

# Charitable Funds Committee Meeting

Tue 29 June 2021, 09:00 - 10:30

## Agenda

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### 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 16th March 2021

*Akmal Hanuk*

 1.4 Draft Minutes of the Charitable Funds Committee - AF.pdf (12 pages)

#### 1.5. Action Log following the Meeting held on 16th March 2021

*Akmal Hanuk*

 1.5 Action Log for June Meeting.pdf (2 pages)

#### 1.6. Chairs Actions

*Akmal Hanuk*

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### 2. Items for Review & Assurance

#### 2.1. Health Charity Financial Position Update

*Christopher Lewis*

 2.1 Financial Position Report to May 2021.pdf (5 pages)


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### 3. Items for Approval / Ratification

#### 3.1. Over £25K bids for approval:


*Joanne Brandon*

 3.1 appendix 1 CFC Approved Bids March 2018 - May 2021 page 2.pdf (1 pages)

 3.1 appendix 1 CFC Approved Bids March 2018 - May 2021 page 1.pdf (1 pages)

##### 3.1.1. Neurosciences – Electromyography (EMG) machine purchase

*Joanne Brandon*

 3.1.1 Neurosciences Bid - over £25k FINAL.pdf (2 pages)

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 3.1.1a Neurosciences Bid Appendix 1.pdf (6 pages)

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


*Joanne Brandon*


 3.1.2 Endowment Funds - Integrated Medicine - Over 25k spend for approval.pdf (2 pages)

 3.1.2a Endowment Funds Appendix.pdf (2 pages)

### **3.1.3. Our Health Meadow – ongoing development and staffing costs**

*Joanne Brandon*


 3.1.3 Our Health Meadow - ongoing development and costs.pdf (2 pages)

 3.1.3a over 25k bid - Our Health Meadow.pdf (6 pages)

### **3.1.4. Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project**

*Joanne Brandon*

 3.1.4 - Over £25k bid - Clinical Psychologist for Covid-19 High Care Wards.pdf (2 pages)

 3.1.4 (Appendix) CFC Covid funding Part one Visible psychological care model.pdf (6 pages)

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## **4. Items for Noting and Information**

### **4.1. Fundraising Report**

*Joanne Brandon*

 4.1 Health Charity Fundraising Report.pdf (8 pages)

 4.1a Appendix 1 \_iGive Donation Kiosk.pdf (10 pages)


### **4.2. Reporting Feedback on Successful CFC bids**


*Joanne Brandon*

#### **4.2.1. Disposal of Rookwood Hospital**

*Fiona Jenkins / Nicola Foreman*

 4.2.1 Disposal of Rookwood Hospital.pdf (4 pages)

 4.2.1a Appendix 1 - Disposal of Rookwood Trustee Meeting June 2019 AH (1).pdf (12 pages)

 4.2.1b Appendix 1 (cmpt) - Disposal of Rookwood Trustee Meeting June 2019 AH (2).pdf (68 pages)

 4.2.1c Appendix 2.pdf (11 pages)

#### **4.2.2. Employee Wellbeing Service**

*Joanne Brandon*

 4.2.2 Employee Wellbeing Service - Feedback on Successful Bids.pdf (8 pages)

### **4.3. Staff Benefits Report**


*Rachel Gidman*

 4.3 - Staff Benefits Report.pdf (5 pages)

### **4.4. Staff Lottery Bids Panel Report**

*Joanne Brandon*

 4.4 Staff Lottery Bids Panel Report.pdf (5 pages)


 4.4a Appendix 1 - Staff Lottery Bids Panel Terms Of Reference.pdf (2 pages)

### **4.5. Health Charity Updates:**

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*Joanne Brandon*

#### **4.5.1. Covid Income and Expenditure update**

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

#### **4.5.2. Supporting Staff Wellbeing Report**

 4.5.2 Supporting Staff Wellbeing Report.pdf (2 pages)

 4.5.2a Health Charity. Staff Wellbeing report. 2021.pdf (16 pages)

#### **4.6. Prop Appeal**


*Joanne Brandon*

 4.6 Prop Appeal Report.pdf (4 pages)

#### **4.7. Committee Effectiveness Survey results 2020-2021**

*Nicola Foreman*

 4.7 CFC Self Evaluation.pdf (11 pages)

 4.7a Appendix 1 - Board Effectiveness Action Plan 2020-2021 NF.pdf (3 pages)

#### **4.8. Induction Support for new Committee Members**

*Nicola Foreman*

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### **5. Items to bring to the attention of the Board / Trustee**

*Akmal Hanuk*

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### **6. Any Other Business**

*Akmal Hanuk*

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### **7. Review of the Meeting**

*Akmal Hanuk*

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### **8. Date and time of next Meeting:**

*Akmal Hanuk*

Tuesday 21 September 2021, 9am

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**Unconfirmed Minutes of the Charitable Funds Committee**  
**16<sup>th</sup> March 2021 9:00am – 12:00pm**  
**Via Microsoft Teams**

**Present:**

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

Joanne Brandon	JB	Director of Communications
Aaron Fowler	AF	Head of Risk and Regulation
Mike Jones	MJ	Independent Member – Trade Union
Christopher Lewis	CL	Deputy Director of Finance
John Union	JU	Independent Member - Finance
Ruth Walker	RW	Executive Nurse Director

**Secretariat:**

Nathan Saunders	NS	Corporate Governance Officer
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**Apologies:**

Nicola Foreman	NF	Director of Corporate Governance
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<b>CFC21/03/001</b>	<b>Welcome &amp; Introductions</b>  The Independent Member – Finance (IMF) welcomed everyone to the meeting in the absence of the Committee Chair (CC) who joined the meeting at 9.30am.	<b>Action</b>
<b>CFC21/03/002</b>	<b>Apologies for Absence</b>  An apology for absence was noted from the Director of Corporate Governance.	
<b>CFC21/03/003</b>	<b>Declarations of Interests</b>  There were no declarations of interest.	

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CFC21/03/004	<p><b>Minutes of the Committee Meeting held on 3<sup>rd</sup> November 2020</b></p> <p>The Committee reviewed the minutes of the meeting held on 3<sup>rd</sup> November 2020</p> <p><b>Resolved that:</b></p> <p>(a) The Committee approved the minutes of the meeting held on 3<sup>rd</sup> November 2020 as a true and accurate record.</p>	
CFC21/03/005	<p><b>Committee Action Log</b></p> <p>The Committee reviewed the Action Log and noted that all items were completed, included on the agenda or superseded.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Action Log.</p>	
CFC21/03/006	<p><b>Chairs Action</b></p> <p>The Director of Communications (DC) advised the Committee that the amended bid of £39K for St. Davids Hospital had been approved at the Charitable Funds Committee (CFC) agenda setting meeting.</p> <p>She advised the Committee that the money had been allocated to the Make It Better Fund and would be released to the bid author.</p> <p>She confirmed for the purpose of this meeting, that it should be noted that the bid was approved and completed at the aforementioned agenda setting meeting.</p> <p><b>Resolved that:</b></p> <p>(a) The Committee noted the Chairs Action.</p>	
CFC21/03/007	<p><b>Health Charity Financial Position Update</b></p> <p>The Deputy Director of Finance (DDF) advised the Committee of the financial position report for the 10 month period to the end of January 2021 and advised the Committee of 2 points:</p> <ol style="list-style-type: none"> <li>1) There had been a strong performance with regards to donations the Health Charity had received for the year to date.</li> <li>2) There had been significant gains on investments made.</li> </ol> <p>The DDF advised the Committee that there was sufficient resource to meet the commitments previously made which was very encouraging and a good position for the charity.</p> <p>He advised the Committee that the Net Incoming/Outgoing Resources was £320K and investment gains of £851K which meant there was a positive movement in funds at the beginning of the year of £1.178m.</p>	

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	<p>The DDF advised the Committee that there had been significant gains on the value of old investments from the end of the previous year to the period to date.</p> <p>He added that a full review of dormant funds had been undertaken and he provided the Committee with a summary of those unrestricted and restricted funds. He added that the finance team had written to the fund holders to tell them that accounts would be closed and that funds would be moved into general reserves.</p> <p>He advised that Committee that as predicted, there had been come kickback from some fund holders to confirm that they had missed the original email and the team were managing that noise and being sensible about the re-allocation of funds when issues were raised.</p> <p>The Executive Nurse Director (END) asked the DDF if the £1.178m included the dormant funds that had been closed.</p> <p>The DDF responded that those figures would have been in the balances that were brought forward.</p> <p>The END advised the Committee that there would have to be clarity on what was available to spend.</p> <p>The DDF advised the Committee that there were general reserves of £1.140m which was made up of the general reserve fund balance, the investment gains made and the transfer of dormant funds against which he had set out his assessment of commitments which was £1.023m and in addition to that, the £50K discussed at the meeting for the Arts Programme.</p> <p>He added that before the Arts funding, it gave CVUHB a surplus of £387K and he noted that a key driver for that had been the continued significant increase in the Charities investment portfolio. The stock market had rallied with gains of £0.851m to the end of January following positive vaccine news and a Brexit agreement.</p> <p>He added that the stock market remained volatile and at the time of the meeting caution was advised on further significant commitments.</p> <p>The IMF advised the Committee that he followed the stock market and investments and agreed that there had been a lot of stock market gain, particularly the non-UK stock market since the end of January. He noted that if that maintained, there could be a continued increase in investment gains.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Committee noted the financial position of the charity.</li> <li>b) The Committee noted the progress made on dormant funds.</li> <li>c) The Committee noted the commitments against general reserves.</li> </ul>	
<p><b>CFC21/03/008</b></p> <p>Saunders, Nathan 06/24/2021 13:00:51</p>	<p><b>Art Programmes Funding Review</b></p> <p>The DC advised the Committee that at the last CFC meeting she was asked to provide an update on the Art Programmes Funding Review.</p>	

She noted that the Health Charity had done incredibly well obtaining funding from the Arts Council for Wales and advised the Committee that they had requested £70,000 pounds. She added that the CFC Committee had previously supported £50,000 pounds requested but had asked the Team to go away and look for areas of additional funding to be found for the extra that the Health Charity were asking for.

