Llandough
- St David's Hospital
- Barry Hospital
- CRI

CVUHB is prioritizing staff wellbeing and progress is being measured through CVUHB's Staff Wellbeing Steering Group. To continue the progress of prioritizing staff wellbeing, the installation of outdoor areas is required as soon as possible to utilize commencing early 2022.

The outcomes anticipated for this project:

- Increased health and wellbeing for all staff
- Better productivity in work
- Lower sickness rates
- Better patient care
- Better connections with colleagues
- Boost morale
- Feeling valued by the Health Board
- Better engagement with managers
- More engagement and willing to participate in health charity events and activities
- Better understanding of how we can improve wellbeing
- More engagement with the natural surroundings and its benefits to health and wellbeing

Each outdoor space will be welcoming, calming and multifunctional.

2. BACKGROUND

The project is entirely funded by grants via NHS Charities Together. Grant funds fall outside of Public Contract Regulations (2015) but this process still needs to be through Health Board governance due to the cost of the project.

The project will facilitate and create dedicated outside spaces that will focus on wellbeing, reflection and recovery after Covid-19. The areas will combine seating, biodiverse suitable landscaping and a thoughtful art installation to promote wellbeing.

CVUHB contacted Countrywide Grounds Maintenance, who already undertake maintenance for the grounds and gardens across the CVUHB estate and have always been supportive in this area.

Saunders, Nathan
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3. CONTRACT FINANCIALS

Grant funding is provided by “NHS Charities Together”.

Scope of works for each area x 5

1.	Erect barriers and signage
2.	CAT scan areas
3.	Excavate 5no. areas 16m ² to formation levels 200mm thick only (no site visit)
4.	Dispose of excavated materials
5.	Supply and lay 16m ² of terram 1000 membrane
6.	Supply and lay 100mm of type 1 sub base 16m ²
7.	Supply and lay 1no. 4m diameter natural stone slab circles on a mortar bed and pointed with jointing compound
8.	Make good with excavated top soil and seed
9.	Supply and fix 3no. recycled backless benches and fix to paving slabs
10.	Leave site clean and tidy

a. CONTRACT VALUE

Cost x 5 Outdoor Staff Areas	Excluding VAT	Including Vat
Plant Cost	£8,000.00	£9,600.00
Labour Cost	£16,000.00	£19,200.00
Materials Cost	£24,000.00	£28,800.00
Additional Umbrella Canopy Option	£18,500.00	£22,200.00
TOTAL COST	£66,500.00	£79,800.00

4. ANY OTHER RELEVANT INFORMATION

The total value of this contract will be funded by “NHS Charities Together”.

Any major works relating to the upkeep and maintenance of this project will fall under CVUHB’s general maintenance programme held within the Capital, Estates and Facilities Department.

Garden areas will be designed for minimal upkeep/maintenance therefore requiring minimal input under the maintenance programme. Sustainable seating furniture will be located within each garden space. CVUHB will also work with the volunteer department to ensure any minor maintenance is undertaken along with keeping the areas litter free.

5. BENEFITS REALISED FROM AWARD

By awarding a contract to Countrywide Grounds Maintenance provides assurance to the Health Board that the works will be carried out to the highest level required and delivered in a timely manner due to their familiarity of the Health Board sites.

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.

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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.

6. RECOMMENDATION

On the basis of the foregoing it is recommended that the contract for Outdoor Staff Areas should be awarded to Countrywide Grounds Maintenance.

Prepared By:	Leanne Miles
Contact Details:	029 21836454
Date:	23.12.21

Procurement Internal Check	
Approved By:	Darren Holloway
Date:	06/01/2021

Saunders, Nathan
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I confirm that the expenditure has an identified budget and will not cause any financial pressure which could result in the Clinical Board/Department not delivering its financial breakeven duty.

SIGNED ...S.Joslyn.....

PRINT NAME ...Simone Joslyn.....

SIMONE JOSLYN,
Head of Arts and Health Charity

DATED ...6.1.2022.....

I confirm that the expenditure has an identified budget and will not cause any financial pressure which could result in the Clinical Board/Department not delivering its financial breakeven duty.

SIGNEDA. Hanuk.....

PRINT NAMEAkmal Hanuk.....

AKMAL HANUK
Chair Charitable Funds Committee

DATED7.2.2022.....

I confirm that the expenditure has an identified budget and will not cause any financial pressure which could result in the Clinical Board/Department not delivering its financial breakeven duty.

SIGNED

PRINT NAME

ALUN WILLIAMS
Head of Finance

DATED

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Report Title:	Use of Endowment funds - £37.5k (excluding VAT) to purchase an Extracorporeal Membrane Oxygenation circuit (ECMO) machine to enable abdominal in situ normothermic regional perfusion (NRP) in organ retrieval				
Meeting:	Charitable Funds Committee			Meeting Date:	Chairs Action 21.12.21
Status:	For Discussion	For Assurance	For Approval	X	For Information
Lead Executive:	Director of Operations Specialist Services				
Report Author (Title):	Directorate Manager for Nephrology and Transplant				

SITUATION

The current scheme of delegation requires that items of expenditure greater than £25,000 will need to be approved by the Charitable Funds Committee. This is a proposal to use £37,500 (excluding VAT) of the Nephrology and Transplant Endowment funds to purchase a Extracorporeal Membrane Oxygenation circuit (ECMO) machine to enable abdominal in situ normothermic regional perfusion (NRP) in organ retrieval

We are currently renting an ECMO machine but this is a short term agreement as the company does not offer long term rental options. We have the opportunity to purchase an ex-demo ECMO at a significantly reduced cost to the normal cost of the machine but this is a time limited offer and other organisations are also interested in purchasing this kit. The only other long term alternative to purchasing is to lease the machine but this is not cost-effective for the level of activity being undertaken and works out more expensive than purchasing the machine.

The short term rental agreement runs out in January 2022 so we are asking the Charitable Funds Committee to take chair's action to approve use of funds from one of the Directorate's Endowment funds to purchase the ex-demo machine ahead of the next committee meeting.

BACKGROUND

The Nephrology and Transplant Directorate are commissioned by NHS Blood and Transplant to provide a National Organ Retrieval Service (NORS). This retrieval service plays a vital role in contributing to the increase in deceased donors and organ transplants. We provide a NORS service 14 weeks of the year in a rota with a number of other organisations to enable a 24/7 retrieval service to function across the UK.

The NORS service have recently implemented a technique for some organ retrievals known as abdominal in situ normothermic regional perfusion (NRP) which is a novel organ preservation and assessment technology. This gives transplant surgeons the opportunity to assess and improve the quality of grafts from marginal donors. Evidence to date shows that this approach reduces incidents of delayed graft function and primary non-function, improved graft function and patient survival following organ transplantation and shorter hospital stay. Use of the NRP

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technique also means livers, kidneys and pancreases are more likely to be transplanted with an increased organ utilisation rate.

ASSESSMENT

The proposal is to use some of our endowment funds within Nephrology and Transplant to purchase Extracorporeal Membrane Oxygenation circuit (ECMO) equipment in order to enable the use of NRP with some of our retrievals. The ECMO machine helps to warm and circulate blood and fluid around the deceased donor's body. The service currently rents a device but this offer is not available long term.

There are a number of benefits to using NRP for organ retrieval compared to normal retrieval methods. The purchase of the ECMO machine would enable the following benefits:

- Time is critical in DCD retrievals to minimize ischemic injury, but a hasty retrieval can lead to increased rates of surgical damage, impacting on organ function and in rare cases of severe, non-repairable damage this may lead to an organ being considered unsuitable for transplantation. NRP allows the retrieval (liver, kidneys, pancreas) to take place without haste, making it more akin to the timeframe of a DBD retrieval; this should reduce the rate of surgical damage.
- Once NRP is started, deterioration of the cells is reversed and subsequently the organ quality is not adversely affected. This means outcomes of DCD organs retrieved using NRP is comparable to DBD organs. This also helps reduce the likelihood of patients developing ischemic complications and primary non-function following transplant.
- NRP enables assessment of blood gas and biochemical markers which indicate the quality of the organ and whether the function will be affected. This improves the outcome for the recipient patient, as better assessment reduces the risk of transplanting an unsuitable organ, the risk of primary non-function and the likelihood of re- transplantation or death.
- NRP has proven to increase the availability of organs. NHS Blood and Transplant have carried out statistical and clinical studies on the NRP activity performed by the two centres using the technique. This has shown that the average number of organs retrieved increased from 1.8 to 3.4 organs per donor when NRP was used. In addition, this evidence has shown that the overall chance of an organ retrieved is then used for transplantation is significantly higher, for examples 3 times higher in livers; 1.6 times higher in kidney; 1.7 times higher in pancreas.
- Use of NRP has also evidenced improved organ survival in livers; kidneys and pancreas and improved longer term function of the organs.

The service has received revenue funding from NHS BT in order to support the workforce and consumable costs related to implementing NRP. This revenue would cover the cost of the ongoing maintenance contract required for the equipment purchased.

ASSURANCE is provided by:

• Monies currently held in a designated fund 9563 Renal Unit Couchman Legacy. At the 31 October 2021 this fund had £46,149.25

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RECOMMENDATION

The Charitable Funds Committee is asked to:

- Approve the purchase of an Extracorporeal Membrane Oxygenation circuit (ECMO) machine, for a one-off cost of £37,500 (excluding fund), using money currently held on Fund 9563 Renal Unit Couchman Legacy

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	
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	X
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	X	10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	X

Five Ways of Working (Sustainable Development Principles) considered

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

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



Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st January 2022			
Meeting:	Charitable Funds Committee		Meeting Date:	1st March 2022
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 delegated authority to oversee 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 January 2022;
- 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 Charitable Funds Committee. These are:

- The Charity's financial position decreased by £0.179m for the period ending 31st January 2022.
- The stock market experienced a volatile period in January resulting in a minor fall in cumulative gains for the period ending 31st January 2022;
- The value of general reserves is only just adequate to meet financial commitments.

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

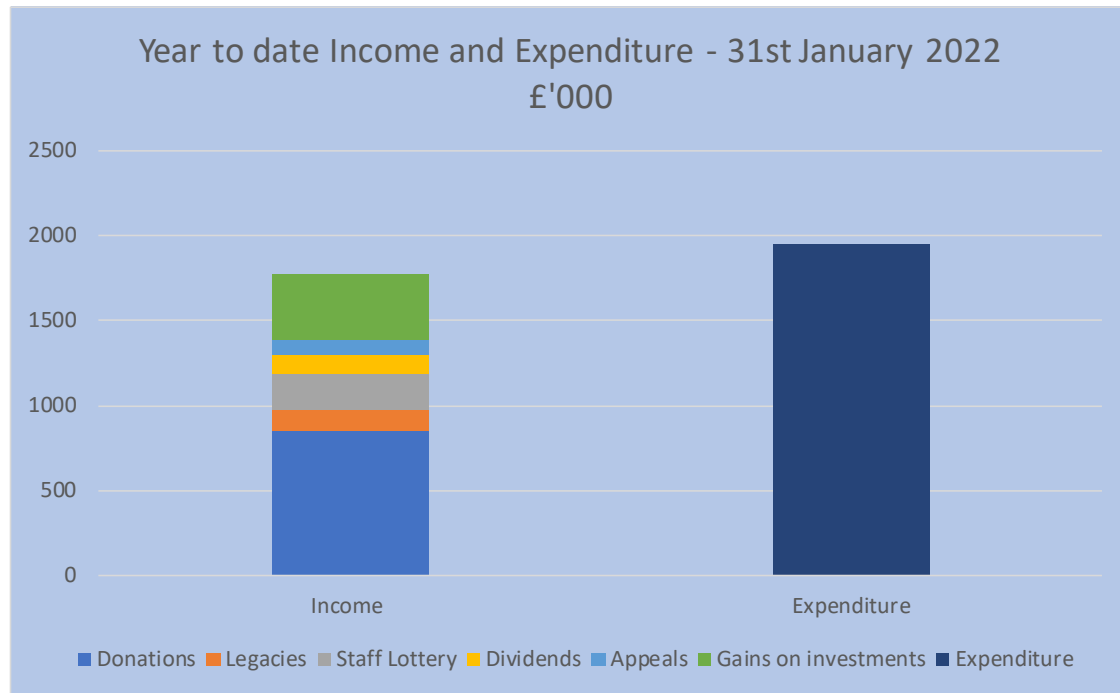
Financial Performance for the 10 months ended 31st January 2022

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

Table 1: Financial position of the Charity for the period to 31st January 2022

	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	1,058	328		1,386
Total Resources Expended	-1,661	-294		-1,955
Net Incoming/(Outgoing) Resources	-603	34		-569
Gains / (Losses) on Investment Assets	390			390
Net Movement in Funds	-213	34	0	-179
Fund Balances carried forward January 2022	4,745	1,745	2,478	8,968

Table 1 shows the Charity generated £1.386m of income and spent £1.955m for the first ten months of the financial year. This has resulted in net expenditure of £0.569m. In addition, the charity also had market value gains on its investments of £0.390m for the period compared to the March 2021 valuation. The combined effect of these results is a net decrease in fund balances for the period to January 2022 of £0.179m. This is shown in the following chart.



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

Table 2: Schedule of Income for the 10 month period April to January 2022

Income	Unrestricted £000	Restricted £000	Total £000	20/21 £000	19/20 £000
Legacies	116	15	131	135	63
Donations	846		846	1,415	458
Staff Lottery		208	208	193	182
Appeals		81	81	58	210
Dividend Income	96	24	120	94	147
Total Income	1,058	328	1,386	1,895	1,060

This table shows a reduction in the donations received in comparison to the previous year, which for 2020/21 included some significant acts of generosity from individuals and a large contribution from NHS Charities together.

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

Table 3: Summary Balance Sheet as at 31st January 2022

	Opening Balance £000 01.04.21	Closing Balance £000 31.01.22
Fixed Assets	8,804	8,944
Net Current Assets /Liabilities	343	24
Total Net Assets	9,147	8,968
Unrestricted Funds	4,958	4,745
Restricted Funds	1,711	1,745
Endowment Funds	2,478	2,478
Total Funds	9,147	8,968

The fund balances have decreased by £0.179m in the period to £8.968m. Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.508m relating to the investment portfolio. Of the net current assets closing balance of £0.024m, some £0.391m is supported with cash (which includes the cash withdrawal of £0.250m from the investment portfolio), with the balance being net current liabilities of £0.367m.

The following graph shows the investment portfolio's performance from September 2020 to January 2022.

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 £6.508m at the end of January 2022 (after withdrawal of £0.250m cash), resulting in a market value gain of £0.390m.