The DC advised the Committee that the Arts and Well-being programme was established the 2018 and Cardiff and Vale University Health Board (CVUHB) was a pioneer in the programme held out as a flagship programme across Wales.

She added that the Arts Council for Wales had been incredibly supportive in terms of funding but also in relation to the relationship that CVUHB had built between health and the arts.

During COVID lots of individuals had requested arts projects and programmes which had increased the areas of work for the Health Charity and the DC advised that the creative projects would start to be seen around the CVUHB estate which included:

- 1) The Gallery at University Hospital Llandough (UHL)
- 2) Wall spaces throughout hospital sites

The DC added that Cardiff Local Authority were keen to work with the team and wanted to look at spaces within the community that they could also share with the creative team.

The DC advised the Committee that improvements had been made in Patient experience and her team had worked really well with the Assistant Director of Patient Experience who was working with the Welsh National Opera and Hijinx Theatre on a series of training videos to educate staff on how to communicate with people with learning difficulties.

She added that the 'Forget Me Not' chorus had been very well received by all at St. Davids Hospital.

The DC advised the Committee that the Arts annual report had been held up as a flagship document across Wales, with what was being done in CVUHB to improve physical well-being as well as mental well-being through the connectivity between Health and the Arts.

The DC advised the Committee that she was asked to provide assurance that in addition to the £50,000 agreed at the last CFC meeting, the Arts Programme had secured additional external funding for the following:

- 1) Addressing and reshaping Cystic Fibrosis Services', based in UHL and community - £35,000.00
- 2) 'Weaving lives together through song' with the 'Forget Me Not Chorus' to be focused at St David's Hospital - £21,500.

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	<p>The DC advised the Committee that the additional £56,000 would hopefully enable CVUHB to continue with the Arts programme and also help to develop it further.</p> <p>The Executive Nurse Director (END) commented that the work being undertaken was fantastic and she encouraged members to view the YouTube video in the papers that highlighted the work undertaken. The END recommended that the video be shown at the next Board of Trustee meeting.</p> <p>The DDF advised the Committee that in the last meeting's minutes it did not note that the £50,000 had been agreed for the arts, it stated that the DC would go and look for additional funding options and noted that agreeing to the £50,000 for the arts meant that it would need to be formally approved at the meeting.</p> <p>The DC responded that the DDF was correct and noted that it was raised at the CFC agenda setting meeting due to the minute not being clear.</p> <p>She added that the £50,000 had been agreed but it was asked that she go and find additional sources of funding for the extra that had been asked for and that by bringing the discussion to the meeting clarity would be given to the position.</p> <p>The DDF advised Committee that he would add the £50K to the Charity's revenue commitments.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Committee noted the activity and achievements of the Arts Programme in its draft annual report and in securing external funds to support the continuation of some arts activities.</li> <li>b) The Committee acknowledged the update and the continued funding (as discussed in the CFC meeting held in November 2020) of £50,000 from reserve charitable funds for the 'Arts for Health and Wellbeing programme' for the period of 12 months to the end of 2021, to be utilised alongside monies already secured from external organisations.</li> </ul>	<b>NS</b>
<p><b>CFC21/03/009</b></p> <p style="transform: rotate(-45deg); transform-origin: left bottom; font-size: small;">Saunders, Nathan 06/24/2021 15:20:51</p>	<p><b>COVID monies income/expenditure</b></p> <p>The DC advised the Committee that there were 3 funds:</p> <ul style="list-style-type: none"> <li>1) NHS Charities Together</li> <li>2) Make it Better fund</li> <li>3) Bale Family Donation</li> </ul> <p>She noted that up until the 31st of January 2021 the COVID income that had been received had totalled just over £1m.</p> <p>The DC advised the Committee that the Health Charity had seen an incredible amount of generosity from members of the public and had managed to capitalise on that for Cardiff and Vale.</p>	

<p style="transform: rotate(-45deg); transform-origin: left bottom;">Saunders, Nathan 06/24/2021 15:20:51</p>	<p>The DC advised the Committee that the Health Charity would separate the Make it Better fund so that the COVID monies were separate from Make it Better fund monies that had previously been received to ensure that funds received for COVID would be spent on COVID projects.</p> <p>The DC advised the Committee that the COVID spend to date amounted to £1,034,286 and commended her team and colleagues for their prompt responses to covid bids which had been agreed in line with the bid criteria agreed by the charitable funds committee.</p> <p>The DC advised the Committee that the Health Charity had worked in partnership with GVS to support the third sector by providing financial assistance to small organisations to support the Covid response within their local communities in Cardiff and the Vale of Glamorgan.</p> <p>She added that to date £48,000 had been allocated to Third Sector partnerships and that one of the key points that had come from a number of the Committee members was that it needed to go to the places where it was most needed, and, and also into the seldom heard groups and some of the hard to reach communities.</p> <p>The DC advised the Committee that the GVS charged a very small amount to administer all of their services and what they provided was the ability to reach out into the harder to reach communities.</p> <p>The DC advised the Committee of the way forward and noted that the team had been heavily involved the arts projects, and that they were proactively fundraising and had worked a lot with NHS Charities Together.</p> <p>She added that when the Fundraising report was created it would show how GVC's work had benefited the Health Board's communities.</p> <p>The DC advised the Committee that the Duke and Duchess of Cambridge had contacted CVUHB and had asked to speak to a member of the Health Charity team as the Duke of Cambridge wanted to understand how the Health Charity's work had benefitted the Health Board and community.</p> <p>She added that NHS Charities Together had nominated The Health Charity Team to have that phone call, on the basis of the range and the breadth of the bids that the Health Charity had put in, the proactive nature of the bids, the diversity of the bids and the speed in which the Health Charity had managed to get projects to the front line.</p> <p>The DC advised the Committee that it should be formally documented that that the Duke and Duchess of Cambridge wanted to thank the CFC Committee and the Health Charity team for the work that they had undertaken to ensure that covid donations got to where they were most needed.</p> <p>The END advised the Committee that it was very rare that Royalty thanked us and extended her thanks to the Health Charity Team and highlighted the work undertaken with the Patient Experience Team which had made a positive difference to patients.</p>	
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	<p>The DC responded that the relationship with the Assistant Director of Patient Experience and her team was second to none and the work reported could not have been done without their help.</p> <p>The CC thanked the team and the Committee and noted that the spend on the BAME community was £48K which he felt was a minimal reflection of the demographics provided in the report. He suggested that consideration be given to increase investment in those areas moving forward.</p> <p>The DC responded that the Health Charity had spoken to GVS to increase interactions with BAME communities.</p> <p><b>Resolved that:</b></p> <p>a) The Committee received the report as assurance of the appropriate management and administration of covid income and expenditure by the Health Charity.</p>	
<b>CFC21/03/010</b>	<p><b>Daring to Dream</b></p> <p>The DC advised the Committee that Daring to Dream (D2D) was a charitable fund originally set up within Cardiff &amp; Vale Health Charity and was led by an external fundraiser.</p> <p>She added that the current D2D fund balance was £4,973 and that D2D had requested the Health Charity transferred this amount from its charitable funds into D2D's own bank account.</p> <p><b>Resolved that:</b></p> <p>a) The Committee approved the transfer of £4,973 form Charitable Funds to Daring To Dream, Charitable Incorporated Organisation.</p>	
<b>CFC21/03/011</b>	<p><b>Over £25K bids for approval</b></p> <p>The DC advised the Committee that the St. David's Children's Centre bid had already been agreed and approved.</p> <p>The DC advised the Committee that Third Sector Grants Scheme 2021/22 was an additional bid where the Health Charity would want to double the amount for the BAME community and the third sector bids.</p> <p>The DDF advised the Committee that the £33K detailed would be an additional commitment against reserves.</p> <p>The END advised the Committee that she fully supported the proposed bids and noted that the £300K pot was disappearing quite rapidly but noted that the work undertaken was important.</p> <p><b>Resolved that:</b></p> <p>a) The Committee approved the proposal of the allocation of £33,000 to GVS for the provision of Third Sector funding.</p>	

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CFC21/03/012	<p><b>Terms of Reference</b></p> <p>The Head of Risk and Regulation (HRR) advised the Committee that he had sent each member a copy of the Terms of Reference with tracked changes via email prior to the meeting so that members had sight of the changes made to the Terms of Reference.</p> <p>The HRR explained that the Terms of Reference were reviewed on an annual basis and invited comments on the proposed changes. No comments were made and the paper was taken as read.</p> <p><b>Resolved that:</b></p> <p>a) The Charitable Funds Committee approved the changes to the Terms of Reference for the Charitable Funds Committee and recommended the changes to the Charity Trustee for approval.</p>	
CFC21/03/013	<p><b>Work Plan</b></p> <p>The DC advised the Committee that the Health Charity Team worked with the Director of Corporate Governance's team and plot out what work was required for the year ahead.</p> <p>The END advised the Committee that it was a really important work plan that allows members to prepare papers in the correct order.</p> <p>The DDF advised the Committee that the work plan suggested that accounts would be reviewed in March but should be brought in December 2021.</p> <p>The HRR confirmed that the change would be made and reported to Board for approval.</p> <p><b>Resolved that:</b></p> <p>a) The Committee reviewed the Work Plan 2021/22.  b) The Committee approved the Work Plan 2021/22  c) The Committee recommended approval to the Charity Trustee subject to the amended discussed being made.</p>	
CFC21/03/014	<p><b>Committee Annual Report</b></p> <p>The HRR advised the Committee that the Committee Annual Report was a summary of the work that the Committee had undertaken over the previous year and provided assurance that the committee had complied with its Terms of Reference and undertaken the work detailed in the Committee Work Plan. He added that the CC had agreed the document prior to the meeting and invited comments on the same.</p> <p>The END noted that the details of the days meeting would need to be confirmed on the report.</p> <p><b>Resolved that:</b></p>	

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	<p>a) The Committee reviewed the draft Annual Report 2020/21 of the Charitable Funds Committee and recommended the Annual Report to the Board for approval.</p>	
<b>CFC21/03/015</b>	<p><b>Health Charity Annual Report</b></p> <p>The DC advised the Committee that the report had been brought back to approve final amendments to the foreword.</p> <p><b>Resolved that:</b></p> <p>a) The Committee received, for information the final version of the Cardiff &amp; Vale Health Charity Annual Report 2019 - 2020 and approved the document for publication.</p>	
<b>CFC21/03/016</b>	<p><b>Fundraising Report</b></p> <p>The DC advised the Committee that Health Charity communication was increasing and the profile of the Health Charity was being raised all the time.</p> <p>The DC advised the Committee that the Staff Haven had been very well received and as CVUHB moved into a 2<sup>nd</sup> year of COVID, the Health Charity would look to increase the support provided to the hard working staff of CVUHB.</p> <p>The Independent Member – Trade Union (IM-TU)) confirmed that the Staff Haven had been well received and noted that it had raised staff morale.</p> <p><b>Resolved that:</b></p> <p>a) The Committee noted the progress and activities of the Health Charity as advised.</p>	
<b>CFC21/03/017</b>	<p><b>Reporting Feedback on Successful CFC bids</b></p> <p>The DC advised the Committee that paper provided information ON the Staff Haven and noted that the services of Grosvenor Interiors, Poppi Furniture, Nathan Wyburn (artist) and the National Museum of Wales were procured to assist in the provision of a calm, relaxing space for staff.</p> <p>She added that staff had been engaged to decide the theme for the Staff Haven and they chose 'Nature'.</p> <p>The DC advised the Committee that the paper provided assurance that funds were being spent effectively.</p> <p><b>Resolved that:</b></p> <p>a) The Committee accepted the interim report with assurance of a full evaluation report at the June 2021 meeting.</p>	

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CFC21/03/018	<b>Health Charity Website bilingual costs</b>	
<div data-bbox="140 1848 311 2038" data-label="Text"> <p>Saunders, Nathan 06/24/2021 15:20:51</p> </div>	<p>The DC advised the Committee that in order to meet CVUHB's statutory obligation under the Welsh Language Act it was required to publish all of its content bilingually to ensure that its Welsh Speaking population were not treated less favourably than those who choose to communicate in English.</p> <p>She added that the Health Charity were looking for £20K to pay for that translation work to be undertaken and also for delegated authority within the DC's budgetary limits for the DC to continue authorising ongoing maintenance work to ensure that the Health Board continued to meet its statutory requirements without having to return to committee for further authorisation.</p> <p>The END advised the Committee that the website and assets had to be bilingual but noted that she would want further commitments to funding to be brought back for review in one years' time to see if the £20K could be reduced over the years.</p> <p>The DC responded that the £20K was to translate all of the website and following that initial piece of work the remaining costs would be much lower as it would involve ongoing maintenance rather than one large piece of work. She added that she had also discussed the approval of 2 Welsh language translators for the organisation so that when those translators had capacity, they could help to undertake this work.</p> <p>The CC advised the Committee that the Welsh Language Board had funds available which helped organisations to become bilingual. He suggested that this may have been an avenue to explore.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Committee approved funding of £20k from Trust Fundraising Costs – Fund 9682, which was currently utilised by the Health Charity for operational requirements (including the current website).</li> <li>b) The Committee recommended that the DC managed the allocated Fund in line with her authorised budget within the Health Charity's existing delegated scheme of financial approvals, in order to deliver the operational requirement within a swift and efficient timescale.</li> </ul>	<p><b>NF</b></p>
	<b>Staff Lottery Bids Panel Report</b>	
CFC21/03/019	<p>The IM-TU advised the Committee that he had stood down as Chair of the bids panel to undertake a position and an Independent Member.</p> <p>The END advised the Committee that the papers could be taken as read.</p> <p>The DC advised the Committee that it needed to endorse the proposed £5K and £21K lottery megadraws for 2021.</p> <p><b>Resolved that:</b></p>	

	<p>a) The Committee acknowledged the content of the report and endorsed the proposed £5,000 and £21,000 lottery megadraws for 2021.</p>	
	<p><b>Health Charity Update Reports</b></p> <p><b><u>Food Sense Wales Update</u></b></p> <p>The END advised the Committee that the papers could be taken as read.</p> <p><b>Resolved that:</b></p> <p>a) The Committee accepted the paper as a report on activity for the past 6 months.</p> <p>b) The committee considered 12 month annual reports (March)</p> <p>c) The Committee noted the forecast for a healthy end of year financial position.</p> <p><b><u>Legacies Update &amp; next steps</u></b></p> <p>The END advised the Committee that the papers could be taken as read.</p> <p><b>Resolved that:</b></p> <p>a) The Committee noted the report on legacy income received and the Legacy Fundraising campaign plan.</p> <p>b) The Committee approved a budget of £5,000 to improve the legacy portfolio of Cardiff &amp; Vale Health Charity with a commitment to evaluate the engagement with 'Farewill' in one years' time and review the position for long term legacy management and investment.</p>	
<b>CFC21/03/020</b>	<p><b>Items to bring to the attention of the Board / Trustee</b></p> <p>The HRR advised Committee that the Terms of Reference would be shared with the board with the agreed amendment.</p>	
<b>CFC21/03/021</b>	<p><b>Any Other Business</b></p> <p>The DC advised the Committee that this was the last meeting for the IMTU and thanked him for all of the work he had done over the years and noted that he had been a really great fundraiser for the Health Charity.</p> <p>The IMTU thanked the Committee and the DC for the support provided.</p> <p>The DC advised the Committee that on the 23<sup>rd</sup> March 2021 it would have been one year since the first lockdown started in Wales and the Health Charity had devised a programme of 7 days that would look at the good work undertaken for celebration and would also reflect on the year. She noted that a combination of videos, stories and articles would be shared on the website.</p>	

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	<p>She asked that the Committee support the programme.</p> <p><b>Resolved that:</b></p> <p>a) The Committee noted the other business.</p>	
<b>CFC21/03/022</b>	<p><b>Review of the Meeting</b></p> <p>The CC invited comments about the meeting.</p> <p>The HRR advised the Committee that work would be undertaken to improve communication regarding start times and dates of the meetings.</p> <p>The END recommended that the next CFC meeting be scheduled at one hour and 30 minutes.</p>	
<b>CFC21/03/023</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 29<sup>th</sup> June 2021, 9:00am – 12:00pm</p>	

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**Action Log**  
**Following Charitable Funds Committee Meeting**  
**16<sup>th</sup> March 2021**  
**(Updated for 29 June Meeting)**

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>Actions Completed</b>					
<b>CFC20/11/007</b>	Art Programmes Fund proposals	Funding options to be explored	16/03/2021	Joanne Brandon	<b>COMPLETE</b> On agenda for March Meeting Item 2.2
<b>CFC20/11/009</b>	Health Charity Financial Position Update – Agenda position	To move the Health Charity Financial Position Update further up the agenda to provide overview for meeting.	16/03/2021	Nicola Foreman	<b>COMPLETE</b> On agenda for March Meeting Item 2.1
<b>CFC20/11/017</b>	Health Charity Annual Report	IEDF to check if Trustees should review the annual report  Provide the trustees with a draft copy of the report  Comment required from the trustees for inclusion in the annual report above CFC Chair's comment.	17/11/2021	Christopher Lewis  Joanne Brandon  Joanne Brandon	<b>COMPLETE</b> Taken to Board of Trustees meeting on 17/11/2020
<b>CFC20/11/019</b>	£50K donation FAO Trustees	Information to be provided to the trustees regarding a £50K donation received by the health charity	17/11/2020	Joanne Brandon	<b>COMPLETE</b> Taken to Board of Trustees meeting on 17/11/2020
<b>Actions In Progress</b>					
<b>Actions referred to committees of the Board</b>					

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>CFC: 21/03/008</b>	Art Programmes Funding Review	Corporate Governance Officer to share Charity you tube link with Board of Trustees	15/07/2021	Director of Corporate Governance.	To be shared in advance of the July meeting.

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<b>Report Title:</b>	<b>Charitable Funds Financial Position Report for the Period Ended 31st May 2021</b>				<b>Agenda Item:</b>	<b>2.1</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	<b>29<sup>th</sup> June 2021</b>
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	<b>x</b>	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Executive Director of Finance</b>					
<b>Report Author (Title):</b>	<b>Deputy Director of Finance</b>					

### Background and current situation:

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

- Provide information on the year to date financial performance of the Charity to the period 31<sup>st</sup> May 2021;
- Assess the forecast financial position of the Charity against commitments already made.