In summary the value of the Charitable Funds has decreased by £0.179m in the current year to £8.968m. This increase represents net expenditure of £0.569m offset by market value gains of £0.390m.

Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £8.968m, 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 £0.446m made up of the following:

- Consolidated general reserve fund balance of £0.056m
- Year to date investment gains of £0.390m;

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 **£0.401m** and are summarized below.

Table 5: Outstanding commitments against General Reserves

Commitments	£'000	Comment
UHB Transport Solutions	62	
Staff Recognition Awards	20	£5k per year - 4 years outstanding
Employee Wellbeing	33	Includes option 3 approval for two years
Fundraising Costs	76	£314k in year included in I/E and £76k further commitment
Welsh Transplant Team	40	Up to 8 k per year for 5 years
Neurological Gardens	145	
Clinical Psychology Support	25	
Total	401	

This means that general reserves are under committed by circa £0.045m. A key driver for this is the year to date performance of the investment portfolio, which has achieved gains of £0.390m for the first ten 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. This has recently been done for the financial year ending 31st March 21. The next review is now not due until the end of 2021/22.

Fundraising Costs: The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.380m 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 performance of the investment portfolio;
- **NOTE** the commitments against general reserve.

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	x	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	
4. Offer services that deliver the population health our citizens are entitled to expect	x	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	x

Five Ways of Working (Sustainable Development Principles) considered

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

Prevention		Long term	x	Integration		Collaboration		Involvement	
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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.

Kind and caring
Caredig a gofudd

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Report Title:	CHARITABLE FUNDS INTERNAL COSTS REPORT			Agenda Item no.	2.2
Meeting:	Charitable Funds Committee			Meeting Date:	1st March 2022
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:

Following discussion in the Charitable Funds Committee meeting held on 07.12.21, the Director of Communication, Arts, Health Charity and Engagement was asked to prepare a paper for discussion at the next quarterly meeting which included the following:

1. Return on investment of staffing resource, primarily the fundraising team
2. Overview of roles and responsibilities
3. Feedback on the current direction of travel of Cardiff & Vale Health Charity
4. Links to Health Charity Strategy 2019-2025 (see Appendix 1)
<https://healthcharity.wales/app/uploads/2020/08/Strategy.pdf>

1. Return on investment of staffing resource, primarily the Fundraising Team

As a Health Charity, we have expanded the team and developed the support provided not just to the Health Charity but to the UHB. The work is aligned to its mission of raising, managing and distributing charitable funds in order to go above and beyond NHS services for the benefits of patient's staff and communities.

The work of the Health Charity team is not purely based on fundraising but has been agreed with Charitable Funds Committee and the Board of Trustees to encompass the following:

- To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS can fund.
- Also, to improve the Health and Wellbeing of our staff and services users and the communities of Cardiff and Vale UHB. Much of these two objectives, do not generate income but add value to the organisation through many projects and schemes as outlined in the many reports, Annual Report, case studies and presentations.

There is also a significant volume of business and administration and governance associated with the charity, which again does not generate income but is included as part of the overall operational running costs.

The headline figures and breakdown of costs below provides financial data for the one-year period from 1st April 2020 - 31st March 2021, including a breakdown of income related activities aligned to specific roles. It also gives examples of the benefits of these roles and how this links back to the Health Charity Strategy (available via the link provided above).

Charitable Funds Income comparison:

Annual Income	2019/20 £	2020/21
Donations	734,000	1.638m
Staff Lottery	245,000	263,000
Legacies	127,000	147,000
Investments**	199,000	147,000
Other trading activities**	63,000	4,000
Total	1.36m	2.199m*

*increased income of £0.83m

**non-fundraising income

	Costs £	Income £	Funding Source
Total staffing investment (*inc finance costs)	347,000*		£32,000 - Staff Lottery £52,000 - Make it Better £263,000 General Reserves
Non-Staff Costs (e.g. <i>licensing, insurance, website, IT</i>)	13,000		General Reserves
Fundraising - income generated		<i>See donations</i>	
Bids income generated		<i>See donations</i>	
Staff Benefits		<i>Added value activities</i>	
Donations		1.638m	
Staff Lottery		263,000	
Legacies		147,000	
Investments**		147,000	
Other trading activities**		4,000	
Total	360,000	2.199 million	
Fundraising related income:		2.048 million	

The Health Charity's fundraising events planner for 2020/21 was impacted by the Global pandemic/ Covid-19 and the team was redeployed into areas to meet the needs of patients and staff across the Health Board. At the same time, it needed to create new opportunities for income generation and alternative methods of fundraising, promotions and engagement with sponsors and donors.

One of the Health Charity's immediate responses was the launch of the 'Spread the Love' campaign to support patients and staff across the Health Board. Additionally, as a member of NHS Charities Together, in addition to Covid19 response funding, the Health Charity was successful in securing several grants which are currently assisting patients and staff in long term Covid 19 recovery projects.

An overview presentation of the work undertaken outside of fundraising is demonstrated here: [Comms activity march 2020 to date \(healthcharity.wales\)](#)

2. Overview of roles and responsibilities

Total Health Charity income in 2020/21 was **£2.199m**, and this report includes further information on how the Health Charity Team members work together to ensure that this money benefits the areas of the UHB which need it most and to ensure this is consistent and equitable and delivered in a timely manner.

The paper highlights the return on investment of not only the fundraising team members but the whole team, and their roles and responsibilities which are categorised across seven key areas. These are again aligned with the Health Charity Strategy vision and mission as follows:

- **Appeals and Fundraising** – income generating
- **Events and Relationship building** - with potential sponsors and donors
- **Bids**- researching and writing bids for submission in a highly competitive market
- **Promotional Activity**- raising the visibility of the Health Charity but also UHB projects i.e Our Health Meadow, Staff Havens, Arts
- **Distribution of funds**- spending of the money across 270 delegated funds
- **Management and Business administration** – Finance, strategy, governance issues, administration, procurement, audit, annual and quarterly reports, committee papers etc. Staff line management, recruitment and operational issues, e.g. IT.
- **Health Board** – health and wellbeing support and being an integral part of UHB projects and priorities.

Non fund-raising activities

A large proportion of health charity work (as identified in Appendix 1) is centered around the mission and objectives of the Health Board and adds value in terms of staff benefits, engagement, improving the patient experience and the general wellbeing and morale of patients, staff and the wider community.

The Health Charity's engagement and promotion of business partnerships, staff discounts, membership offers etc is of significant benefit to all staff across the UHB.

Examples of this include:

- Silver Privilege Card – Nathaniel Cars (discounted mot and free courtesy car)
- Blue Light Scheme and other Health Service discount providers

Savings of just £10 a year on discounts and membership privileges, would equate to approx. £175,000 p/a in annual benefits for all staff.

Health Charity Team Roles and related costs 2020-21 (inc on-costs)

Role	wte	Band	£
Head of Arts and Health Charity	1.0	8b	78,263.36
Business/Operational Manager	1.0	7	51,487.78
Senior Fundraiser	1.0	6	41,119.38
Senior Fundraiser	0.91	6	37,641.72
Senior Fundraiser	0.80	6	37,184.65
Fundraising Support Officer	1.0	3	24,812.10
Senior Communications & Engagement Officer	1.0	6	43,886.64
			314,395.63*

* salary figs provided by UHB Finance - Feb '22

3. Feedback on the current direction of travel of Cardiff and Vale Health Charity

The global pandemic has changed the way in which many charities operate and our income through mainstream donations has started to decline. We have increased our online presence and we have started to table events for the forthcoming year in order to generate interest in health related charitable events. We are reviewing our online campaigns and how we can increase visibility of Gift in Wills awareness raising and also reaching out to ways in which we can connect with our patients and staff. Very often the funds are led by them and the fundraising team is able to support and capitalise on the donations.

We have also invested further in the Staff Lottery, which has resulted in continuous growth in income,

2019 - 2020	£244,779.31
2020 - 2021	£263,964.04

We are investing in contactless donation devices to maximize opportunities to receive electronic payments, as we move ever closer to a 'cashless' society and in line with safe practices related to the transmission of Covid-19. This will include both fixed units at UHW and UHL initially, plus mobile devices for use in the community and at events etc.

It is difficult to predict where we will be in terms of fundraising events going forward, as it will be dictated by Public Health Guidance. However, the Health Charity Team will continue to work creatively in identifying new and innovative opportunities for income generation and balance this with the requirement to support the patients, staff and visitors of Cardiff and Vale University Health Board.

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

I welcome the attached report and submit to the Executive Committee for review, assurance and discussion.

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

- The risk are associated with another wave of the global pandemic
- An economic downturn, decreasing disposable income amongst donators
- Increased competition from other Charities
- A collapse of the stock market affecting the investment portfolio

Recommendation:

The Management Executive Meeting is asked to:

- Review the Charitable Funds Internal Costs paper and receive assurance of the ongoing team management and development, and increased activity leading to fundraising and income generational opportunities.
- Acknowledge the Health Charity Team’s hard work and diligence in supporting patients and staff across the UHB, during a particularly challenging period.

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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**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



GIG
CYMRU
NHS
WALES

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

Fundraising Team 2020/21

*No income generated but increases awareness of Health Charity and meets UHB Objectives, and ensures probity of endowment spend

Funding Source	% of time	Income (20/21) £	Aligned to Strategy
Role: Senior Fundraiser – 1.0 wte (responsibilities and income generation)			
Staff Lottery	40	255,802.97	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
PROP Appeal	20	17,090.67	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences We will improve and develop our fundraising capability
Make It Better Appeal	10	393,327.07	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will support the health, wellbeing and welfare of our staff to lead healthier lives We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Support to UHW site (Cardiology and Urology specifically)	5	N/A*	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Overseas Funds/ finances inc. all donations	5	variable	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
Staff line management (Fundraising Support Officer)	5	N/A	<ul style="list-style-type: none"> 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
Events e.g. Cardiff Bay 10k generated income of £6,000	10	variable	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences We will improve and develop our fundraising capability
Miscellaneous (admin, social media and reports)	5	variable	<ul style="list-style-type: none"> 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
Role: Senior Fundraiser – 0.9 wte (responsibilities and income generation)			
Breast Centre Appeal	30	40,169.54	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
Make It Better Appeal	10	as above	<ul style="list-style-type: none"> We will improve and develop our fundraising capability

Support for Barry, CRI and St David's Hospitals	15	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
In for a Penny	10	2069.12	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will support the health, wellbeing and welfare of our staff to lead healthier lives
Move More/ Public Health Wales initiative	5	N/A*	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Staff line management (Kickstart employees)	5	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
Supporting sustainable projects (e.g. Bike Health Checks, water refill stations)	10	N/A*	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Events	5	variable	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Miscellaneous (admin, social media and reports)	10	N/A*	<ul style="list-style-type: none"> 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
Role: Senior Fundraiser – 0.9 wte (responsibilities and income generation)			
Make It Better Appeal	10	As above	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will support the health, wellbeing and welfare of our staff to lead healthier lives We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Better Life Appeal	10	21,332.17	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Support UHL site	5	N/A*	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Events: Shine Bright Appeal NHS Big Tea	10	12,953 5,500	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
Corporate strategy and developing partnerships	10	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
Volunteers inc. community fundraising	10	variable	<ul style="list-style-type: none"> We will improve and develop our fundraising capability
Our Health Meadow Appeal (associated Grants and Trusts applications, National Heritage Lottery Fund)	35	9,330.63	<ul style="list-style-type: none"> We will support the health and wellbeing of our population and support initiatives to enhance the public health patients, staff and communities through innovative healthcare experiences
<ul style="list-style-type: none"> Successful bid for Health Charity funding Successful bid for Down to Earth partnership 		146,000 (642,000)	
Miscellaneous (admin, social media and reports)	10	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability

			<ul style="list-style-type: none"> 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
Fundraising Support Officer 1.0 wte Supports the functions of the fundraising team, processing donations, recording financial activity and administrative support. Involved in events planning and attendance to help raise the profile of the Health Charity.	N/A	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will help to create the best environment for the sustainable healthcare, making the best use of technology to deliver the aims of the health charity
Senior Communications and Engagement Officer 1.0 wte Increases awareness raising via internal and external digital platforms; newsletters, events and appeals promotions. Events attendance/photography/ promotes fundraising and assists in raising the profile of the Health Charity.	N/A	N/A*	<ul style="list-style-type: none"> We will improve and develop our fundraising capability We will help to create the best environment for the sustainable healthcare, making the best use of technology to deliver the aims of the health charity

Whole team member involvement in the following income generation and managing spend, inc: <ul style="list-style-type: none"> • Liaising with departments and services re: bid applications and outcomes • Administration and Procurement • Managing expenditure in line with allocated spend • Liaising with Third Sector organisations 	2020/21 income
NHS Charities Together Grants (as below administration and expenditure management of allocated covid monies)	401,496
Make It Better Fund	393,327

The tasks associated with the management and administration of income and expenditure can be time intensive and includes:

- **Events planning and preparation**

- Some events require high level of planning, promotion and engagement (e.g. with sponsors) to maximise income opportunities

- Not all events are income generators, however they fall within the ethos and meet the objectives of the Health Charity i.e. supporting patients and staff across the UHB at their main point of need e.g. creating Staff havens across the UHB in response to Covid-19/ Christmas Gift Appeal.

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- **Writing bids for funding/ research to support grant applications** e.g. the submission of bids to NHSCT has generated income of £401,496
- **Liaising with family, public, staff, legal representatives** in relation to donations, Gifts in Wills, fundraising support etc.
- Income and expenditure related communications are recorded on the Harlequin Customer Relationship Management (CRM) system
- Supporting audit requirements
- Report writing for CFC and Trustees meetings

The Health Charity team is a valuable resource for the UHB and the NHS in general as team members fully engage with its redeployment requirements, including:

- supporting the vaccination programme
- creating and managing Staff Havens to manage the receipt and distribution of food donations across the UHB during 2020/21

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Report Title:	Pennies From Heaven			Agenda Item no.	2.3
Meeting:	Charitable Funds Committee			Meeting Date:	1 st March 2022
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:

To advise the Charitable Funds Committee of recent communications between the ‘Pennies from Heaven’ fundraising scheme and Cardiff & Vale Health Charity.

Pennies From Heaven

Kate Frost, Chief Executive Officer of Pennies from Heaven contacted Cardiff & Vale Health Charity by email in December 2021 expressing concern in relation to the Health Charity’s ‘In For A Penny’ fundraising scheme which had come to her attention via our website.

Kate advised that in 2012, Pennies from Heaven liaised with Cardiff and Vale University Health Board to set up a scheme (of the same name) with donations benefiting four charities chosen by the UHB. Ms Frost noted that since October 2017, they have not received donations and alleged that the Health Board has breached its contract.

This email was immediately referred on to the Governance Team for advice and guidance. From records held by the Health Charity and the Governance Department, we were made aware of the following:

- The Pennies from Heaven Contract was signed in October 2011 on behalf of Cardiff and Vale UHB by Lesley Jones, who was employed as Head of Learning, Education and Development (who no longer works for Cardiff and Vale UHB).

The ‘Pennies from Heaven’ Arrangement (Appendix 1) states:

“Term of this agreement – This agreement will be ongoing subject to cancellation by any party and any time with or without notice. A copy of the full agreement is attached.”

In For A Penny

The CFC meeting held in March 2017 considered the following proposal to implement a fundraising scheme named In For A Penny, with the following summary:

“The Charity Team believe that In for a Penny is a useful tool to increase engagement, and support from the Communications team would be an important element of a successful launch, as will the support of trade union colleagues. Though it may not become a strong income stream for several years, if at all, there is little potential loss to the Health Charity from pursuing this project.”

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**UNCONFIRMED MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD AT 09.00AM TUESDAY 21 MARCH 2017 - AC: 16/089 - IN FOR A PENNY PROPOSAL**
state:

The Committee:

- **AGREED** the 'In For A Penny' roll out **SUBJECT** to including Wales for Africa.

Payroll records indicate that staff members signed up to donate to the new In for a Penny scheme from October 2017 which has been running since that date. The scheme currently generates approx. £170 per month which is shared between two Health Charity funds.

To our knowledge, neither Cardiff and Vale UHB or Cardiff & Vale Health Charity have received any previous correspondence from Pennies from Heaven raising concerns or disputing the original contract.

There is no record available of cancellation of the contract.

Current Position

Further to these findings (and in the absence of written communications following the CFC's agreement to the setting up of the In For A Penny Scheme), discussion took place on 08.02.22, between the Health Charity and Ms Frost, which included the proposal of a goodwill payment of £500 (approx. equates to the amount they would have received during this period).

Subsequently, the Health Charity received the following e-mail reply:

"Thank you for the call today and for the open discussion we had about the history of Pennies from Heaven at Cardiff and Vale University Health Board. I have spoken to my Board and we are all in agreement that we would like this matter closed as soon as possible so that we can all focus on the most important thing of raising money for charity.

We accept the proposed payment of £500 in recognition of the Trust not cancelling the scheme with us in a manner as agreed in our contract. We ask that the Health Board now issues this cancellation in writing, along with the payment. We ask that the Health Board confirms in this letter that in September 2017, employees who had previously joined Pennies from Heaven at Cardiff and Vale University Health Board were contacted and made aware that their Pennies from Heaven donations would cease from September 2017 pay, and the Pennies from Heaven marker on ESR was removed. The letter should also agree that all employees that are now part of the Cardiff and Vale University Health Board 'in for a penny scheme' have all agreed to the terms and conditions as set out at https://healthcharity.wales/app/uploads/2020/01/Registration-Form_In-For-a-Penny-1.pdf

We do hope that the 'In for a penny' scheme creates a good income stream for your charity to support the amazing work that it does."

The Governance Department has actioned the above letter accordingly and this matter is therefore now closed.

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

In the absence of historical documentation detailing any communication with Pennies From Heaven, following the CFC’s approval for In For A Penny to be implemented as a means of Health Charity fundraising, I am satisfied with this outcome and wish to bring it to the attention of the CFC as a matter of record.

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

- The “In for a penny” method of raising funds allows Cardiff & Vale Health Charity to continue to improve the experience for patients, staff and the wider community.
- Potential reputational damage to the Health Charity and Cardiff and Vale UHB

Recommendation:

The Charitable Funds Committee is asked to: note the contents of this report and formal cancellation of any written agreement with Pennies From Heaven.

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



pennies
from
heaven



Arrangement

Between:

- a) Cardiff & Vale UHS.....(NHS Organisation)
- b) Pennies from Heaven Fundraising Limited- PFH (Registration No. 3851605)
- c) Pennies from Heaven Distribution Limited- PFHD (Registration No.3931760)

Intent:

This arrangement is to establish the basis for an NHS organization to operate 'Pennies from Heaven'

Pennies from Heaven

Pennies from Heaven is an innovative coin collection scheme with a vision to enable workers and pensioners to donate spare pennies from their income, to charities by rounding down the net salaries of individuals who join the scheme, to the nearest pound with the spare pennies being donated to a nominated charity.

The Role of Pennies from Heaven:

PFH will provide the infrastructure for running the scheme. This will include:

- a) A launch pack detailing how to set up and run the scheme;
- b) Provision of standard artwork design for:
 - i. Application form
 - ii. Poster
 - iii. Local press release statement
 - iv. Local internet text and graphics;
- c) Assistance in promoting the scheme within an NHS Organisation;
- d) Permission to use the PFH registered Trade Mark (No. 2198517);
- e) Guidance, where requested, to support charity selection;
- f) Receiving and distributing donations to the chosen charity within 60 days of receipt;
- g) Providing to the NHS organization, each calendar quarter an audit trail showing; funds received/funds distributed (less the 7% administration charge) to the chosen charity with dates of transactions;
- h) Compliance with the requirements of the 1998 Data Protection Act; and

Saunders, M
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- i) Assisting the selected charity in reclaiming Gift Aid with the audit trail of donations.

The Role of (Name of NHS Organization)

- a) Offer participation in the scheme to all employees on the payroll.
- b) Keep a record of the enrolment of staff in the scheme for 6 years or as necessarily required by Her Majesty's Revenue and Customs for the reclaim of Gift Aid & make this available, if requested by their chosen charity in the event of a Gift Aid audit.
- c) Provide to PFH annually, or when the selected charity changes, a list of the names of staff participating together with the total sum donated during the period per person.
- d) Use the PFH registered Trade Mark solely for the purposes of running the scheme.

General Provisions:

Term of this agreement

This agreement will be ongoing subject to cancellation by any party and any time with or without notice..

Change of charity

If (name of organization) wishes to change the benefiting charity, it will:

- a) Advise participating staff of the charity change and the effective date of the change.
- b) Ensure that evidence of this communication is retained for 6 years
- c) Advise PFH of the change and effective date

Confidentiality

PFH is aware of the obligation on [Name of NHS Trust} under the Freedom of Information Act 2000 and confirms that should the need arise PFH will comply with any requests to provide information to (Name of Trust) in order that (name of Trust) can comply with its obligations under the Act.

Trademarks

Nothing in this Agreement permits PFH to use any logos or trade marks or any Intellectual Property of any nature belonging to [name of Trust] unless such use has been expressly agreed to in writing by [Name of Trust].

Date of agreement:


October 2011
.....

Saunders, Nathan
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Signed by:


Pennies from Heaven (on behalf of PFH & PFHD)

Name

.....
.....


NHS Organisation:

Name

.....
.....
Cardiff & Vale UHB
Lesley Jones
.....


Please send two signed copies to:

Anthony Law
Pennies from Heaven
PO Box 48
Brancaster
King's Lynn
PE31 8WG

Saunders Nathan
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Report Title:	Over £25k bids for approval			Agenda Item no.	3.1
Meeting:	Charitable Funds Committee			Meeting Date:	1 st March 2022
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 Solace Service, Mental Health Services for Older People have submitted a bid for funding of **£12,500*** for the following:

Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers (who were caring for someone with dementia now deceased) - 12 Month Pilot Project.

Further details in application and Forget Me Not Chorus information (*Appendices 1 and 2*).

(n.b. – although the bid is for less than £25k, the CFC is the only Forum available to consider and approve bids for charitable funds of this value).

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

- This project would provide the first Bereavement carers choir of its type in Wales. The Arts Programme and the Health Charity have an on-going partnership with Forget Me Not Chorus, who provide us with a quality service; they are well established and have a proven track record both externally and within Cardiff and Vale University Health Board.
- I note that this request is for a 12-month pilot project, and if successful, the Forget Me Not Chorus has committed to supporting the ongoing costs from its own charitable funds.

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

None noted as supporting this application would allow the use of charitable funds to contribute to the in line with the Health Charity Strategy 2019 - 2025 objective:

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

Saunders, Nathan
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Recommendation:

The Charitable Funds Committee is asked to:

Discuss and consider the application for funding of the project:

Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers (who were caring for someone with dementia now deceased) - 12 Month Pilot Project - £12,500

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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CARING FOR PEOPLE KEEPING PEOPLE WELL

Kind and caring
Caredia a aofalaar

Respectful
Danaos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cvfrifoldeb personol



GIG
CYMRU
NHS
WALES

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

CHARITABLE FUNDS BID APPLICATION FORM

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

Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers. (Who were caring for someone with dementia now deceased). 12 Month Pilot Project

2. Please state the overall amount you are requesting: £12,500.

**Pilot project : £11,840 +
advertising/ engagement/ printing for use across UHB : £660 = £12,500**

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

Duration is a 12 month period commencing September 2022. Exact start date to be confirmed. If successful the Forget Me Not Chorus Charity would seek to sustain the Choir in future years through their own independent fundraising work.

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

The Covid pandemic has seen the issue of bereavement take centre stage in a manner never known before. As we begin to emerge from the pandemic we are facing challenging questions upon how to creatively respond to the myriad of needs which covid has given rise to. How can we best support people with their bereavement related psychosocial needs is a question with a sudden new urgency.

I have this month commenced an eighteen month bereavement support development secondment within the Mental Health Services for Older People Directorate. The secondment is based within the Solace Service and is funded by Welsh Government covid recovery monies.

Through my initial scoping work involving conversations with both professionals and bereaved carers, it is evident that throughout the pandemic the bereavement support typically available, primarily through the voluntary sector, has essentially by necessity been made available through a distanced (telephone or remote online platform) quite traditionalist model of six sessions with a trained counsellor or therapist. Whilst as evidenced by the waiting lists, the demand for this kind of service is immense, there is a persistent theme that as society begins to open out and confidence in social engagement begins to grow, for an even greater number the bereavement support needed is more socially orientated and less formalised.

The appetite is for opportunities to engage in social activity with people who understand bereavement through experience, to come together for mutual support through shared activity and share personal narratives as part of a less formalised working out of personal journeys of grief and loss. The challenge to enable this is to look outward and engage with organisations beyond the confines of health and social care services and fashion these social engagement opportunities for remembrance and communal healing, and a combating of the isolation and loneliness which all too often follows loss.

As part of this work I have I have engaged with Forget-me-not Chorus (FMNC) to design a bespoke Choir for bereaved carers pilot project

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CHARITABLE FUNDS BID APPLICATION FORM

The FMNC is a well-established and respected registered Charity first established in 2011 which organises Choirs and singing sessions for people with dementia, carers, and supporting family members. A website is available at forgetmenotchorus.com

The FMNC has a proven track record of session delivery within the Arts for Health and Wellbeing programme at St David's Hospital and previously with MHSOP at UHL

The proposal is for a twelve month long pilot project which would see the launch of a Choir specifically for bereaved carers who were supporting someone with dementia who is now deceased. At present whenever a chorister with dementia dies, after a grace period the carer, or family members who will have been supporting their active participation will eventually cease their own attendance. On a purely practical level this is needed to generate capacity for more people with dementia and their carers to be able to join. But of course the bonds of friendship and connection which will have grown means that the end of participation ushers in further feelings of loss and social dislocation. The launching of a bespoke Choir experience for bereaved carers would seek to address this issue.

In addition the Choir would be widely advertised as an inviting social opportunity for those carers bereaved after supporting someone with dementia to join with others who understand through experience, and explore their own grief needs through the power of music, song, and performance.

It's well attested that we live in a death denying culture where stoicism is the default mode for coping. Within this context therapeutic engagement through the arts can be for many a more accessible route to support than more formalised forms of therapy.

Across the twelve months of the project there will be a close liaison between myself and the FMNC to undertake an ongoing review and evaluation of the projects development. A large part of my focus will be upon ensuring those bereaved carers eligible to participate are made fully aware of the opportunity. I will achieve this through ensuring a widespread dissemination of the relevant information through existing services structures and pathways.

If the final evaluation demonstrates that the Choir is meeting a strong clearly evidenced need the FMNC has committed to make the bereaved carers choir a permanent ongoing feature of their work which would be funded through their own fundraising endeavours.

Given the scale of the emerging need for creative and varied responses to post pandemic bereavement support, I have no doubt that the venture will quickly locate a demand, and provide one of many such creative responses to remembrance and personal and collective healing.

5. What are the breakdown of total funds requested:

Please see the Pilot Project Proposal which I have submitted alongside this application for a breakdown of the costings provided by the FMNC.

FMNC Pilot project : £11,840 +

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CHARITABLE FUNDS BID APPLICATION FORM

	advertising/ engagement/ printing for use across UHB : £660 = £12,500
(a) Direct Costs:	
(b) Staff:	
(c) Consumables:	
(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

6. Could funding from an Endowment Fund support this bid? Yes / 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).

I have been informed that the current funding available to the Solace service from within the MHSOP Directorate is currently used for rental costs of two community venues to enable two support group sessions which take place each week in Cardiff and Barry. This means there is no internal funding available for this new proposal, which includes the Endowment fund.

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		(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	

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CHARITABLE FUNDS BID APPLICATION FORM

(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	

<p>9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?</p> <p>The Pilot Project outlined above would be offered to the people living within the Cardiff and Vale UHB district.</p> <p>The purpose of the project is to enable bereaved people who were caring for someone with dementia within Cardiff and the Vale area to have access to a social engagement opportunity for mutual support.</p> <p>The project would involve a widespread dissemination of appropriate advertising material to reach the eligible participants via local Older People's Mental Health Services, the UHB's Young Onset Dementia Service, The Alzheimer's Society, and professionals and agencies locally directly engaged in bereavement support such as the UHB Bereavement Nurse and support colleagues, Cruse, City Hospice, Marie Curie etc.</p>
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CHARITABLE FUNDS BID APPLICATION FORM

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)

Across the twelve months of the project there will be a close liaison between myself and the FMNC to undertake an ongoing review and evaluation of the projects development.

If the final evaluation demonstrates that the Choir is meeting a strong clearly evidenced need the FMNC has committed to make the bereaved carers choir a permanent ongoing feature of their work which would be funded through their own fundraising endeavours.

Given the scale of the emerging need for creative and varied responses to post pandemic bereavement support, I have no doubt that the venture will quickly locate a demand, and provide one of many such creative responses to remembrance and personal and collective healing.