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

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

- The year to date income performance has decreased from the levels reported at this time last year, as previously the Charity had received significant generous donations to support the Charity during the height of the pandemic.
- The stock market has continued its rally into this financial year with gains of £0.221m to the end of May. The stock market does however remain volatile and at this time caution is still advised on agreeing further significant commitments.

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

#### Financial Performance for the 2 months ended 31st May 2021

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

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**Table 1: Financial position of the Charity for the period to 31<sup>st</sup> May 2021**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2021</b>	<b>5,366</b>	<b>1,303</b>	<b>2,478</b>	<b>9,147</b>
Total Income Resources	88	64		152
Total Resources Expended	-164	-44		-208
Net Incoming/( Outgoing) Resources	-76	20		-56
Gains / ( Losses) on Investment Assets	221			221
Net Movement in Funds	145	20	0	165
<b>Fund Balances carried forward May 2021</b>	<b>5,511</b>	<b>1,323</b>	<b>2,478</b>	<b>9,312</b>

Table 1 shows the Charity generated £0.152m of income and spent £0.208m for the first two months of the financial year. This has resulted in net expenditure of £0.056m. In addition, the charity also had market value gains on its investments of £0.221m for the period compared to the March 2021 valuation. The combined effect of these results is a net increase in fund balances for the period to May 2021 of £0.165m to £9.312m.

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

**Table 2: Schedule of Income for the 2 month period April to May 2021**

Income	Unrestricted £000	Restricted £000	Total £000	20/21 £000	19/20 £000
Legacies					
Donations	88		88	822	54
Staff Lottery		46	46	41	40
Appeals		18	18	9	28
Dividend Income					
<b>Total Income</b>	<b>88</b>	<b>64</b>	<b>152</b>	<b>872</b>	<b>122</b>

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

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**Table 3: Summary Balance Sheet as at 31<sup>st</sup> May 2021**

	Opening Balance £000 01.04.21	Closing Balance £000 31.05.21
Fixed Assets	8,804	9,025
Net Current Assets /Liabilities	343	287
<b>Total Net Assets</b>	<b>9,147</b>	<b>9,312</b>
Unrestricted Funds	5,366	5,511
Restricted Funds	1,303	1,323
Endowment Funds	2,478	2,478
<b>Total Funds</b>	<b>9,147</b>	<b>9,312</b>

Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.589m relating to the investment portfolio. Of the net current assets closing balance of £0.287m, some £0.353m is supported with cash with the balance being net current liabilities of £0.066m. The fund balances have increased by £0.165m in the period to £9.312m.

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

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

The investment portfolio started the financial year with a market value of £6.368m. The value has increased to £6.589m at the end of May 2021, therefore resulting in a market value gain for the period of £0.221m. The committee will note that following a procurement re-tendering exercise, the contract for the provision of investment management services on behalf of the Charity was awarded to Rathbones Plc. The contract commenced on the 1<sup>st</sup> June 2021 and will run for a period of three years, with an option to extend for a further two years.



In summary the value of the Charitable Funds has increased by £0.165m in the current year to £9.312m. This increase represents net expenditure of £0.056m and market value gains of £0.221m.

### Forecast Financial Position of the Charity's General Reserves

Whilst the charity has a net worth of £9.312m, 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 £0.871m made up of the following:

- Consolidated general reserve fund balance of £0.650m;
- Year to date investment gains of £0.221m.

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 **£0.817m** and are summarized below.

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

Commitments	£'000	Comment
UHB Transport Solutions	68	
Staff Recognition Awards	20	£5k per year - 4 years outstanding
Employee Wellbeing	158	Includes option 3 approval for two years
Arts Programme	50	Journal actioned June 2021
Fundraising Costs	322	£38k in year included in I/E and £322k further commitment
Translation of HC Website	7	Awaiting Invoice
Neurological Gardens	192	New Commitment
<b>Total</b>	<b>817</b>	

This means that general reserves are under committed by circa £0.054m. A key driver for this is the continued good performance of the investment portfolio, which has achieved gains of £0.221m for the first two months of this year.

Any potential future over commitment on general reserves can be mitigated by:

**Further 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 will be reviewed mid-year.

**Fundraising Costs:** The Trustee's agreed that the fundraising team would aim to cover their costs of circa £0.360m which are charged to general reserves. This can be done by recharging staff time against fund raising appeals or generating legacies income. In 2020/21 £0.083m of staff recharges were applied with residual costs against general reserves of circa £0.277m.

## Recommendation:

The Charitable Funds Committee is asked to:

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

## Shaping our Future Wellbeing Strategic Objectives

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

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

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

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

Prevention		Long term	x	Integration		Collaboration		Involvement	
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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.*



## Charitable Funds Committee Approved Bids - March 2018 - May 2021

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

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## Charitable Funds Committee Approved Bids - March 2018 - May 2021

Date Approved	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Awarded	Update report to Committee	Final Report to Committee
11 <sup>th</sup> September 2018	Staff Recognition Awards	Learning Education & Development	Exec. Director of Workforce & OD	£ 25,000.00	Mar-20	On going
27 <sup>th</sup> June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and OD	£ 352,586.00	Sep-20	Jun-21
27 <sup>th</sup> June 2019	Disposal of Rookwood	Nicola Foreman	Director of Governance	£ 155,000.00		Jun-21
4 <sup>th</sup> November 2020	Proactive Wellbeing support for Staff and Managers	Nicola Bevan	Director of Workforce and OD	£ 282,000.00	Nov-21	Mar-22
4 <sup>th</sup> 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	Mar-22
25 <sup>th</sup> January 2021	Covid-19 Patient Experience Support Project	Angela Hughes	Exec Nurse Director	£ 25,000.00		Feb-22
25 <sup>th</sup> January 2021	Recovery and Wellbeing College Senior Peer Trainer	Hannah Moreland-Jones	Exec Nurse Director	£ 31,237.59		Feb-22
9 <sup>th</sup> Feb 2021	St David's Children Centre Environmental Improvements - Children, Young People & Family Health Services	Katie Simpson	Exec Nurse Director	£ 39,353.42		Nov-21
27 <sup>th</sup> April 2021	Grow Cardiff – 2 yr social prescribing project	Isla Horton/ Georgina Burke	Exec Nurse Director	£ 99,759.00	May-22	May-23

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<b>Report Title:</b>	<b>Over £25k bids for approval - Charitable Funds</b>			<b>Agenda Item no.</b>	<b>3.1.1</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	29.06.21
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>X</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Neurosciences Directorate)</b>				

#### Background and current situation:

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

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

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

#### Over £25k bids for Charitable Funds:

The Neuroscience Directorate wishes to purchase an additional Sierra Summit Base Machine to carry out specific diagnostic testing within neurophysiology, for example electromyography (EMG) and nerve conduction studies which are specialist tests used to diagnose a wide variety of neurological conditions such as motor neurone disease, carpal tunnel syndrome, myasthenia gravis etc.  
(see Appendix 1b for further information).

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

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

#### Reason for proposed purchase:

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

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

The Neuroscience Directorate has proposed utilising some existing Endowment Funds to part-fund this purchase.

Funding request is a one-off with no additional costs or ongoing service or maintenance contracts as these will be provided from revenue budget.

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

Supporting this application would allow the use of charitable funds to support its intended purpose and improve patient services.

**Recommendation:**

The Charitable Funds Committee is asked to:

Approve the bid for charitable funds to purchase an additional Sierra Summit Base Machine for the Neuroscience Directorate.

**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.*

## CHARITABLE FUNDS BID APPLICATION FORM

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

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## CHARITABLE FUNDS BID APPLICATION FORM

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

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

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

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

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

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

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## CHARITABLE FUNDS BID APPLICATION FORM

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

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

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

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

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

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

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

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## CHARITABLE FUNDS BID APPLICATION FORM

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

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

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

Name: Lucy Coates

Position: Assistant Service Manager for Neurosciences

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

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

Date: 26-03-21

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

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

Total

£20,700.00

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

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

## Maintenance Cover

### Service Contract Options

#### Gold Cover

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

Service Contract Price – 9% of Capital equipment

*\*Service pricing based on Capital List Price*

#### Silver Cover

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

Service Contract Price – 7% of Capital equipment

*\*Service pricing based on Capital List Price*

#### Bronze Cover

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

Service Contract Price – 4% of Capital equipment

*\*Service pricing based on Capital List Price*

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

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

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

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

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

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

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<b>Report Title:</b>	<b>ENDOWMENT FUNDS - INTEGRATED MEDICINE, CLINICAL TRIALS MANAGER, GERIATRIC RESEARCH - OVER 25k SPEND FOR CFC APPROVAL</b>			<b>Agenda Item no.</b>	<b>3.1.2</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>X</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

#### Background and current situation:

Cardiff and Vale Health Charity processes applications received by the Charitable Funds Officer for over £25k expenditure from individual departments' existing endowment funds. All over £25k spend requires approval from the Charitable Funds Committee.

The Gerontology Department has submitted a request for approval to utilise **£114,630** from **Fund no: 9153 - Geriatric Research** to fund a Band 7 Clinical Trials Manager for a period of 24 months.

This post will increase research activity in the department by generating new research trials and helping to start more commercial trials. It is anticipated this will also assist with generating new research money for CVUHB through this commercial trial research. (**\*see Appendix 1 - Application for funds over £25k for further details**).

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

The requested expenditure is from a non-restricted delegated fund for Geriatric Research.

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

Supporting this application would allow the application of this fund for its intended purpose and support the pursuance of further income generated as a result of commercial trial money or from RDMB funding.