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)

Across the twelve months of the project there will be a close liaison between myself and the FMNC to undertake an ongoing review and evaluation of the projects development. A large part of my focus will be upon ensuring those bereaved carers eligible to participate are made fully aware of the opportunity. I will achieve this through ensuring a widespread dissemination of the relevant information through existing services structures and pathways. Part of this funding application bid is to secure sufficient funds to enable advertising and awareness raising across the relevant services of the UHB (£660). This would be in addition to the advertising work undertaken by the FMNC Charity, the funding of which has been included in their project proposal costings breakdown.

Also given that I am now in post for an eighteen month (potentially longer term) Bereavement Support secondment role to focus upon the development of local bereavement services in respect of Mental Health Services for Older People, I would make the task of advertising and disseminating the development of the project a feature of my work.

The expected outcome / benefit of the project is that bereaved carers will have access to an attractive and engaging music, singing, and performance focused project which will encourage shared mutual support and an arts based less formalised route to a therapeutic engagement.

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CHARITABLE FUNDS BID APPLICATION FORM

Work of this nature has a critical role to play in promoting preventative intervention intended to address the bereavement related experiences of isolation and loneliness which are the familiar corollaries of loss and grief.

The FMNC works closely with independent bodies to provide evaluation advice and methods specifically suited to people with dementia, their carers and families. The evaluation includes monitoring information (quantitative statistics) and also extensive qualitative evaluation capturing the responses from the participants, practitioners, family members, carers, singing buddies, and music leaders. A variety of different information collection methods are used to ensure everyone can contribute in a way that is appropriate to their needs.

In addition, the music team and project manager observe and participate in sessions to witness participants' reactions and engagement styles. This information is collated and shared amongst staff and feeds directly into project and session planning.

More formal evaluation forms will be distributed to participants at the projects conclusion to enable learning and future planning.

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 reason why this bid would prove harmful to the reputation of the Charity. The FMNC is a well-established Charity with a good reputation, and a history of great success in fulfilling its aims and successful project delivery.

The FMNC has a proven track record of session delivery within the Arts for Health and Wellbeing programme at St David's Hospital and previously with MHSOP at UHL

It is widely appreciated and acknowledged across the public square that post pandemic recovery must entail creative and varied responses to support people with their bereavement related needs. There seems a ready acceptance that creative responses to remembrance and personal and collective healing are essential, and that supporting people with their emergent bereavement related mental health needs represents vital preventative work. The imaginative

CHARITABLE FUNDS BID APPLICATION FORM

use of the arts to enable therapeutic expression will be a key characteristic of society's post pandemic approach to health and wellbeing promotion.

To further evidence the value of the proposal I have obtained a statement from a past participant in the Choir who was eventually required to end her involvement following her husband's death. It speaks more eloquently of the need than anything I could possibly present. I have of course anonymised the statement.

My husband, X, was diagnosed with dementia in late 2013. However, it was a delayed diagnosis as he had always refused to seek medical advice regarding increasing confusion, memory loss, inability to complete tasks etc. which had been apparent for the preceding four years. Because of this, by the time he was diagnosed we had lost an awful lot of quality time that we could have spent together and I had lost the person whom I had known for 43 years.

He had been an active member of Cowbridge Male Voice Choir for more than 40 years and Professor Bayer at Memory Clinic recommended that we attend Forget-me-not Chorus, which we joined in January 2014.

This proved to be a lifeline for both of us. Although he did not appear to take an active part, I know he enjoyed the music and singing. For me it provided time out with supportive and understanding choir members – who were all going through the same experience. Joy, laughter and song is FMNC's motto and that is what we got; Monday nights were the highlight of our week as we could go together and feel included.

However, when X died in 2017, I could not continue with the choir and I literally felt bereft. In addition to losing my husband (for the second time), I was cut off from my main support network and, like many families these days, my children were living away and had their own lives to lead. Because X was no longer around and needing to be cared for, I felt purposeless and abandoned with nothing to focus on.

Obviously I was not alone in this as other choir members had lost their partners. I do feel that if the opportunity had been available to continue in some way with FMNC, it would have helped so many of us to sing together, share experiences and try and move on. It left such a big hole in my life when I had to finish. It would be lovely to go back!

X
February 2022

Name:Mark Jones

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CHARITABLE FUNDS BID APPLICATION FORM

Position:Bereavement Support Development Worker : The Solace Service, The Mental Health Services for Older People Directorate. Tel – 07976510648.

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Unavailable at the time of my application submission due to leave. If the application were to be successful I understand it would be subject to approval.

Bid approved by: Position:

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

Date:10th February 2022.

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Described by one chorister as ‘a spa for the soul’, [Forget-me-not Chorus](#) (FMNC) uses the power of song to support those living with and alongside dementia. Inclusive sessions, online and in community, care home and hospital settings empower choristers to use their creative voice: stimulating pride, educating others and challenging stigma.

Our pioneering approach uses music as a tool for meaningful communication and engagement in the present, not just a tool for reminiscence. Strong partnerships across Arts & Health support our ambition to embed high-quality arts activity into dementia care for lasting change. Participant-focused, we continue to respond musically to choristers’ heritage through our choice of repertoire.

We address the isolation that dementia can bring. By creating singing communities where joy and laughter are the norm, we offer an escape from the relentless caring routine within a community of mutual support. Inspiring everyone to participate to the best of their abilities, our work re-connects communities, nourishes relationships and demonstrates the transformational power of song. Through innovative projects, performances and exhibitions, we amplify participants’ voices to promote inclusion: informing the wider community about life with dementia, challenging stigma and demonstrating what can be achieved.

Research (International Longevity Centre UK/Utley Foundation, 2018) has found evidence that music has significant physical and mental health benefits for those with dementia and helps them retain their speech and language skills longer. Analysis showed that music helps to minimise some of the behavioural and psychological symptoms such as agitation, can help to tackle anxiety and depression, and importantly helps improve quality of life. Choir is a shared experience where everyone is a ‘singer’ first and foremost, rather than labelled as carer, family or person with dementia. This strengthens community, resilience and relationships, allowing participants to share in high quality artistic activity together.

Forget-me-not Family Choir: Pilot Project

Grief has been identified as the ‘constant yet hidden companion’ of dementia ([Kenneth J. Doka](#)). ‘Anticipatory Grief’ experienced for losses anticipated in the future and ‘Ambiguous Grief’ experienced when the person is physically present but psychologically or emotionally absent.

A devastating parallel between grief and dementia is the sense of isolation that they both can bring.

During the pandemic there has been a great increase in the numbers of people who were acting as a carer for someone with dementia, now dealing with the death of the person they were caring for. Faced with the new sudden emotional challenge of bereavement, there is an urgent need for meaningful support, and to find ways for people to socially connect, and find company and friendship from others who understand. Whilst there are many schemes in the voluntary sector which offer time-limited bereavement counselling, not everyone in emotional need will welcome this kind of formal work. For so

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many people, the real need is to help them counter the isolation and loneliness which accompanies their bereavement coupled with an in-depth understanding of the lived experiences that have led them to that point.

Dementia is a unique disease process that creates an unusual situation: the person with dementia gradually recedes from their loved ones while still alive. That is, the family loses the person they loved before physical death and they are lost incrementally over time in concert with a host of other significant losses. The grief that results from the significant losses in dementia is called dementia grief and it has unique aspects, properties, and processes.

[SOURCE dementia.org](http://dementia.org)

This pilot choir project would be a way for people to connect, tell their stories, and know that they are not alone. Through regular inclusive weekly sessions, FMNC will offer a community of mutual support and understanding for the bereaved, just as we provide to carers while they live alongside the condition.

A FMNC chorister told us: *'It is just nice being able to talk to people in the same position, none of our friends are in the same position and although they are sympathetic, they don't understand, here people understand.'*

We want to offer the same opportunity for peer support alongside the well-documented benefits of group singing to improve health and wellbeing for those families experiencing bereavement and dementia.

(3 terms of 10 sessions plus a performance sharing and learning track = 12 sessions)	Quantity	Rate	Total
Music leader	36	80	2880
Pianist	36	60	2160
Venue costs	30	45	1350
Venue for performance sharing	3	200	600
Project manager to recruit and engage the community	33	50	1650
Core recovery Artistic Director support	50	30	1500
Core recovery Administrative support	50	30	1500
Marketing print design	4	25	100
Marketing print costs	1	100	100
TOTAL FUNDING SOUGHT			11840

Katherine Harri Head of Fundraising katherine@forgetmenotchorus.com 07881 824289

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02/22/2022 14:56:05

Report Title:	ARTS PROGRAMME ANNUAL REPORT			Agenda Item no.	3.2
Meeting:	Charitable Funds Committee			Meeting Date:	1 st March 2022
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 line with the Memorandum of Understanding between the Welsh Government and the NHS Confederation in Wales, the Arts Programme within Cardiff and Vale UHB is developing rapidly in terms of both scope and pace.

We currently have the most ambitious Arts Programme within the UHBs in Wales despite a historically smaller team and less financial freedom than equivalent organisations within Wales. This report highlights the scope of the Arts for Health and Wellbeing Programme and the achievements that have been made in spite of the challenges presented by COVID-19. The Programme continues to go from strength to strength and is an excellent example of how we have all had to work differently and adapt in order to ensure that we continue to deliver to our patients, their families and our staff.

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

I am pleased to share the Arts Annual report (Appendix 1) with the Charitable Funds Committee. Hard copies of the report will be distributed following the meeting. The report will be available in English and Welsh.

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

The Arts Programme is underpinned by the Wellbeing for Future Generations work which is being delivered across Cardiff and Vale University Health Board.

The Welsh Government and the Arts Council of Wales Memorandum of Understanding (MOU) refers to the importance of Arts within the hospital environment is, as previously mentioned, a key driving force within the UHB Arts Strategy. The MOU also includes Public Health Wales and participants in the cross-party group on Arts and Health in the National Assembly. It also highlights the need for the Arts Council of Wales to be more closely aligned with the priorities of Government and Health Boards and to respond to the challenge of working towards a more holistic approach to health and wellbeing for our patients.

Our patients are already seeing amazing benefits from the many Arts projects within the UHB. The Arts Programme is wide ranging from Music and Art exhibitions to Theatre and Heritage Programmes, all of which contribute to our Arts and Wellbeing Strategy.

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The way in which the imaginative and emotionally expressive experiences of the Arts can make a distinctive and versatile contribution to keeping people well is tangible. As recognised by the Art Council and Welsh Government, Healthcare providers in Wales have an excellent opportunity to continue to harness the power of Art in supporting our patients, now and in the future and further develop and build on the excellent achievements of the Arts for Health and Wellbeing Team.

Recommendation:

The Charitable Funds Committee is asked to:

Receive this report for information, and to continue to support the realization of the vision contained in the Arts for Health and Wellbeing Strategy; supporting wellbeing and collaborative working whilst improving lives with art.

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	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	X
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		Integration	X	Collaboration	X	Involvement	X
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Equality and Health Impact Assessment Completed:

Not Applicable



Report Title:	Health Charity Events Planner 2022			Agenda Item no.	3.3
Meeting:	Charitable Funds Committee			Meeting Date:	1st March 2022
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

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

The Health Charity Fundraising Team organises a wide range of fundraising events throughout the year to:

- Support individual appeals for Clinical Boards and fundraisers
- Involve and support staff members in their individual fundraising for the HC
- Raise awareness of the Health Charity’s fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities
- It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events.

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

Executive Directors have identified individual events from the attached schedule which they will be supporting/attending. This schedule is provided to the Charitable Funds Committee for information purposes.

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

The involvement of Executive Team members in fundraising events enhances the profile and reputation of the Health Charity and Arts Programme and demonstrates clear leadership and support for the fundraising work being undertaken on behalf of Cardiff and Vale University Health Board.

Recommendation:

- **The Committee is asked to note the Health Charity Events Planner 2022**

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Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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





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Cardiff & Vale Health Charity Involvement:

- **Barry Island 10k 2022 – 07/08/2022**
Spaces available to support Cardiff & Vale Health Charity.
- **Cardiff Half Marathon 2022 – 27/03/2022 and 02/10/2022**
Spaces available to support Cardiff & Vale Health Charity.
- **NHS Big Jump – Various Dates**
Skydive to support Cardiff & Vale Health Charity.
- **Spring 2022 Art Auction – 14/03/2022 – 02/05/2022**
Online art auction to support the Arts for Health and Wellbeing Programme.
- **Roath Bake Off – May 2022**
Opportunity to participate in a baking contest.
- **Barry Bake Off – Date TBC**
Opportunity to participate in a baking contest.
- **Clare Nokes, Golf Day 26th April. Whitchurch Golf Club**
Charity golf day, supporting Brian Injury Rehabilitation patients.
- **Queen’s Platinum Jubilee/NHS Big Tea – 03/06/2022**
Joint event to celebrate the Queen’s Jubilee
- **Bute Park Walk – Date TBC**
Charity walk to support Cardiff & Vale Health Charity.
- **Art @ the Senedd (sponsored by Cardiff & Vale Health Charity) – 22/06/22**
Live performances at the public areas of the Senedd.
- **Launch of Harry Holland Aneurin Bevan Portrait – Date TBC**
Unveiling of commissioned painting.
- **Launch of Pollen Sculpture at Our Health Meadow – Date TBC**
Unveiling of commissioned sculpture.
- **Outdoor Cinema at Our Health Meadow – 15/05/2022**
Film screening at Our Health Meadow.
- **Handover of electric car from Nathaniel Cars – March 2022**
Nathaniel Cars are donating an electric car to Cardiff & Vale Health Charity

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Health Charity Events List 2022

Event	Description	Lead Executive	Engagement Level
<p>Prop Afternoon Tea</p> 	<p>Raising funds to support Brain Injury Rehabilitation Patients</p> <p>Thursday 17th February</p> <p>3.30pm – 5.30pm</p> <p>The Coal Exchange Hotel</p> <p>Tickets £25</p>		<p>Open event with welcome, introduction and thank you message.</p> <p>Message to be provided by Health Charity representative.</p>
<p>Breast Centre Appeal Afternoon Tea</p> 	<p>Raising funds for and awareness of our Breast Centre Appeal</p> <p>Friday 25th March</p> <p>2.00pm – 4.30pm</p> <p>Park Plaza Cardiff</p> <p>Tickets £25</p>		<p>Open event with welcome, introduction, and thank you message.</p> <p>Message to be provided by Health Charity representative.</p>
<p>Staff Lottery £6,000 MegaDraw</p> 	<p>Friday 27th May</p> <p>1.30pm – 2.00pm</p> <p>Health Charity Office, Woodland House</p>		<p>Welcome, introduction, and thank you message.</p> <p>Generate lottery winners, contact winners and photo opportunity.</p>
<p>Prop Appeal Masquerade Halloween Ball</p> 	<p>Raising funds to support Brain Injury Rehabilitation Patients</p> <p>Friday 28th October</p> <p>7.00pm – 12.00am</p> <p>Mercure Holland House</p> <p>Tickets £45</p>		<p>Open event with welcome, introduction, and thank you message.</p> <p>Message to be provided by Health Charity representative.</p>

Health Charity Events List 2022

Event	Description	Lead Executive	Engagement Level
<p>Staff Lottery £22,000 SuperMegaDraw</p> 	<p>Friday 25th November, 1.30pm – 2.00pm Health Charity Office, Woodland House</p>		<p>Welcome, introduction, and thank you message.</p> <p>Generate lottery winners, contact winners and photo opportunity</p>
<p>Breast Centre Appeal Pink Tie Gala Dinner</p> 	<p>Raising funds to support our Breast Centre Appeal Saturday 3rd December 2022 6.30pm – 12.00am Cardiff Marriott Hotel Tickets £60pp or £550 for table of 10</p>		<p>Thank you message during speeches, introduction to some of our long term fundraisers and staff benefits partners.</p> <p>Message to be provided by Health Charity representative</p>
<p>Shine Bright Appeal</p> 	<p>Raising funds to support Our Health Meadow December TBC 4.30pm – 6.00pm (TBC) University Hospital of Wales</p>		<p>Open event with welcome, introduction, and thank you message.</p> <p>Message to be provided by Health Charity representative.</p>

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Report Title:	Draft Charitable Funds Committee Annual Report 2021/22				
Meeting:	Charitable Funds Committee			Meeting Date:	01.03.2022
Status:	For Discussion		For Assurance	For Approval	For Information
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Senior Corporate Governance Officer				

Background and current situation:

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to discuss the attached Annual Report prior to submission to the Board for approval.

It is good practice and good governance for the Committees of the Board to produce an Annual Report from the Committee to demonstrate that it has undertaken the duties set out in its Terms of Reference and provides assurance to the Board that this is the case.

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

The Charitable Funds Committee achieved an attendance rate of 82% if 100% attendance is observed at the March meeting. (80% is considered to be an acceptable attendance rate) during the period 1st April 2021 to 31st March 2022.

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

The attached Annual Report 2021/22 of the Charitable Funds Committee demonstrates that the Committee has undertaken the duties as set out in its Terms of Reference.

Recommendation:

The Charitable Funds Committee is asked to:

- **REVIEW** the draft Annual Report 2021/22 of the Charitable Funds Committee.
- **RECOMMEND** the Annual Report to the Board for approval.

Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
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2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	
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: Yes / No / Not Applicable <i>If "yes" please provide copy of the assessment. This will be linked to the report when published.</i>				



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Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Annual Report of the Charitable Funds Committee 2021/22

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1.0 INTRODUCTION

In accordance with best practice and good governance, the Charitable Funds Committee produces an Annual Report to the Board setting out how the Committee has met its Terms of Reference during the financial year.

2.0 MEMBERSHIP

The Committee membership is six Members comprising an Independent Member Chair, Independent Member Vice Chair, a further Independent Member and three Executive Directors who are the Executive Nurse Director (Lead Executive), Executive Director of People and Culture and the Executive Director of Therapies and Health Science. In addition to the Membership, the meetings are also attended by the Director of Corporate Governance, the Director of Communications, Arts & Health Charity and the Deputy Finance Director. The Chair of the Board is not a Member of the Committee but attends at least once annually after agreement with the Committee Chair. Other Executive Directors are required to attend on an ad hoc basis.

3.0 MEETINGS & ATTENDANCE

The Committee met four times during the period 1 April 2021 to 31 March 2022. This is in line with its Terms of Reference.

If 100% attendance is observed at the March 2022 meeting, the Charitable Funds Committee will have achieved an attendance rate of 82% (80% is considered to be an acceptable attendance rate) during the period 1st April 2021 to 31st March 2022 as set out below:

	29/06/2021	21/09/2021	07/12/2021	01/03/2022	Attendance
Akmal Hanuk (Chair)	✓	✓	✓	✓	100%
Ceri Phillips (Vice Chair until 31 July 2021)	✓				100%
Mike Jones (Vice Chair from 1 August 2021))	✓	✓	✓	✓	100%
Sara Moseley	✓	X	X	✓	50%
Ruth Walker	✓	✓	✓	✓	100%

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Fiona Jenkins	✓	✓	✓	✓	100%
Rachel Gidman	X	X	X	✓	25%
Total	86%	67%	67%	100%	82%

4.0 TERMS OF REFERENCE

The Terms of Reference **will be reviewed** by the Committee on the 1st March 2022 and **are to be approved** by the Board on 31st March 2022.

5.0 WORK UNDERTAKEN

The purpose of the Charitable Funds Committee is to provide advice to the Charity Trustee, with regards to the discharge of its duties and responsibilities for the Charitable Funds.

During the financial year 2021/22, the Charitable Funds Committee (“the Committee”) reviewed the following key items at its meetings:

- **Health Charity Financial Position & Investment Update.**

At each meeting, the Committee was advised of its responsibility for overseeing the financial management and stewardship of the Charitable Funds. The Charitable Funds Financial Position Report provided information on the year to date’s financial performance of the Cardiff and Vale Health Charity (“the Charity) and assessed the forecast financial position of the Charity against commitments already made and investments.

At every meeting the latest income position of the Charity was provided to the Committee.

- **Over £25K bids for approval**

At each meeting a number of bids, where the value of each individual bid was over £25,000, were presented to the Committee for discussion and a/or approval. Each bid discussed by the Committee during the year, together with the outcome of the same, is listed below:

Neurosciences – Electromyography (EMG) machine purchase – **declined.**

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

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- Our Health Meadow – ongoing development and staffing costs – **declined**.
-
- Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project – **approved** with an intention to backfill the committed funding via NHS Charities Together.
- Our Health Meadow (re-submitted) – **approved**.
-
- Neurosciences – Electromyography (EMG) machine purchase (re-submitted) – **declined**.
- Brain and Brainstem Basis of Long COVID (BBB-COV) – **declined** with further information required.
- Welsh Transplant Game – 5-year funding – flexible funding between £25.000 and £40.000 – **approved**.
- Refurbishment of Resuscitation Training Room – whilst the bid was noted, it was agreed that an appropriate revenue route would be identified as opposed to a Charitable Funds route.
- Employee Wellbeing Service – **part approved** - the service would be underwritten for another Quarter whilst the Health Board and the Trustee considered its merit for investment.
- Further bids from the March 1st 2022 meeting – to be determined.
- **Fundraising Reports**

A Fundraising Report was provided to the Committee on a quarterly basis.

The reports covered the progress and activities of the Health Charity Appeals for the period 1st April 2021 – 31st March 2022.

The report outlined various appeals, staff lottery updates, fundraising activities and any significant donations received by the Charity.

- **Reporting Feedback on Successful CFC bids**

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At each meeting, the Committee was advised of feedback from the bids that had previously been approved by the Committee. These included:

- Disposal of Rookwood Hospital
 - Employee Wellbeing Service – In June 2019, the Board of Trustees had approved a bid for £352,586 over a two year period (i) double the number of counsellors within the Employee Wellbeing Service (EWS) and (ii) introduce a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).
 - Bale Fund Expenditure – At a meeting held on 17th November 2020, the Charitable Funds Board of Trustees approved three bids for allocation from the donation of £500k received from Mr. and Mrs. Gareth Bale. During the year 2021/22 the Committee were updated upon and/or considered the following in relation to the Bale Fund Expenditure:-
 - Proactive Wellbeing Support for Staff and Managers - £282,000 - All costs to date (01/11/2021) were committed to salaries. Phase 2 would see the allocation of funding going towards interventions. The expectation was that all monies provided would be allocated within the timescale.
 - Provision of a Staff Haven at University Hospital Wales - £54,000 - All costs completed – balance of £5,754.44 remained which would be re-purposed and put towards the Make it Better Fund.
 - Long Covid-19 Rehabilitation: Keeping Me Well and Recovery - £164,000 - A content/structure audit was undertaken on the digital site, with anticipated completion by the end of 2021, following a main “comms” campaign in early 2022.
- **Staff Benefits Group Report**

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 Health Board employees. The Staff Benefits Group would ensure and agree ‘best deals’ for staff and in governance terms would report their work to the Committee and the Local Partnership Forum.

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At each meeting, the Committee was informed of staff benefits discussed and agreed by the Group between April 2021 – March 2022. The last Staff Benefits Group meeting was held on **10th November 2021 – to be updated upon receiving report for 1st March Meeting.**

Staff benefits are displayed on a dedicated link on the Health Board's website intranet page.

- **Staff Lottery Bids Panel Report**

The Board of Trustees has delegated responsibility for the Staff Lottery Bids Panel to consider and approve 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 Committee at their meeting on the 19th September 2017.

The Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. At the end of October 2021, there were 5,209 lottery numbers allocated in each draw pulled, throughout October which equated to £22,573 each month – **to be updated following March 1st 2022 meeting.**

29th June 2021 Meeting

During the 29 June 2021 meeting, the Committee noted the following items:

- **Health Charity Update Reports**

- Covid Income and Expenditure update – The Charity had received an exceptional amount of support since the start of the COVID-19 pandemic.

The Committee was advised that the Charity had received support from within the Health Board and from external fundraisers and supporters. It had also received several grants from NHS Charities Together.

- Supporting Staff Wellbeing Report – The report highlighted examples of how the Charity (including the Staff Lottery Bids Panel) had supported staff wellbeing through the generous donations received between April 2020 to March 2021. The report focussed on how monies were spent to support the emotional and physical health and wellbeing of staff throughout the Health Board.

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- **Prop Appeal Annual Fundraising Report**

The Prop Appeal was launched in 2008 to raise funds to help improve the overall experience and facilities for people receiving rehabilitation at Rookwood Hospital after suffering brain injury.

The Prop Appeal raises money to ensure facilities at Rookwood Hospital are as comfortable, welcoming and stimulating as possible for people during a very traumatic period. Every penny raised goes towards these making things better, and much of this fundraising is down to those who volunteer for The Prop Appeal.

The Committee was advised of the enhancements to patient services/environment provided to complement the core NHS services:

- Improved patient experience and outcomes
- Promoting health and wellbeing
- Promoting quality and safety in patient care through professional managed exercise sessions and complementary therapies.

- **Self-Assessment of Committee Effectiveness**

The Committee noted the results of the Committee Effectiveness Review for 2021 and agreed that the action plan for improvement would be completed by March 2022.

21st September 2021 Meeting

During the 21 September 2021 meeting, the Committee discussed the following items for review and assurance:

- **Dormant Funds**

The Committee was provided with information on the Dormant Funds assessment for the year ending March 2021, including the proposed value of funds earmarked for transfer to General Reserves.

It was noted that there was circa £0.062million being proposed to transfer to General Reserve resulting from the Dormant Funds exercise for 2020/21.

- **Our Health Meadow**

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The Committee was advised that the Our Health Meadow project had launched in 2015 and the plan was to create a unique and bespoke space that would become a legacy for generations to come.

It was noted that a relationship with the social enterprise, 'Down to Earth', had provided the project with a turning point and a plan for the next 2 years which included:

- A soft relaunch of the project in October/November 2021.
- Gather information from the consultations around the building.

Money for the project had also been secured through the Active Inclusion Fund which pertained to the development of relationships with those who had been disproportionately affected by Covid-19.

It was noted that the whole project was supported by various other charities.

During the 21 September 2021 meeting, the Committee noted the following items for information:

- **Charitable Funds Strategy Review**

The Charitable Funds Strategy 2019 – 2025 was approved by the 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 benefitting the Health Board, its staff and patients.

The Committee supported the continued approach to implementing and delivering the Health Charity Strategy 2020 - 2025.

- **Health Charity Updates**

- Covid Income and Expenditure update (final report)
- Third Sector Grant Scheme
- Change Account Update

7th December 2021 Meeting

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During the 21 September 2021 meeting, the Committee discussed the following items for review and assurance:

- **Financial training session on Charitable Funds**

The Committee was provided with a refresh training session from the Deputy Director of Finance that explained the financial terminology associated with the Charitable Funds and how the financial data was collated and reported upon with reference to the Charity.

The training session focussed upon 7 main areas:

- Legal status and purpose
- Management of Charitable Funds
- Delegation of Funds
- Financial Performance
- Investment Management
- Reserves Policy
- Other Financial Matters and Good Governance.
- **Health Charity - Internal funding**

The Committee was advised of the preliminary costs of the fundraising team and were advised that a paper would be received at the March 2022 meeting.

- **Rookwood Hospital – Disposal Options & Update**

At the June 2021 meeting, the disposal of Rookwood Hospital was further discussed, and it was noted that there was now a need to progress the disposal following the re-provision of the Neuro and Spinal Rehabilitation services at University Hospital Llandough.

It was noted that the disposal of charitable assets, particularly land and property, are subject to stringent legal processes and that in order to guide the Charity Board of Trustee on the process, external legal advice on the proposed disposal had been obtained.

It was noted that at the Board of Trustees meeting in October 2021 it was agreed to:

APPROVE the recommendation from the Trustees to progress with the disposal of Rookwood Hospital.

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- SUPPORT the recommendation to make a Cy Pres Scheme application to change the objectives of the Charity once the UHB has the receipt from the disposal.
- INSTRUCT the Head of Capital Estates to progress the disposal of the now redundant parts of the Rookwood site.

During the 21 September 2021 meeting, the Committee noted the following items for information:

- **Health Charity Updates:**

- Wales and Africa - The Health Board has an ongoing commitment to support partnerships in sub-Saharan Africa. This was established in 2006 to support and encourage public sector organisations to share skills, establishing positive and collaborative working relationships and help to build stronger communities in Africa.
- Breast Centre Appeal – Annual Report - The Breast Centre at the University Hospital Llandough (UHL) celebrated its 10th Anniversary in 2020, having opened in 2010 to provide a “one stop shop” for patients requiring breast care services. At that time, an Appeal was launched with the support of the Committee, to raise funds to further enhance services available within the Centre.
It was noted that the fundraising activity had continued to be very successful and was continually funding enhancements to patient care at the Breast Centre.

1st March 2022 Meeting.