#### Recommendation:

The Charitable Funds Committee is asked to:

**APPROVE** the spend of **£114,630** from Fund no: 9153 - Geriatric Research to fund a Band 7 Clinical Trials Manager for a period of 24 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		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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3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
4. Offer services that deliver the population health our citizens are entitled to expect	√	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	√
<b>Five Ways of Working (Sustainable Development Principles) considered</b> Please tick as relevant, click <a href="#">here</a> for more information			
Prevention		Long term	
		Integration	
		Collaboration	√
		Involvement	√
<b>Equality and Health Impact Assessment Completed:</b>	Not Applicable If "yes" please provide copy of the assessment. This will be linked to the report when published.		

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## APPLICATION FOR FUNDS >25K

Once completed please send this form to :

**Charitable Funds Department, Finance Dept, Woodland House, Cardiff**

Applicant's Name: (capital letters) Dr Benjamin Jelley

Designation: Consultant and Research Lead for Gerontology

Hospital/Base: University Hospital, Llandough

Department: Gerontology

Telephone No: 029 2182 5699 (secretary), or 07951311451

Email : [benjamin.jelley@wales.nhs.uk](mailto:benjamin.jelley@wales.nhs.uk)

Details of proposal for application:

(Use the reverse side of form for additional information)

I would like to use the money available in this charitable fund to employ a Band 7 Clinical Trials Manager for a period of 24 months. This post will aim to increase research activity in the department by generating new research trials and helping to start more commercial trials.

Without this post, clinicians are unable to convert their ideas for clinical trials from concept to delivery due to limited time available to dedicate to this process. A clinical trials manager will be able to assist in the writing of the research protocols, submission through ethical approval process and in some instances assist with the analysis of results and writing of scientific publications to add to the international body of evidence.

The second element of the post is to assist with generating new research money for the UHB through commercial trial research. Commercial research trials can be difficult to set up and often the efforts put in to this process do not translate in to the trial opening. With a dedicated person to negotiate the process and drive it forwards we will be able to successfully overcome this.

Please detail link with approved themes:

There are no other pre-approved Health Charity funded pieces of work that this links to. The post will be line managed through RDMB to ensure there is redundancy in the post for backfill and cross cover. They will answer to myself as Directorate Research Lead on all operational matters. The post holder will work alongside the Gerontology research nurse to ensure there is capacity within the team to increase research activity.

Does this application benefit:

Patients: ☒ Public: ☐ Staff: ☐ **All:** ☐ Please tick relevant box.

Benefits to public/staff/patients:

Gerontology has a strong history of generating research, but this is decreasing over time due to dwindling links with Cardiff University related to retirements of colleagues and new consultants not having had the opportunity to carry out research. Despite that we are one of the largest departments looking after older persons and therefore have a prime opportunity to assist the international community in providing the best evidence-based care for our patients. This post will act as a valuable link in achieving this goal. Through participation in commercial trials our patients gain access to the newest treatments to aid in their management of their condition.

Staff will benefit from developing new research skills and discovering new knowledge to provide our patients the highest quality care in the management of the medical problems our patients are faced with.

Please state if there are any anticipated additional future service and expenditure consequences for the charity and/or UHB resources:

It is hoped that this money will prove the benefit of the post and then continued funding would come from recouped income generated as a result of commercial trial money or from funding through the RDMB if the post successfully increases research activity. Therefore there shouldn't be any further expenditure from the charitable funds for this post.

Please confirm details of other funding and approval routes considered and results of those applications:

I have pursued funding this post through commercial research activity, but there are no trials that are pursuing general geriatric research and as such this means I am unable to apply for funding of this post through that.

I have spoken to the previous Research and Development Medical Board Lead, Dr C Fegan, about this post and at present there is a reluctance to fund this post within a directorate when they are normally appointed to a Board. The size of the Gerontology Directorate would generate enough activity, so if there were proof of success then they may reconsider.

Funds Required

Name and number of Fund to be used

Fund Number Cost Code – 9153  
Fund Name - Geriatric Research (UHW)(6336)  
Fund Purpose - Geriatric Research

**Total: £114,630 (This includes on-costs and pension contributions)**

**Signed by Fund holder:**



**Designation:** Consultant Physician

**Name (capital letters):** Dr Benjamin Jelley

**Date:** 10<sup>th</sup> March 2021

Signed by Divisional HoS: 

**Name (capital letters):** Geraldine Johnston

**Designation:** Director of Operations, MCB

**Date:** 12/3/21

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Report Title:	Over 25k bids for approval <i>Our Health Meadow</i>					Agenda Item no.		3.1.3	
Meeting:	Charitable Funds Committee					Meeting Date:		29.06.21	
Status:	For Discussion		For Assurance		For Approval	X	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 University Health Board/Health Charity continues to develop an innovative new space at its University Hospital Llandough site.

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

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

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

The funds requested will allow for the project to start with a solid foundation by ensuring that the correct measures are taken prior to commencing the 'on site' work in hope that we can execute the scheme in a smooth and timely manner.

The Green agenda requirements for Health Boards is increasing and Our Health Meadow will be an exemplar project for Wales.

**Total funding requested £65,000 (appendix 1 – application and breakdown of costs)**

#### **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	

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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	√
<b>Five Ways of Working (Sustainable Development Principles) considered</b> <i>Please tick as relevant, click <a href="#">here</a> for more information</i>			
Prevention	√	Long term	√
		Integration	√
		Collaboration	√
		Involvement	√
<b>Equality and Health Impact Assessment Completed:</b>	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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Kind and caring  
Caredig a gofudgar

Respectful  
Dangos parch

Trust and integrity  
Ymddiriedaeth ac uniondeb

Personal responsibility  
Cyfrifoldeb personol



### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

<b>1. Please state the name of the project/bid:</b> Our Health Meadow - Ein Dôl Iechyd
<b>2. Please state the overall amount you are requesting:</b> £65,000
<b>3. Please state the duration of the project/bid:</b> 2 years
<b>4. Please provide an overall summary of what your bid is about and what it will achieve?</b>  <p>Cardiff and Vale University Health Board/Health Charity continues to develop an innovative new space at its University Hospital Llandough site.</p> <p>Our Health Meadow – Ein Dôl Iechyd will bring to life the vision of a community orchard to the fields surrounding the hospital site. The Health Board is working with partner's Down To Earth to establish this project which is believed to be the first of its kind at a hospital site in the UK.</p> <p>Our goal is to establish an ecological community health park which aims to benefit wildlife, plants and people through positive human environment interaction.</p> <p>Our green spaces, like Our Health Meadow facilitate natural environment is allowed to flourish, offer havens to humans and wildlife alike. Yet it is only in recent years that the importance of the green infrastructure is being recognised in policies for multiple social, economic and environmental benefits.</p> <p>Quality green spaces can reduce pollution, linked to asthma and heart disease, reduce symptoms of depression and mental illness, alleviate flood risk, provide wildlife habitats and increase biodiversity, productivity and innovation and provide spaces for community cohesion.</p> <p>Improving our environments, whether natural or urban, is a critical issue for communities in Wales. It is not just a matter of poor aesthetics but significant for our health. The quality of our environment cannot be separated from other aspects of our daily life and is intrinsically linked to our sense of place and sense of wellbeing.</p> <p>Our Health Meadow – Ein Dôl Iechyd will benefit patients, staff, visitors and the wider community and will be funded entirely through Cardiff &amp; Vale Health Charity funding.</p> <p>The Proposal to enhance and develop a 7-acre field adjacent to University Hospital Llandough into an Outdoor Therapeutic Healthcare Facility, comprising predominantly landscape features but also a small therapy centre building.</p>

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### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

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

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

The funds requested will allow the project to start with a solid foundation by ensuring that the correct measures are taken prior to commencing the 'on site' work in hope that we can execute the scheme in a smooth and timely manner.

Funding will also allow the Health Charity to extend the current secondment of a Band 6 Project Manager (0.4wte) who is currently co-ordinating this project and would be utilised for other Sustainable/Green projects.

<b>5. What are the breakdown of total funds requested:</b>	
(a) Direct Costs:	<p>These are costs being incurred to enable us to submit a Planning Application.</p> <p>Civil Engineer £10,000 Principal Designer £1,000 Site Investigation £4,500 Speed Survey £1,000 Landscape and Visual Impact Assessment £4,000 Planning Application £1,000 SAB Application £1,500 Contingency for Additional Work £7,150 <b>Total: £31,150</b></p>
(b) Staff:	<p>Band 6 (0.4wte) for 24 months (Sept 2021 – 23) Annual cost - £16,925 / Total: <b>£33,850</b></p>
(c) Consumables:	N/A
(d) Equipment:	N/A
(e) Travel:	N/A
(f) Other:	N/A

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### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

(g) Indirect Costs:	N/A
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<p><b>6. Could funding from an Endowment Fund support this bid? No</b>          (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).</p> <p><b>Our Health Meadow has an appeal that we are trying to encourage fund raising and submitting bids for consideration to support this project in the medium to longer term.</b>          All the previous funds acquired have now been exhausted from this fund as we've recently paid for the partnership with Down To Earth and other initial costs relating to this project.</p>			
<p><b>7. The bid must further a Charitable purpose/purposes. Please tick (✓) which Charitable Purpose / Purposes your bid fits under:</b></p>			
(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
(b) The advancement of education	X	(h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity	
(c) The advancement of religion		(h) The advancement of environmental protection or improvement	X
(d) The advancement of health or saving of lives	X	(j) The relief of those in need because of youth, age, ill health, disability, financial hardship	
(e) The advancement of citizenship or community development	X	(k) The advancement of animal welfare	
(f) The advancement of the arts, culture, heritage or science	X	(l) The promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services	

<p><b>8. The bid must relate to the National Health Service. Please tick (✓) from the below how your bid relates to the National Health Service:</b></p>	
(a) Promotion of a health service designed to secure improvement:-	
- in the physical and mental health of people in Wales	X
- in prevention, diagnosis and treatment of illness	X
(b) And must provide:	
Hospital accommodation	

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### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

- Such other services or facilities for the care of pregnant women, women who are breast feeding and young children as they consider are appropriate as part of the health service	
- Other accommodation for the purpose of any service provided under the Act e.g. GP Surgery	
- Medical, dental, ophthalmic, nursing and ambulance services	
- Such other services or facilities for the prevention of illness, the care of persons suffering from illness	X
- Services or facilities as are required for the diagnosis and treatment of illness	X

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

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

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

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

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### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

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

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

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

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

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

- To use inclusive construction method of supporting vulnerable or marginalised groups to build, with interdisciplinary benefits in health and well-being, education and community engagement.
- Be energy efficient in use, including renewable energy
- Build with environmental sustainability in mind, through choice of natural, local and recycled materials, limiting waste, 'breathable' buildings and the creation of a healthy indoor environment.
- Combine innovative and traditional construction technologies.
- Address the 7 Well-being Goals of the Future Generations Act 2017.
- Merging innovative health care delivery with innovation in education delivery – the result is a transformed approach to how it is possible to work with people, particularly the most vulnerable/disadvantaged, and deliver a community-wide change.