During the 1 March 2022 meeting, the Committee discussed the following items for review and assurance:

All to be added following the March 1st 2022 meeting:

- **Charitable Funds Internal Costs**
- **Pennies from Heaven**

During the 1 March 2022 meeting, the Charitable Funds Committee discussed the following items for approval/ratification:

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All to be added following the March 1st 2022 meeting:

- **Annual Accounts**
- **Arts Annual Report**
- **Events Planner**
- **Committee Annual Report 2020/21**

The Committee will review and recommend the Committee Annual Report to the Board for approval.

- **Committee Terms of Reference 2020/21**

The Committee will review and recommend the Committee Terms of Reference to the Board for approval.

- **Committee Work Plan 2021/22**

The Committee will review, approve and recommended the Committee Work Plan to the Board for approval.

During the 1 March 2022 meeting, the Committee noted the following items for information:

All to be added following the March 1st 2022 meeting:

- **Health Charity Updates**
 - Our Health Meadow
 - Legacy's

6.0 REPORTING RESPONSIBILITIES

The Committee has reported to the Board after each of its Committee meetings by presenting a summary report of the key discussion items at the Committee. The report is presented by the Chair of the Charitable Funds Committee.

7.0 OPINION

The Committee is of the opinion that the draft Charitable Funds Committee Report 2021/22 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

Akmal Hanuk

Committee Chair

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Report Title:	Charitable Funds Committee – Terms of Reference			Agenda Item no.	3.5
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	1 st March 2022
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval	X	Information	
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Director of Corporate Governance				

Main Report

Background and current situation:

In line with the UHB's Standing Orders, Terms of Reference for Committees of the Board, should be reviewed on an annual basis.

This report provides Members of the Charitable Funds Committee with the opportunity to review the Terms of Reference prior to submission to the Board acting as Charity Trustee for approval.

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

The Terms of Reference for the Charitable Funds Committee were last reviewed in March 2021 and approved by the Charity Trustee in March 2021 therefore, only a few changes have been recommended.

Recommendation:

The Charitable Funds Committee are asked to:

- (a) Review the Terms of Reference for the Charitable Funds Committee
- (b) Ratify the Terms of Reference for the Charitable Funds Committee
- (c) Recommend the Terms of Reference for approval to the Charity Trustee.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities	x	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect	x	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	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	x

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term	x	Integration		Collaboration		Involvement	
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Impact Assessment:

Please state yes or no for each category. If yes please provide further details.

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Workforce: Yes/No

Legal: Yes/No

Compliance with Terms of Reference is a requirement of the Health Boards Standing Orders in addition to compliance with Charities Acts and Trustee Act in relation to the Charitable Funds Committee Terms of Reference.

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

N/A

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Charitable Funds Committee

Terms of Reference

Reviewed at the Charitable Funds Committee: **1st March 2022**
Approve by the Board:

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1. INTRODUCTION

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

2. PURPOSE

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

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- The Charities Act 2006
 - The Charities Act 2011
 - The Charities Act 2016
 - Terms of the Funds' Governing documents
- 2.6 To receive at least twice a year, reports for ratification from the Executive Director of Finance on investment decisions and action taken through delegated powers upon the advice of the investment adviser.
- 2.7 To oversee and monitor the functions performed by the Executive Director of Finance as defined in Standing Financial Instructions.
- 2.8 To monitor the progress of Charitable Appeals where these are in place and considered to be material.
- 2.9 To monitor and review the Scheme of Delegation for Charitable Funds expenditure and to set and reflect in Financial Procedures the approved delegated limits for expenditure from Charitable Funds.
- 2.10 To monitor the work of the Charitable Bids Panel

3. DELEGATED POWERS AND AUTHORITY

Delegated Powers and Duties of the Director of Finance

- 3.1 The Executive Director of Finance has financial responsibility for the UHB Charitable Funds as defined in the UHB Standing Financial Instructions. The specific powers, duties and responsibilities delegated to the Director of Finance are:-
- Administration of all existing charitable funds;
 - To identify any new charity that may be created (of which the UHB is trustee) and to deal with any legal steps that may be required to formalise the trusts of any such charity ;
 - Provide guidelines with regard to donations, legacies and bequests, fundraising and trading income;
 - Responsibility for the management of investment of funds held on trust;
 - Ensure appropriate banking services are available;
 - Prepare reports to the Trustee including the Annual Accounts;

Authority

- 3.2 The Committee is empowered with the responsibility for:-

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

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- Obtaining appropriate professional advice to support its investment activities;
- Regularly reviewing investments to see if other opportunities or investment services offer a better return;
- Overseeing the work of the Charitable Funds Bids Panel

3.3 The Committee is authorised by the Charity Trustee to:

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

Access

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

Sub Committees

3.5. The Charity Trustee has approved the following sub-committees of the Charitable Funds Committee:

- Charitable Funds Bids Panel
- Staff Benefits Group

4. MEMBERSHIP

Members

A minimum of six (6) members, comprising:

Chair	Independent Member of the Charity Trustee
Vice Chair	Independent Member or Members of the Charity Trustee

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Members A minimum of 4 other members of the Charity Trustee as follows:

Independent Member
Executive Nurse Director (Lead Executive)
Executive Director of **People and Culture**
Executive Director of Therapies and Health Science

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

Attendees

4.2. The Committee may require the attendance for advice, support and information routinely at meetings from:

- Director of Communications, Arts, Health Charity and Engagement
- Director of Corporate Governance
- Deputy Director of Finance
- Charitable Funds Accountant
- UHB Investment Advisor
- Chair of Charitable Funds Bids Panel
- Chair of Staff Benefits Group / Vice Chair of Charitable Bids Panel

4.3. By invitation:

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

Secretariat

4.4 Secretary: as determined by the Director of Corporate Governance

Member Appointments

4.5 The Membership of the Committee shall be determined by the Charity Trustee, based on the recommendation of the Chair of the Charity Trustee- taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by the Welsh Government.

4.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Charity Trustee, based upon the recommendation of the Charity Trustee Chair {and, where appropriate,

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on the basis of advice from the UHB Remuneration and Terms of Service Committee}.

Support to Committee Members

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

5. COMMITTEE MEETINGS

Quorum

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

Frequency of Meetings

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

Withdrawal of Individuals in Attendance

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

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

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

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- Joint planning and co-ordination of Board and Committee business; and
- Appropriate sharing of information

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

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

7. REPORTING AND ASSURANCE ARRANGEMENTS

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

8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

- 8.1 The requirements for the conduct of business as set out in the UHB Standing Orders are equally applicable to the operation of the Committee, except in the following areas:
- Quorum
 - Notifying and equipping Committee members – Committee members shall be sent an Agenda and a complete set of supporting papers at least seven (7) clear days before a formal Committee meeting (unless specified otherwise in law).
 - Notifying the public and others – at least seven (7) clear days before each Committee meeting a public notice of the time and place of the meeting, and the public part of the agenda, shall be displayed on the Health Board's website together with the papers supporting the public part of the agenda (unless specified otherwise in law).

9. REVIEW

- 9.1 These terms of reference and operating arrangements shall be reviewed on an annual basis by the Committee with reference to the Charity Trustee

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Report Title:	Charitable Funds Committee – Annual Workplan 2022-23			Agenda Item no.	3.6
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	1 st March 2022
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval	X	Information	
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Director of Corporate Governance				

Main Report

Background and current situation:

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to review the Charitable Funds Committee Work Plan 2021/22 prior to presentation to the Charity Trustee for approval.

The work plan for the Committee should be reviewed on an annual basis to ensure that all areas within its Terms of Reference are being delivered.

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

The work plan for the Charitable Funds Committee has been developed based upon the requirements set out in its Terms of Reference (also on the agenda). It ensures that the Committee will advise and assure the Charity Trustee on whether effective governance and assurance arrangements are in place.

Recommendation:

The Charitable Funds Committee are requested to:

- (a) Review the Work Plan 2022/23
- (b) Ratify the Work Plan 2022/23
- (c) Recommend approval of the Work Plan to the Charity Trustee

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities	x	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect	x	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	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	x

Five Ways of Working (Sustainable Development Principles) considered
Please tick as relevant

Prevention	<input checked="" type="checkbox"/>	Long term	<input type="checkbox"/>	Integration	<input type="checkbox"/>	Collaboration	<input type="checkbox"/>	Involvement	<input type="checkbox"/>
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Impact Assessment:
Please state yes or no for each category. If yes please provide further details.

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Workforce: Yes/No

Legal: Yes/No

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

Approval/Scrutiny Route:

Committee/Group/Exec	Date:
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N/A	
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Charitable Funds Committee Work Plan 2022.23					
App. -Approval Ass. - Assurance Inf. - Information	Exec Lead	21-Jun	20-Sep	06-Dec	21-Mar
Agenda Item					
Standing Items					
Staff Lottery Bids Panel Report	RW	Inf	Inf	Inf	Inf
Finance Monitoring Report	CP	Ass	Ass	Ass	Ass
Staff Benefits Report	RW	Inf	Inf	Inf	Inf
New Charitable Fund Applications	RW	App	App	App	App
Feedback on approved successful CFC Bids	RW	Ass	Ass	Ass	Ass
Health Charity Fundraising Report	RW	Ass	Ass	Ass	Ass
Charitable Funds Strategy Review - fundraising - budgets - Priorities - spending Criteria - investment decisions	RW		Ass		Ass
Health Charity Annual Report	RW				App
Legacy Updates	RW				Ass
Walk for Africa	RW			Ass	
Food Sense Wales	RW				Ass
Change Account	RW		Ass		
Arts Annual Report	RW				Ass
Investment Update	CP	Ass		Ass	
Events Planner	RW				App
Scheme of Delegation	CP		App		
Annual Accounts	CP				App
Appeals					
Breast Centre Appeal	RW			Ass	
Prop Appeal	RW	Ass			
Orchard Appeal	RW				Ass
Better Life Appeal	RW		Ass		
Charitable Funds Committee Governance					

Annual Work Plan	NF				App
Self assessment of effectiveness	NF	Ass			
Review Terms of Reference	NF				App
Produce Charitable Funds Committee Annual Report	NF				App
Minutes of Charitable Funds Committee Meeting	NF	App	App	App	App
Action log of Charitable Funds Committee Meeting	NF	Ass	Ass	Ass	Ass

Saunders, Nathan
02/22/2022 14:56:05

Report Title:	HEALTH CHARITY FUNDRAISING REPORT			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee			Meeting Date:	1st March 2022
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 & 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 December 2021 - 28th February 2022.

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: Appendix 1 - Fundraising Report
Appendix 2 – Health Charity Update

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

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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	
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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.

Saunders, Nathan
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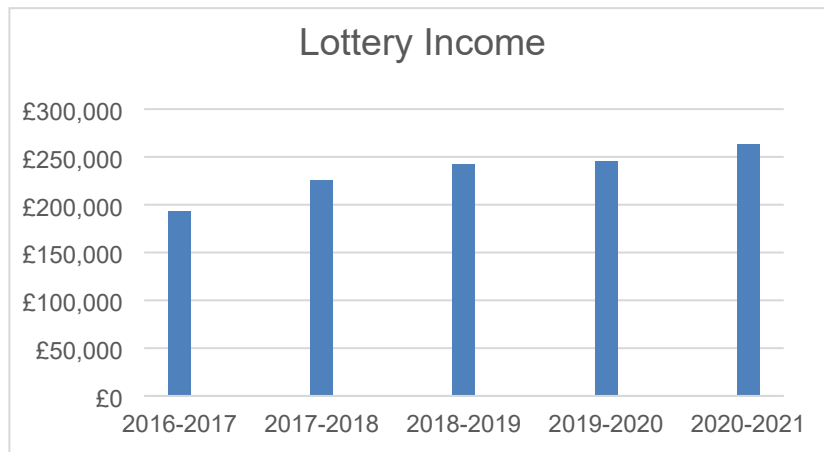


CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT - MARCH 2022

STAFF LOTTERY

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. At the end of January, there are 5,425 lottery numbers allocated in each draw pulled, throughout January which equates to £23,49 from staff contributions.

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



FUNDRAISING APPEALS



Prop Appeal

Thank you to Tom & Maddy Eddolls, committed supporters of the Prop Appeal, who chose to use our Prop Appeal badges as their wedding favours, in tribute to the beautiful memory of their dear friend Claire. Not only that, but the wedding party also donated throughout the day, and Tom & Maddy made up the total funds to £1,000.



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Future Prop Events

Event	Date	Venue and info
Prop Afternoon Tea	17th February	A new event for the Prop Appeal, an afternoon of music, including a charity raffle, a delicious selection of cakes, sandwiches and scones accompanied by unlimited tea & coffee, to be held at the Coal Exchange Hotel .
Claire Nokes Golf Day	26 th April	Whitchurch Golf Club
Prop Ball	29 th October	Mercure Holland House Hotel

Fundraising

THE NHS Big Jump



20 fundraisers, mostly Cardiff and Vale University Health Board staff will take to the skies this year, as part of the NHS Big Jump, the ultimate thrill-seeking challenge. All are raising funds for various departments across the UHB.



THE BREAST CENTRE APPEAL

To date, long time Breast Centre Appeal supporter Irene Hicks' fundraising total has reached **£186,000**. Irene took a well-earned break at the end of the year, but re-started her fundraising in January.

Helen Donaldson, patient and Breast Centre supporter, and the team at the Windsor Hotel in Senghenydd held a 'Wear it Pink' night on Friday 22nd October during #BreastCancerAwarenessMonth and raised £400.

The 'Splash of Pink' fundraising weekend held by Splash Central on 23rd and 24th of October raised just over £2,500.

The team running 'Annie's Wales Coastal Path Challenge' reached their £10,000 target via Virgin Money Giving which closed at the end of November 2021. Their final total including gift aid was just over £10,000 which was divided between the Breast Centre Appeal and City Hospice - £5074.29 has been received for the Breast Centre Appeal.

Future Events

NHS Big Jump – The Sky Dives planned for September and October were cancelled due to bad weather – these will be rescheduled for 2022.

Afternoon Tea – Re-scheduled for 25th March 2022 – 70 seats reserved

Strictly Top Dancer – Re-scheduled for September 2022 – 6 teams of 8 dancers

Pink Tie Gala Dinner – Re-Scheduled for 3rd December 2022 – 164 seats reserved

The Breast Centre Appeal has recently supported the following:

- **Water Station** installed for the Breast Centre for patient, staff and visitor access.
- Purchase of an **Interactive Screen** for the Breast Centre Gym to offer a programme of around 14 'virtual' exercise classes.
- Outsourcing of **fitness classes to Splash Central Cardiff** for 'live' classes for those that are able to attend.
- Upgrade of a **'Faxitron' system** at the Breast Centre. This is an imaging machine used to determine whether the appropriate margins have been attained during Breast Surgery operations and was paid for from two legacy funds and the Breast Centre Appeal (£105k spend)



OUR HEALTH MEADOW

The Shine Bright Appeal took place throughout December where local businesses were invited to sponsor an LED star which was secured to the outer walls of UHW. The campaign made a total of **£12,953.00** in profit of which **£6,100.00** will be forwarded to the Health Meadow Appeal and the remaining amount forwarded to the Make it Better Fund and Arts Fund.