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

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

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### CFC 3.1.3

## CHARITABLE FUNDS BID APPLICATION FORM

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

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

**Applicant Name:** Simone Joslyn

**Position:** Head of Health Charity and Arts

**Bid approved by:**



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

**Date:** 11.06.2021

Saunders, Nathan  
06/24/2021 15:20:51



<b>Report Title:</b>	<b>Over £25k bids for approval - Charitable Funds 3.1.4 - Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project</b>				<b>Agenda Item no.</b>	<b>3.1.4</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>				<b>Meeting Date:</b>	29.06.21
<b>Status:</b>	<b>For Discussion</b>	√	<b>For Assurance</b>	<b>For Approval</b>	√	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Director of Nursing</b>					
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Medicine Clinical Board )</b>					

#### Background and current situation:

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

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

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

#### Over £25k bids for Charitable Funds:

<b>Bid name</b>	<b>Proposal</b>	<b>Amount</b>	<b>Requested by:</b>	<b>Bid approved by:</b>
<b><i>Clinical Psychologist for Covid-19 High Care Wards</i></b>	<b><i>Patient and Staff Support Project</i></b>	£25,000	Dr Richard Cuddihy Dr Julie Highfield	Geraldine Johnston, Director of Operations / Rebecca Aylward Director of Nursing

#### Reason for proposed purchase:

“To employ a 0.3WTE 8b Clinical Psychologist for 12 months (Item 3.1.4 - Appendix 1)

The bid is to enable us to employ a Senior Clinical Psychologist to establish a visible psychological care model to high care covid wards.”

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

The CFC is asked to consider the bid for charitable funds to the value of £25,000 in line with the attached proposal which states that “ This is a pilot post and data and feedback will be collected as to the utility of this post, and if extension beyond 12 months is required.”

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

Reputational risk of Health Charity’s utilisation of general purpose charitable funds for covid related projects in addition to previously approved funding from covid specific funds for staff wellbeing and support post-covid.

**Recommendation:**

The Charitable Funds Committee is asked to:

Discuss the attached bid for charitable funds for covid specific project.

**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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## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

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

Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project. *Part One: Implementing the visible psychological care model*

### 2. Please state the overall amount you are requesting: £25,000

0.3WTE 8b Clinical Psychologist for 12 months

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

June 2021-June 2022 (12 months)

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

This bid should be considered alongside A Visible Psychological Care Model for Covid-19 High Care Wards Patient and Staff Support *Part Two: Patients and Families*

The bid is to enable us to employ a Senior Clinical Psychologist to establish a visible psychological care model to high care covid wards.

#### Situation

During the current COVID-19 Pandemic, there has been a significant number of patients with COVID 19 who have required high levels of care on respiratory wards and adapted medical wards. These patients have experienced high levels of distress and significant mortality. This has been an emerging disease and treatment was unclear, and changing. Staff have witnessed distress and trauma and report high levels of distress and trauma themselves. There has been significant staff redeployment, change and uncertainty.

Following two waves of COVID-19, staff need support for any possible third wave, and for recovery.

#### Background

COVID-19 has been an emerging disease, with rapidly changing and adaptation of clinical practice. The number of people requiring hospitalisation has been significant since March 2020, and has come in surges.

There is support for COVID-19 patients who have been through intensive care.

There is a new post to support all COVID-19 patients as outpatients, however this leaves a significant number of patients at the acute stage without a dedicated service.

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## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

There is a dedicated staff support service for intensive care, but other staff caring for COVID-19 patients do not have a dedicated service.

Staff report that:

1. Treatment required and adaptability, with rapidly changing guidelines
  - a. Staff felt they did not do a good enough job- risk of moral distress
  - b. End of life care has been different to other experiences
  - c. Patients experienced significant distress and staff were uncertain how to manage & would benefit from support and expertise
  - d. Restrictions meant that relatives were not able to be involved in reducing patient distress
2. Many of the patients were awake but very unwell on CPAP and non invasive ventilation. Patients appeared well but with significant underlying disease
  - a. staff report distress in finding the balance between being both compassionate and truthful in caring for patients at this point in their illness
  - b. Staff report intrusive memories of patient's last breaths- there is a possibility of some longer lasting trauma and possible PTSD in staff
3. There was a need to be flexible in the organisation of staff and wards
  - a. Issues around the right staffing levels
  - b. the concentration of covid patients to one area
  - c. the changing status of wards
  - d. some redeployment of staff
  - e. Staff report distress and anger at how this has been managed
  - f. The Medical Clinical Board Nursing manager team need support in moving forwards in staff recovery

### Assessment

The following needs are identified to provide the visible psychological care model for covid wards:-

1. Explore impacts of caring for patients on staff wellbeing, to include
  - Acknowledgment and exploration of potential moral distress
  - Case discussion
  - Self assessment of work related stress
  - Assess and signpost to Employee Wellbeing and other relevant support services.

2. Managers need advice in managing staff wellbeing

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## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

- Recognising distress
- Planning for recovery- formulating a road map
- Repairing team relationships

### 3. Supporting staff with patients

Supporting the staff grade Clinical Psychologist in their work with the patients and wards

#### *Recommendation:*

Employ a senior Clinical Psychologist to provide a pilot service to establish a visible psychological care model for COVID high care wards. The focus is on supporting the Medical Clinical Board, and with input to B7 & A7, Heulwen (covid admission and red zones) with some limited consultation to C5, C6 & UHL COVID wards

<b>5. What are the breakdown of total funds requested:</b>	
(a) Direct Costs:	
(b) Staff:	£25,000
(c) Consumables:	
(d) Equipment:	
(e) Travel:	
(f) Other:	
(g) Indirect Costs:	

### 6. Could funding from the Endowment Fund support this bid? NO

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

(a) The prevention or relief of poverty		(g) The advancement of amateur sport	
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## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

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

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

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

Saunders Nathan  
06/24/2021 15:20:51



## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

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

The service is wholly for patients and staff who are in-patients in Cardiff and Vale UHB. The role will also enable on going feedback

### 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)

This is a pilot post and data and feedback will be collected as to the utility of this post, and if extension beyond 12 months is required

### 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)

1. feedback from staff
  - a. staff stories & general feedback about the use of the service
  - b. use of staff wellbeing measures such as the ProQol
  - c. Use of organisational measures such as the HSE Management standards
2. feedback from patients
  - a. PROMS aligned with COVID rehab team
  - b. PREMs aligned with COVID rehab Team

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

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

We believe this will enhance the reputation of the Health Charity it shows the commitment of the Charity to enhance the patient and staff experience.

Saunders  
06/24/2021 16:20:54



## COVID-19 CHARITABLE FUNDS BID APPLICATION FORM (over £25k)

Name : Dr Richard Cuddihy/ Dr Julie Highfield

Position: Richard is the Clinical lead for Psychology in Medical Settings and Neuropsychology. Julie is the Lead for Critical Care and Major Trauma Psychology.

Bid approved by:

Geraldine Johnston  
Director of Operations  
Medicine Clinical Board

Rebecca Aylward  
Director of Nursing  
Medicine Clinical Board

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

Date: 17/6/21

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06/24/2021 15:20:51



<b>Report Title:</b>	<b>HEALTH CHARITY FUNDRAISING REPORT</b>			<b>Agenda Item no.</b>	<b>4.1</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>For Information</b>	√
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Director of Nursing</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

#### **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 1<sup>st</sup> March - 31<sup>st</sup> May 2021.

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

The Committee is asked to:

- review the Fundraising Report for information.
- to note the recommendation of the Orchard Steering Group to rebrand 'Our Orchard' to 'Our Health Meadow'

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

Attached documents:- **Fundraising Report**

**ASSURANCE** is provided by:

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

## Recommendation:

The Charitable Funds Committee is asked to: **NOTE** the progress and activities of the Health Charity as advised.