A new crowdfunding platform is still currently underway where opportunities will be available for supporters to sponsor items at the Health Meadow such as a bench, tree, fencing, bee hives etc.




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

Applications submitted to:	Amount	Bid status
NHS Charities Together	£51,000	Application currently being worked on with a view to send in March 2022
Heritage Fund Woodlands	£145,982	Successful Bid

A new intake of volunteer groups started in January who will be helping out around site and also with the re-location of memorial trees that have been purchased over the past two years.

Health Charity Update - February 2022

	<ul style="list-style-type: none"> The Staff Lottery SuperMegaDraw took place on Friday 26th November in the Health Charity Office in Woodland House. Rob Page, Welsh former professional footballer, who is currently caretaker manager of the Wales national team, pulled the draws, creating four £1,000 winners and our first lucky £21,000 winner. Elizabeth Smith from the Neonatal Unit was the winner. Currently there are 5479 lottery numbers allocated, the highest level since the start of the scheme.
	<ul style="list-style-type: none"> A payroll giving scheme, raising money by donating pennies from your salary every month. Staff sign ups to the In for a Penny Scheme currently donate just over £170 per month currently split between two funds – Children’s Cancer Care Sierra Leone and Our Health Meadow – (from April 2022 the Our Health Meadow percentage of funds will be directed to Arts for Health and Wellbeing for ongoing projects at Our Health Meadow). https://healthcharity.wales/hospital-staff/in-for-a-penny/
	<ul style="list-style-type: none"> Good progress with group engagement on site, engaging with Oasis, Wallach, YMCA, Community Brain injury team. Final details being provided for build specification Planning permission approved for site Further funding applications being submitted for Capital build External evaluators appointed to monitor National Lottery Heritage Fund progress
	<ul style="list-style-type: none"> Helen Donaldson, patient and Breast Centre supporter, and the team at the Windsor Hotel in Senghenydd held a 'Wear it Pink' night on Friday 22nd October raised £400. The ‘Splash of Pink’ fundraising weekend held by Splash Central on 23rd and 24th of October raised just over £2,500. The team running ‘Annie’s Wales Coastal Path Challenge’ reached their £10,000 target via Virgin Money Giving which closed at the end of November 2021. Their final total including gift aid was just over £10,000 which will be divided between the Breast Centre Appeal and City Hospice. Irene Hicks continues to support the appeal, averaging a £2000 donation every month. Her fundraising total has now reached £184,000.
	<ul style="list-style-type: none"> Tom & Maddy Eddolls, committed supporters of the Prop Appeal, chose to use Prop Appeal badges as their wedding favours, in tribute to the beautiful memory of their dear friend Claire, total funds to £1,000. Afternoon Tea. A new event for the Prop Appeal, an afternoon of music, including a charity raffle, a delicious selection of cakes, sandwiches and scones accompanied by unlimited tea & coffee, to be held at the Coal Exchange Hotel on 17th February.
<p>Legacy/ Gifts in Will</p>  <p>PEOPLE KEEPING PEOPLE WELL</p>	<ul style="list-style-type: none"> Re-branding and preparing to launch an ongoing gifts in wills campaign for Health Charity and Arts Creating new branding, content and methods for accumulating legacy stories

	<ul style="list-style-type: none"> • Integrating into regular communications and fundraising methods • Focus on developing staff awareness and developing arts campaign
	<ul style="list-style-type: none"> • Donated Artworks – Jill Baird, Eve Hart Hosted International BiPass exhibition in Hearth Gallery, part of an International project during Germany/Wales Cultural Exchange year • Pan Wales Long Covid project with Welsh National Opera Improving environment paintings for Ambulatory Care and CRI Work ongoing re Genomics project Arts in Review video near completion • Executive Art Programme – Work delivered for display in the offices of the Executive Team • Art Spring Auction planned - 10 x artworks donated
<p>Christmas Campaign</p> 	<p>Shine Bright Appeal Update</p> <ul style="list-style-type: none"> • The Shine Bright Appeal lights at the University Hospital of Wales were illuminated with stars and were sponsored by local companies to help share some joy at Christmastime. • The Health Charity also launched a virtual campaign where supporters could sponsor a star whilst adding a personalised message and photo. • Awaiting final information to provide a total of monies raised
	<ul style="list-style-type: none"> • Following the success of taster sessions in the spring, Cardiff & Vale Health Charity funded a further 14 Bike Health Check Sessions working with local charity Cardiff Pedal Power which took place across additional hospital sites during September & October 2021. The aim was to ensure that bikes were safe and winter ready – the whole project was really well received by staff across Cardiff & Vale UHB. https://healthcharity.wales/safe-healthy-travel-with-free-bike-health-check-sessions/

Saunders, Nathan
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Report Title:	Reporting Feedback on successful CFC bids	Agenda Item no.	4.2
Meeting:	Charitable Funds Committee	Meeting Date:	01.03.22
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 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.

Evaluation Reports received to date:

There are Nil evaluation reports required for this period.

Appendix 1 is a record of all CFC bids for information only.

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

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.

There are nil evaluation reports required for this period.

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

ASSURANCE is provided by:

- 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:

The Committee is asked to note there are nil evaluation reports required during this quarter and refer to the planner attached.

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Shaping our Future Wellbeing Strategic Objectives

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people		7. Be a great place to work and learn	
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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								

Kind and caring
Caredig a gofudd

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol

Charitable Funds Committee Approved Bids - March 2018 - March 2022

Date Approved	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Awarded	Update report	Final Report to Committee
11 th September 2018	Staff Recognition Awards	Learning Education & Development	Exec. Director of Workforce & OD	£ 25,000.00	Mar-20	Ongoing
4 th November 2020	Proactive Wellbeing support for Staff and Managers	Nicola Bevan	Director of Workforce and OD	£ 282,000.00	Nov-21	Nov-22
4 th November 2020	Keeping Me Well and Recovery from COVID	Emma Cooke / Luke Fox	Executive Director of Therapies and Healthcare Scientists	£ 164,000.00	Nov-21	Nov-23
25 th January 2021	Covid-19 Patient Experience Support Project	Angela Hughes	Exec Nurse Director	£ 25,000.00		Jun-22
25 th January 2021	Recovery and Wellbeing College Senior Peer Trainer	Hannah Moreland-Jones	Exec Nurse Director	£ 31,237.59		Jun-22
27 th April 2021	Grow Cardiff – 2 yr social prescribing project	Isla Horton/ Georgina Burke	Exec Nurse Director	£ 99,759.00	Jun-22	Jun-23
29th June 2021	Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project	Richard Cuddihy/ Julie Highfield	Director of Operations	£ 25,000.00		Sep-22
21st September 2021	Our Health Meadow	Simone Joslyn	Head of Health Charity and Arts programme	£ 80,000		Jun-22
6th December 2021	Social prescribing project within Child Health			£180,000		Mar-23
6th December 2021	Outdoor staff havens	Simone Joslyn	Head of Health Charity and Arts programme	£79,800		Sep-22

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Charitable Funds Committee Approved Bids - March 2018 - Sept 2021

Date Approved	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Awarded	Update report to	Final Report to Committee
20 th March 2018	Information Screens	Michelle Fowler	Exec. Nurse Director	£ 24,750.00		Completed Mar-20
29 th March 2018	Nutrition & Hydration Extension	Nutrition & Dietetics Services Lead	Exec. Director of Therapies & Health Science	£ 295,000.00		Completed Mar-20
11 th December 2018	First Impressions, Barry Hospital	Peter Welsh	Maria Battle	£ 99,500.00		Completed Dec-19
11 th December 2018	IBD Service at UHL	Claire Tibbatts, UHL	Sarah Edwards	£ 20,000.00	Mar-20	Completed Sep-20
11 th December 2018	Arts Funds Bids	Simone Joslyn	Maria Battle	£ 70,000.00		Completed Mar-20
11 th December 2018	BSL Training & Awareness	Angela Hughes	Exec. Nurse Director	£ 29,928.00	Jun-19	Completed Sep-20
11 th December 2018	Promoting Health Charity Visibility	Simone Joslyn	Akmal Hanuk	£ 60,000.00		Completed Dec-19
19 th March 2019	Sustainable Travel for UHB	Joanne Brandon	Abigail Harris	£ 391,854.00	Dec-19	Completed Nov-20
11 th June 2019	RITA	Joanne Wilson	Exec. Nurse Director	£ 28,776.00	May 2020	Completed Sep-20
11 th June 2019	Dental Information Screens	Eira Yassien	Chief Operating Officer	£ 13,084.80		Completed Mar-20
11 th June 2019	Health Charity Website	Simone Joslyn	Exec Nurse Director	£ 12,410.00		Completed Sep-20
4 th November 2020	Provide a Staff Haven at University Hospital Wales	Nicola Bevan	Director of Workforce and OD	£ 54,000.00		Completed Mar-21
27 th June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and OD	£ 352,586.00	Sep-20	Completed Jun-21
27 th June 2019	Disposal of Rookwood	Nicola Foreman	Director of Governance	£ 155,000.00		Completed Jun-21
9 th Feb 2021	St David's Children Centre Environmental Improvements - Children, Young People &	Katie Simpson	Exec Nurse Director	£ 39,353.42		Nov-21

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Report Title:	STAFF LOTTERY BIDS PANEL REPORT	Agenda Item no.	4.4
Meeting:	Charitable Funds Committee	Meeting Date:	1st March 2022
Status:	For Discussion	For Assurance	<input checked="" type="checkbox"/> For Approval
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 19 September 2017.

Our suggestion is that additional nominees be added to the current fast track application procedure to ensure appropriate governance for the approval hierarchy and in the absence of nominated approvers.

Current approvers are Chair, Assistant Director of Finance, Head of Health Charity.

Additional approvers suggested in their absence: Vice Chair, Head of Financial Services, Fundraising Team Manager.

At the time of writing this report (30 January 2022), the last Staff Lottery Panel Meeting was held in November 2021. The next scheduled meeting is 24 March 2022. The attached paper is the list of all approved bids from 1 November 2021.

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. At the end of January, there are 5,425 lottery numbers allocated in each draw pulled, throughout January which equates to £23,490 from staff contributions.

The Head of Arts and Health Charity proposed to the Staff Lottery Bids Panel at their meeting in November 2021, the Health Charity would host two special draws during 2022. The first to take place in Summer to award one lucky winner with £6,000 and SuperMegaDraw to commemorate '2022' which will be drawn at the end of November 2022. The Panel agreed and approved this proposal.

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: -

- 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.
- To note the proposals for additional approvers for the Lottery Fast Track Scheme.
- To endorse the proposals for the lottery prizes in 2022.

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

No

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

	No	Applicant's Name	Service	Description	Amount £	Decision
Nov 21	BP697	Jessica Sharp	Environmental & Sustainable Project Manager	Public access defibrillator & cabinet for Our Health Meadow, UHL	£2,546	Chairs Action Approved
	BP698	Clare Howe	St Barracs Ward. Barry Hospital	Refurbishment and landscape of the patient garden	£6,602	Approved
	BP699	Sheila Williams	Psychology & Psychological Therapies	Additional corridor seating for CRI	£1,600	Approved
	BP700	Jayne Finch	MHSOP Occupational Therapy	Therapy garden project, daily activities and outdoor sensory interventions	£1,300	Approved
	BP701	Tracey Cooper	Ynys Saff Sexual Assault Referral Centre	Additional warm clothing items that are over and above what is usually provided at the SARC	£1,462	Approved
	BP702	Sam Baker	Professional Practice Development	Frailty & Dementia, physically effects on the body enhanced training for HCSW's and Nurses	£8,436	Approved
	BP703	Lydia Harrison	Operational Manager CRI	The Chapel. Celebrating a century. Bespoke artwork and memento cards	£1,000	Approved
	BP704	Elin Evans	Speech & Language Therapy	Specialist dysphagia equipment in the community	£3,778	Approved
					£26,724	

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

	No	Applicant's Name	Service	Description	Amount £
Nov-21	SBP185	Rebecca Short	South & East Locality Team	Additional Bike Stand CRI	£87
	SBP186	Zoe Sweetman	Surgery Clinical Board	Surgery Staff Recognition Event	£250
	SBP187	Llinos Jones	Paediatric Rheumatology Physiotherapy	Three wax baths, therapeutic equipment	£240
	SBP188	Rebecca Short	South & East Locality Team	Gardening Project CRI	£165
	SBP189	Isobel Oak	Pendine Centre CMHT	Pendine wellbeing garden project	£245
	SBP190	Christopher John	Main Theatres	World Mental Health Day-Staff Wellbeing Event	£250
	SBP191	Emma Rees	Outpatient Physiotherapy Lakeside Wing	Staffroom comfort-coffee machine	£239
	SBP192	Sian Taylor	CAHCE	Internal Communication Survey	£125
	SBP193	Natalie Robertson	Physiotherapy Hafan Y Coed	Recovery & Wellbeing College- Living Well Curriculum Competition	£150

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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;

Provision for 1x Public Access AED Defibrillator and Cabinet – Our Health Meadow, UHL.

With the general area and site at UHL being used more frequently over the coming months by staff, patient groups and the general public, both undertaking schemes on site and those simply passing by, it is important that we consider that the possibility of any one of those individuals going into cardiac arrest is quite high.



By placing an AED Defibrillator on/ near the site, it would support the on-site team and/ or any passers-by if this should happen.

The British Heart Foundation reports that every minute one person suffers cardiac arrest without CPR and access to a defibrillator, their chances of survival drops by up to 10%.

The Bids Panel were happy to approve this bid as the funding to procure the AED Defibrillator and cabinet would mean that this life saving equipment would be placed for use both on and off the immediate site, which would benefit staff, patients and the public.

Outdoor seating in the courtyard of St David's Hospital.

The garden area is currently accessible by staff and patients; however, it isn't being fully utilised due to the lack of seating. By providing the additional seats, the outdoor space would become a comforting environment for patients and their carers to frequently use. St David's Hospital staff will also be able to use it to relax and unwind during their breaks, as there isn't currently a staff haven available on site.

The bid was submitted by Ruth Cann, Integrated Medicine Senior Nurse based at St David's Hospital, who said: 'Comfortable and durable seating in these areas would encourage staff to take their breaks away from the wards in the warmer months. Fresh air and daylight will have a positive impact on their wellbeing as well as creating a safer option for staff breaks with social distancing due to Covid-19

restrictions. Being able to take breaks together will support staff wellbeing and promote team cohesion.'



for their breaks to enhance their wellbeing.

Many Thanks to the Health Charity for supplying this equipment.'

The Staff Lottery Bids Panel were happy to support the bid as the project promotes the positive impacts of spending time outdoors, and provides staff and patients with additional space to relax in – a change to the busy hospital environment.

The furniture has now been installed, and it's a colourful addition to the courtyard. Zara Jenkins, the Deputy Ward Sister said: 'They are fabulous and a welcome addition to our garden. Both patients and staff will benefit from them and we hope to get a lot of use out of them in coming months as we head towards spring/summer.

Many staff have already commented how they can't wait to utilise the space and the furniture



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Report Title:	HEALTH CHARITY UPDATES – OUR HEALTH MEADOW ANNUAL REPORT			Agenda Item no.	4.5.2
Meeting:	Charitable Funds Committee			Meeting Date:	01.03.22
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:

Our Health Meadow Appeal, formerly known as Our Orchard Appeal was launched in 2015 at University Hospital Llandough (UHL) as part of World Health Day.

Utilising the Wellbeing of Future Generation agenda, Cardiff & Vale University Health Board agreed to develop a unique outdoor space to enhance the health and wellbeing of patients, staff and the local community.

The vision of Our Health Meadow is to create a unique space which will become a legacy for generations to come. This long-term project will be established in phases and will include a semi-natural planted area which has been set aside for the protection of plants and wildlife, wildflower meadows and a bee sanctuary.

‘Our Health Meadow’ will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation. It will allow patients to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery.

The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and this project will enhance this vision.

Fundraising activity and income for this appeal is increasing, and continues to fund volunteer sessions for patients and local community groups to gain new skills and confidence and improve rehabilitation at the Health Meadow.

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Fundraisers and donations over the past 12 months include: -

Fundraising Events	Amount
NHS Big Tea campaign took place in July 2021. Schools, workplaces and individuals were encouraged to hold tea parties to raise money for their local NHS Charity.	£5,500
The Shine Bright Appeal – In December 2021, local businesses were invited to sponsor an LED star which was secured to the external walls of University Hospital Wales. The campaign made a total of £12,953.00 in profit of which £6,100.00 will be forwarded to the Health Meadow Appeal and the remaining amount forwarded to the Make it Better Fund and Arts Fund.	£6,100
Grant Funded Donations	
Arnold Clarke Community Fund	£1,000
Tesco Bags of Help Scheme	£1,000
Enabling Natural Resources and Wellbeing (ENRaW). This has enabled Down to Earth to undertake the planned work which includes, consultation, research, ecological surveying, transport, training, marketing, ICT, office costs and overheads.	£500,000
National Lottery Heritage Fund - The money will be used specifically for the preservation of the woodland area surrounding the Health Meadow site and enabling work such as creating pathways, hedgerows, planting more trees within the woodland area and training volunteers to use specific equipment to help preserve the trees.	£145,982
Active Inclusion Fund – to deliver volunteer projects for young people at Our Health Meadow.	£142,000

The Health Meadow Appeal total income for 2020/2021 was: £9,330.63

The current balance of the Health Meadow Appeal fund is: £53,669

As a direct consequence of the above fundraising activities, patient care was further enhanced through volunteer sessions with patients and staff from the Neuro Occupational Therapy Unit, Stroke Rehabilitation, Hafan y Coed and community groups such as Oasis, Cardiff; increasing their skills and confidence, and aiding their rehabilitation by creating footpaths, planters for flowers and building picnic benches.

- Mark McKenna, Co-founder and Director of Down to Earth was honoured with an MBE for services to young people and the environment, in the Queen's Birthday Honours list.

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

The Committee is asked to acknowledge the contents of the Health Meadow Appeal Annual Report and thank the team for their continuing hard work and dedication.

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

None to note

Recommendation:

NOTE the progress and activities of the Health Meadow Appeal

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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Report Title:	HEALTH CHARITY UPDATES - LEGACY ANNUAL REPORT			Agenda Item no.	4.5.2
Meeting:	Charitable Funds Committee			Meeting Date:	1 st March 2022
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 & 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 Reg. No. 1056544.

The day-to-day work related to the Health Charity is performed by the Fundraising Team and the Charity Office. In addition to its core fundraising functions and activities, the Charity Office also manages the administration of all legacy donations to Cardiff and Vale University Health Board. In the five-year period, 2015 - 2020, the Health Charity received a total legacy income of **£1,887,308.20**, representing **22.13%** of total income.

Legacy income continues to be consistent, but by the nature of its source, is obviously variable and difficult to predict the potential values each year.

Legacy Income 2020 - 2022

Annual legacy income	£
YEAR 20 - 21	147,000
YEAR 21- 22	131,038*

*Legacy income received at end of month 10 - January '22.

The Health Charity receives quarterly probate notifications of Gifts in Wills to the Health Board, but unless specified is unable to determine the value or the date it will be received. However, where the Executor is a named solicitor, we are able to follow up on progress, which will assist in forecasting legacy income for each financial year.

Gift In Wills Awareness raising

In its report to the CFC in March 2020, the Health Charity advised the Committee of its proposals to develop and increase awareness of raising of Gifts in Wills to Cardiff and Vale University Health Board and is pleased to provide the following update.

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Ongoing Review and Fundraising Developments

The Arts Programme and Health Charity are working collaboratively on the Gifts In Will awareness raising campaign, in order to maximise opportunities for promoting this area of fundraising amongst the arts community and in response to the increased interest and engagement that the Arts Programme currently receives. Potential pledges arising from this fundraising will further assist the long term sustainability of the programme.

By utilising the Arts team members enhanced creative and digital skills, we have reviewed and reproduced our literature and are currently reviewing our Gift In Will website content. This will increase the visual impact of informing patients, staff and the general public of the benefits of leaving a gift in their will to Cardiff and Vale University Health Board

Action Plan 2022

- **Develop stories**
 - ongoing engagement with clinical boards to develop promotional stories demonstrating how previous legacies have benefitted patients and staff and improved services.
 - engagement with family members (by prior consent) who wish to share reasons why a relative or loved one has left a gift in their will to Cardiff and Vale University Health Board
- **Photoshoot and video filming** (linked to above)
- **Website review** – keep updated with new and relevant content
- **Gifts In Will Information Pack** – up to date, topical, relevant and including general advice on how to obtain support and legal advice when making a will
- **Staff Teams Sessions** - to discuss how Gift In Will awareness raising could assist in clinical board / departments
- **Linktree** – introduction of a web-based tool which allows the sharing of multiple links on social media
- **Creation of donation infographic** - to include with artwork/vinylys across the Health Board and promote fundraising
- **Annual Planner** – Gift In Wills Month – March and October 2022 - increase information sharing across all internal and external digital platforms.

It is anticipated that the above will provide useful information and advice to anyone who may already be considering leaving a legacy to the Health Board. It is also hoped that anyone interested in supporting the Health Board, who may not wish to commit to a monetary donation at this stage, may feel encouraged to make a pledge to do so in the future, by leaving a gift in their Will.

Recent Legacy Projects

- New legacy funded therapies in Cystic Fibrosis Unit UHL

Arts Programme

Recent Arts Programme social media awareness raising received a fair amount of positive engagement from artists in the local community. As a result, the Arts Programme was grateful to receive a donation of five paintings from a supporter, in memory and appreciation of her late husband's care at University Hospital Llandough. This story will be used as an example as outlined above.

FAREWILL – specialist will writing services

The Health Charity engaged the services of 'Farewill' on a one-year contract in May 2021 to provide a free will-writing service. This was initially offered internally to staff members in alignment with Staff Benefits, and subsequently promoted to the general public via our external digital platforms.

The 60 free wills were divided between the Health Charity and the Arts Programme and the opportunity was widely promoted. Whilst there was significant interest in the take-up of free wills, the number of pledges was disappointingly low, i.e. we received a single pledge of £5,000. Whilst this would cover the initial outlay approved by the CFC, the Health Charity does not have any plans to renew this contract.

The Health Charity and Arts Programme will promote the remaining 25 free wills as part of 'Gift In Wills' month in March '22.

Arts Programme

The Arts Programme legacy information sharing received a fair amount of positive engagement from artists in the local community. As a result, the Arts Programme gratefully received the donation of five paintings from a supporter, in memory and appreciation of her late husband's care at University Hospital Llandough.

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

Gift In Will donations are an important contribution to the overall income received within the Health Charity and I am pleased to support the continuing plan of awareness raising and increased engagement to increase the opportunities for fundraising in this specialist area.

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

ASSURANCE is provided by:

Evidence of legacy income received during the period 2021 - 22. Totalling £ **131,038.52**

- Increased patient, staff and public engagement
- A comprehensive action plan is in place to improve awareness and engagement both internally and externally

Recommendation:

NOTE the report on legacy income received and the ongoing Legacy Fundraising awareness and fundraising campaign.

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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**CARING FOR PEOPLE
KEEPING PEOPLE WELL**



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

Report Title:	Food Sense Wales Fund – update report				
Meeting:	Charitable Funds Committee			Meeting Date:	March 2022
Status:	For Discussion	For Assurance	For Approval	For Information	x
Lead Executive:	Fiona Jenkins, Executive Director of Therapies, CVUHB				
Report Author (Title):	Katie Palmer, Programme Manager, FSW				

Food Sense Wales:

Co-creating a food system for Wales that's good for people and the planet – through good food advocacy and the development of a good food movement.

The focus of our activity over the last year has been creating and bedding in the new Food Sense Wales brand and strengthening our partnerships and influence. This includes a new logo and website which can be found [here](#) and the continued development of the coalition, [Food Policy Alliance Cymru](#). This has seen significant impact over the last 12 months on policy thinking and development around Food Systems change in Wales as reflected in the Programme for Government and the Plaid-Labour Coalition agreement. We also published our first [Impact Report](#) in May 2021 and have started to plan our second report.

A few more highlights from 2021-22:

- Food Cardiff was awarded [Silver Sustainable Food Places status](#), becoming the first place in Wales and one of only six places in the UK to achieve the prestigious accolade, recognising the city's pioneering work in promoting healthy and sustainable food. In the autumn it launched [Cardiff's Good Food Strategy 2021-24](#).
- Food Cardiff have been awarded a Welsh Government grant of £150,000 to deliver a 6 month programme of activity (until 31 March 2022), the [Minister for Social Justice recently visited one of these projects](#). There are 3 workstreams:
 - Building Capacity of Food Retail Projects
 - Developing local supply chains to alleviate food insecurity
 - Mass participation of good food projects
- Food Sense Wales is continuing to support the development of [Sustainable Food Places in Wales](#) and has seen three further partnerships become members of the network; [Monmouthshire Food Partnership](#), [RCT Food](#) and the [Blaenau Gwent Food Partnership](#), joining established members [Food Cardiff](#) and [Food Vale](#). We are also supporting new initiatives in Powys, Torfaen and Carmarthenshire as they continue to develop their own partnership models and work towards becoming fully fledged members of the UK Sustainable Food Places Network. The model is gaining significant momentum, with many other local authority areas interested in joining the network. We are working with Welsh Government to see how the model might support the delivery of some of the Programme for Government commitments.
- [Veg Facts](#) was published in June 2021 as part of our [Peas Please](#) work and launched during our 2 week festival of Veg "Ffres". The festival, which brought together actors across the horticulture sector in Wales for cook alongs, tutorials, talks and more, culminated in our Veg Fest where we had 2 sessions; one asking "Is Horticulture part of the deal?" and the other "How to shift the dial on demand for veg?"
- [Feeding our Future](#) was published in September which looked at school food through the lens of vegetables and was accompanied by a more detailed report on Wales [State of the Nation Wales](#).

- Our 2021 [Peas Please Report](#) was published showing a cumulative additional 636 million portions of veg sold over 4 years as a result of Peas Please.
- Following the successful delivery of Veg Power's Eat Them to Defeat Them Campaign over the last three years, a campaign to increase the veg consumed by children, Welsh Government have agreed to [fund all primary schools](#) across Wales to take part in the campaign that begins in February, the only UK nation to do so.
- As part of Welsh Government's COP26 Regional Roadshow, Katie Palmer, Programme Manager at Food Sense Wales, led a session on Agriculture and Food Independence during the [Adaptation and Resilience event](#). As part of a wider global initiative called the [Fork to Farm Dialogues](#), we convened a series of podcasts called [Food, Climate, Change?](#) which brought together people – from farmers, producers and wholesalers; to retailers, consumers and policy makers – to have open conversations about food and farming in the context of climate change, nature loss and nutrition.

Moving Forward in 2022/3

2022/3 will be a year of planning as we look to develop our strategy and funding mix beyond Autumn 2023.

Our priorities include:

- Strengthening and expanding the Sustainable Food Places Network in Wales and integrating our work with the Soil Association around developing Community Food Leadership and linking with key local and national priorities e.g. Healthy Weight Healthy Wales delivery plan 2
- Supporting Food Vale to achieve bronze Sustainable Food Places status in 2022 and working towards Gold Sustainable Food Status for Food Cardiff in preparation for 2023/4
- Working with Peas Please partners to develop the next phase of Peas Please beyond 2023 to continue to support innovative ways to drive up Veg consumption
- Supporting Welsh Government in meeting and optimizing Programme for Government commitments, especially around the Community Food Strategy, Universal Free School Meal provision and the passage of the Agriculture Bill
- Building a "Rethinking Food Cymru" campaign as part of Food Policy Alliance Cymru that will explore the vision for the Food system in Wales and highlight key aspects of public and stakeholder opinion
- Strengthening and consolidating our position within Cardiff and Vale Charity, working closely with Charity colleagues
- Seeking and achieving medium-term funding to secure the programme from September 23

Financial Position

The Food Sense Wales fund has funding to cover staff and committed project delivery in full for the whole of 22/23 and the first six months of 23/24.

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

SUPPORT the content of this paper to give assurance that the funding provided is being used to achieve the Charity aims and delivering good outcomes.

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Assessment and Risk Implications (Safety, Financial, Legal, Reputational etc.):
None to report

Recommendation:

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

Shaping our Future Wellbeing Strategic Objectives

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

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

Five Ways of Working (Sustainable Development Principles) considered

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

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

No.

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