### Shaping our Future Wellbeing Strategic Objectives

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

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

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

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

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

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



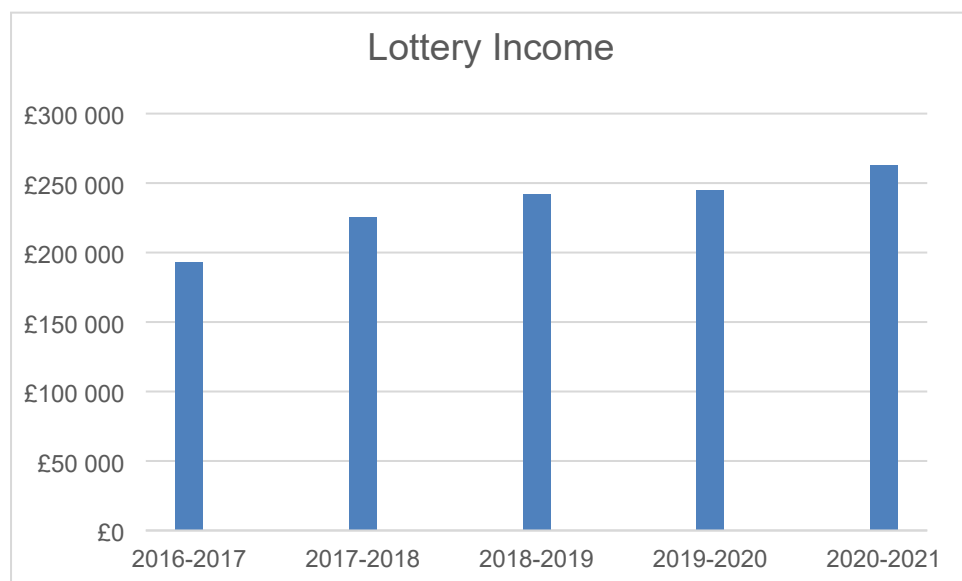
## CARDIFF & VALE HEALTH CHARITY FUNDRAISING REPORT – JUNE 2021

### STAFF LOTTERY

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. Currently there are 5273 lottery numbers allocated, the highest level since the start of the scheme.

The Health Charity will host two special lottery draws in 2021. The first to take place on 25<sup>th</sup> June for the summer period to award one lucky winner with £5,000 and another in the winter period awarding another lucky winner with £21,000 to commemorate 2021.

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



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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 APPEALS



### PROP APPEAL

#### Go the distance with Adam Harcombe

An inpatient at Rookwood Hospital's Neurosciences Specialist Rehabilitation Unit, Adam Harcombe suffered horrific head injuries, which left him with significant physical and cognitive impairments, including losing his sight in one eye. Adam's strength of character was evident from day one of his stay at Rookwood Neurorehabilitation Unit. He engaged with his rehabilitation with incredible resolve, so much so that he often had to be reminded to slow down.

Eager to support their friend, a group of rugby clubs from Rhondda Cynon Taff all agreed they wanted to do something to raise awareness, show support and raise some funds for Adam.

#### 26 miles in March 2021

For the first event, Adam encouraged people to participate in a socially distanced walk or run of 26 miles throughout March. 26 miles is the total distance between the rugby clubs he has represented. So far, the campaign has raised over **£13,000**.



### THE BREAST CENTRE APPEAL

As of the end of May 2021, long time Breast Centre Appeal supporter Irene Hicks' fundraising total has reached **£171,000**. The Health Charity maintains regular contact with Irene and her team, and provides support where needed.



**Donations Station** - Just before the first lockdown, a new 'donation station' was installed in the Breast Centre reception area. This provides a secure and simple way for visitors to the Breast Centre to make donations, and has generated over £800 in donations.

An **Easter 'Virtual Balloon Race'** was launched on Easter Sunday. Both this and the previous 'Halloween Balloon Race' have raised almost £1000 for the Breast Centre Appeal.

**Annie's Welsh Coastal Path Challenge** - In April 2021, the Health Charity was contacted by the family of Annie Petre, a Breast Centre patient, who had set up 'Annie's Welsh Coastal Path Challenge'. Family and friends of Annie planned to undertake this challenge with Annie watching virtually through their Facebook page. The group intended raising money for The Breast Centre Appeal and Cardiff City Hospice, both charities that have provided incredible support throughout Annie's cancer treatment.

Very sadly, Annie lost her battle early in May 2021, but her family and friends are determined to continue their challenge in her honour – raising almost £7,500 to date. The Health Charity continues to support and promote the fundraising efforts of this amazing team wherever possible.



#### Future Events:

- Strictly Top Dancer has been postponed until June 2022.
- A decision about the Pink Tie Gala dinner will be made in June.
- The Afternoon G&T Event has been cancelled and will be re-scheduled in 2022.



#### THE BETTER LIFE APPEAL

**Ellie Lewis** - Our young fundraiser set herself a new challenge for 2021, to walk 870 miles in 12 months and has already raised £1,651 of her £5,000 target. T-shirts and Hoodies have been produced and sold by Ellie and her family and her local community encouraged to become involved.

Following discussion with the Better Life Appeal Committee, and specifically with the clinical lead, Ian Ketchel, a decision has been made to transfer the Better Life Appeal to a charitable fund, with ongoing support from the Health Charity. A further report to include a financial update will be submitted to the Charitable Funds Committee September meeting.

## Our Orchard 🍃 Ein Berllan

The Health Charity has submitted several applications for grants and funding awards to support the ongoing costs of the provision of Our Orchard at the Llandough Hospital site.

1. A full application for a financial grant of £500,000 was submitted to Enabling Natural Resources and Wellbeing (ENRaW) in December 2020. The Health Charity has received confirmation that this funding has been approved which will enable Down to Earth to undertake the planned work.
2. An application to the Community Facilities Programme for £250,000 was submitted, however the Health Charity has been advised that the application was unsuccessful at this time. A further application has been submitted for ICF Funding.
3. An application for funding was submitted to NHS Charities Together. The Health Charity has received an initial acknowledgment and this process is ongoing.

A stakeholder consultation took place during May to encourage feedback on the new plans for the Orchard project and responses are currently being collated. Initial feedback supports the rebranding of the project as “Our Health Meadow”. The Orchard Steering Group has recommended that we proceed with the rebrand and our intention is to advise the Trustees of this decision unless otherwise advised.

### Gift in Wills (Legacy) Donations

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

It has also commenced a one year partnership with FAREWILL to offer a free wills service and will provide feedback to the CFC on the response and any Gift in Wills pledges received at the end of the project.

### Third Sector Grant Scheme

The Health Charity continues to support third sector partners and organisations and following CFC approval of funding of the [Third Sector Grant Scheme](#) 2021/22, is pleased to advise that this launched on 31<sup>st</sup> May for a six week period, being administered by Glamorgan Voluntary Services.

The scheme is looking for creative, innovative approaches which help people and communities recover from the impact of the COVID-19 crisis. This Fund aims to support proposals which assist in the recovery and enhance the health and wellbeing of people disproportionately impacted by COVID-19.

## Communications Update

Run 4 Wales has confirmed that the Barry Island 10k and Cardiff Bay Run have been postponed until 2022. The Health Charity had purchased 100 spaces for each race and was a headline sponsor of this event which will now take place in 2022. Registered runners have been notified.

Celf Creative has been translating the Health Charity website to Welsh so that it is fully bilingual. This should be delivered by the end of June 2021.

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

- Affordable Art Sale
- Staff Lottery
- FAREWILL - Free wills service

The Health Charity recently received coverage in The Sun newspaper for its work with NHS Charities Together and holding an NHS Big Tea at the Teddy Bear Nursery at University Hospital Llandough.

The Health Charity social media accounts have gained 283 new followers in total on Facebook and Twitter during this period.

## Digital Fundraising

### iGive kiosks



The Health Charity is in the process of trialing the use of contactless donation stations, which will be located at UHW and the Bayside Vaccination Centre.

Provided by RBC Group, the introduction of the iGive kiosks\* will provide supporters and the public with an opportunity to make contactless donations, thereby potentially increasing income and replacing face to face fundraising by the team. (see appendix 1)

An application has been made to Retail Merchant Services for an MID (Merchant Identifier no.) to facilitate digital transactions and ensure that these are compliant with Payment Card Industry Data Security Standards (PCI DSS)

Each donation kiosk will be linked to the MID and donations will be securely processed directly into the Health Charity account within three days.

Kiosks are fitted with hand sanitisers to remain compliant with current covid safety practices.



During the trial period, whilst monitoring the utilisation of donations, the Health Charity will explore the costs of renting a no. of iGive kiosks for installation across the UHB (having already received enquiries from individual clinical boards who wish to have a kiosk in their departments).

### Associated Costs

Supplier	Product	Cost
RBC Group	iGive kiosks	The rental model is a zero-risk and zero-rental model which guarantees the charity with a minimum income of £50/month, irrespective of how the iGive kiosk performs.(See Appendix 1 p.8).
Retail Merchant Services	MID (Merchant Identifier to facilitate secure digital transactions )	<ul style="list-style-type: none"> <li>• £4.95/month for PCID – (payment card data security)</li> <li>• card payments incur a cost of 2.5% of the donation value thereby total costs will be variable, depending on no. and value of contactless transactions made. (n.b. this principle applies to online donations received)</li> </ul>

A full report will be provided to the CFC in September following installation and implementation of the iGive kiosks.

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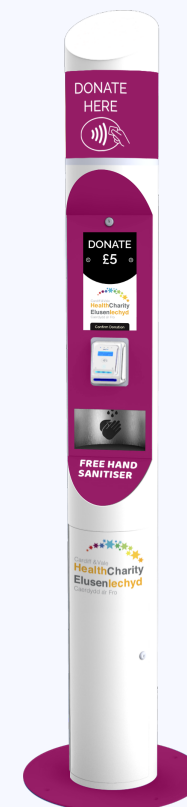




# iGive Donation Kiosk

A pioneering fundraising machine with a state-of-the-art donation platform and an optional seamlessly integrated hand sanitiser dispenser.

For consideration by:



Crown  
Commercial  
Service  
Supplier



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## INTRODUCTION

# ABOUT US

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## What We Do

We're a multi-faceted engineering and technology business at the forefront of numerous industries, and we have a particular specialism in designing and implementing end-to-end, innovative solutions in Automated Retail. Our vertically integrated business includes the following services: Manufacturing, Remanufacturing, Software Engineering, Electronics, Field Service, Payment Solutions, and Integrated Logistics.

## Our Key Focus

From our very inception, we have sought to serve as a responsible business with a longstanding and enduring commitment to instilling integrity into every facet of our work, and reflecting this deeply held conviction — sustainability and our social responsibility sit at the heart of everything we do.

Utilising the latest advancements in technology, we're committed to crafting revolutionary machines in order to empower charities all over the world. And, as cradle-to-cradle principles are fundamental to our design, we're hoping to advance the adoption of environmentally-friendly manufacturing processes as well.

## MACHINE OVERVIEW

# AT A GLANCE



Outer shell is constructed from **ethically-sourced metal** and manufactured in line with Cradle-to-Cradle sustainable design principles.



A vibrant, **10-inch LCD touchscreen** enables users to access detailed information about a designated charity, select a donation sum, and donate directly with only a few taps.



**Contactless NFC and cashless technology** which can accept payments from a number of sources, including mobile.



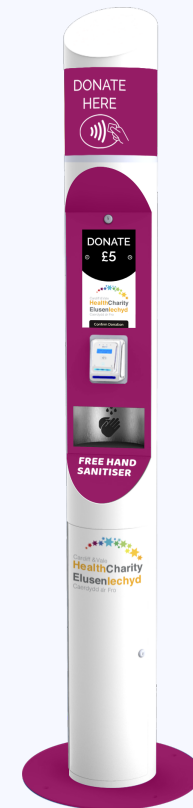
An optional integrated **hand sanitiser dispenser with 5l capacity**, featuring a built-in motion sensor which automatically releases an optimal dose of antimicrobial gel or spray.



Automated **Gift Aid solution** to effortlessly enable the addition of Gift Aid to all eligible donations, create Gift Aid declarations, and send claims to HMRC.



**Real-time telemetry and reporting** which provides a plethora of data pertaining to donations, individual machine performance, and much more.



MACHINE OVERVIEW

# TECHNICAL SPECIFICATION

Material	Stainless Steel Chassis
Power Consumption	980W (-25°C to 0°C) Idle
Voltage Rating	220V 50Hz
Battery Life	20 Hours Rechargeable
Height	2,105mm
Body Diameter	245mm
Base Plate Diameter	500mm
Weight	85kg
Product Capacity	5l (1650 doses)



# REAL-TIME TELEMETRY SOFTWARE

## Key Functionality

Dashboards, Reporting and Analytics

Machine Monitoring and Management

Content Management and Advertising

Donations Management

Payments Reconciliation

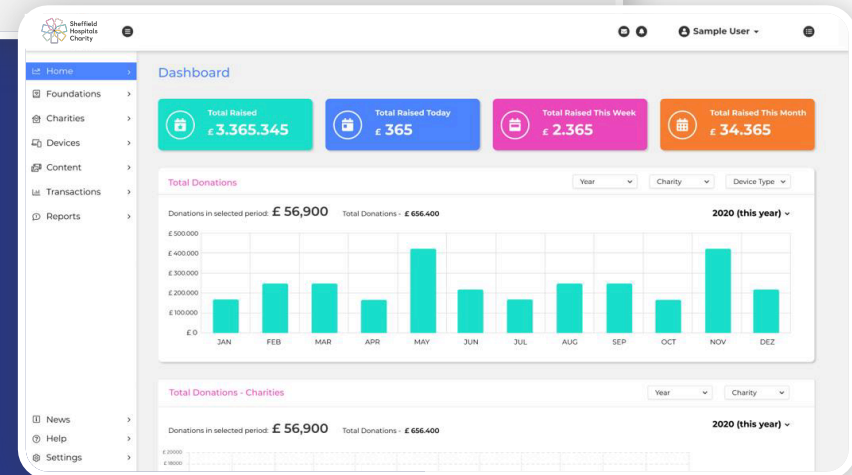
Automated Accounting and Invoicing

Alerts and Notifications

Automated Gift Aid Management

Product Volume Monitoring and Management

Transaction ID	Transaction Date - Time	Transaction Amount	Charity Name	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location
12345	02/03/2020 10:00 am	£ 56,900	Charity	Device Name	Device Type	Device Location



# AUTOMATED GIFT AID WITH



## How does it work?

Swiftaid is working closely with HMRC and the charity industry to automate the entire Gift Aid process across all methods of donation.

A charity registers and assigns Swiftaid as a charity nominee. The charity then links a donation source such as iGive Donation Kiosk from within their Swiftaid account.

Once linked, Swiftaid will be notified every time a donation is made through that source by a donor that has signed up to Swiftaid. The Gift Aid will then make its way directly from HMRC to the charity.

Donors only need to sign up once, and then all future donations they make to all charities on the automated Gift Aid network will receive an extra 25% without the donor or charity having to lift a finger.

For more details: [www.swiftaid.co.uk](http://www.swiftaid.co.uk)



## Swiftaid takes care of the whole Gift Aid process.

Matches a donor to their donation

Creates a Gift Aid declaration

Sends a claim to HMRC

Keeps a record of all declarations and claims

Manages all GDPR requirements and auditing for HMRC

## Pricing

Swiftaid charges charities a fee of 5% for each Gift Aid claim.

Example: An eligible donation of £4 would be entitled to Gift Aid of £1. Swiftaid would charge 5% and their fee would amount to £0.05.

## PRICING

# iGive DONATION KIOSK WITH SANITISER

OUTRIGHT  
PURCHASE

UNIT  
**£2,975**  
One-Time

## CORE SERVICE(s)

Software	£17.50 Monthly
Payments	£10 Monthly
Transactions	INITIAL 2.5% Per Transaction

## OPTIONAL SERVICE(s)

Delivery AND Install	FROM £150 One-Time
Technical Maintenance	FROM £275 Annual
Automated Gift Aid	INITIAL 5% From Gift Aid Claim
Hand Sanitiser	FROM £15 Per 5l Container

LEASE PURCHASE  
2-YEARS

UNIT  
**£132 \***  
Monthly

## CORE SERVICE(s)

Software	£17.50 Monthly
Payments	£10 Monthly
Transactions	INITIAL 2.5% Per Transaction

## OPTIONAL SERVICE(s)

Delivery AND Install	FROM £150 One-Time
Technical Maintenance	FROM £275 Annual
Automated Gift Aid	INITIAL 5% From Gift Aid Claim
Hand Sanitiser	FROM £15 Per 5l Container

\* Calculated based on £0 initial  
upfront payment

RENTAL  
2-YEARS

UNIT  
**£125 \*\***  
Monthly

## CORE SERVICE(s)

Software	Included
Payments	Included
Transactions	INITIAL 2.5% Per Transaction

## OPTIONAL SERVICE(s)

Delivery AND Install	FROM £150 One-Time
Collection AND Uninstall	FROM £150 One-Time
Technical Maintenance	Included
Automated Gift Aid	INITIAL 5% From Gift Aid Claim
Hand Sanitiser	FROM £15 Per 5l Container

\*\* Guaranteed minimum of £50 in  
donations each month

# RENTAL MODEL

## EXPLAINED

A zero-risk and zero-cost rental model which guarantees the charity a minimum of £50 per month, irrespective of how the iGive Donation Kiosk performs.

We will donate up to £50 per month in the event your iGive Donation Kiosk raises less than £50 per month –with no conditions attached.

In the event your iGive Donation Kiosk raises more than £50 per month, we will simply charge the difference between the minimum £50 and total raised per month, but only up to a maximum of the £125 for iGive Donation Kiosk with Sanitiser and £110 for iGive Donation Kiosk without Sanitiser.

If you opt for our automated Gift Aid solution, which we highly recommend, our partner Swiftaid will charge 5% for each Gift Aid claim (not 5% of the total donation).

Our partner acquiring bank will charge 2.5% for each donation. This is a standard fee for processing card payments.

### EXAMPLE

x1 iGive Donation Kiosk with Sanitiser on Rental Model

Donation(s) Per Day	Donation(s) Per Month	Rental Per Month	Charity P&L Per Month	Charity P&L Per Year
£1	£30.42	£0.00	£50.00	£600.00
£2	£60.83	£10.83	£50.00	£600.00
£3	£91.25	£41.25	£50.00	£600.00
£4	£121.67	£71.67	£50.00	£600.00
£5	£152.08	£102.08	£50.00	£600.00
£10	£304.17	£125.00	£179.17	£2,390.00
£15	£456.25	£125.00	£331.25	£4,215.00
£20	£608.33	£125.00	£483.33	£6,040.00
£25	£760.42	£125.00	£635.42	£7,865.00
£30	£912.50	£125.00	£787.50	£9,690.00
£50	£1,520.83	£125.00	£1,395.83	£16,990.00
£100	£3,041.67	£125.00	£2,916.67	£35,000.00
£150	£4,562.50	£125.00	£4,437.50	£53,250.00



## ADDITIONAL PRODUCTS

## iGive Mini iGive Poster

In order to ensure cashless donations can be captured as comprehensively as possible, we've developed an additional range of versatile products that can be deployed alone and in concert with the **iGive Donation Kiosk** to further accelerate fundraising and yield additional benefits for Cardiff & Vale Health Charity.



Our **iGive Mini** is a portable, compact device that's ideal for siting on tabletops, and features an ergonomic handle to enable use at fundraising events as well.



Our **iGive Poster** is a digital frame that can securely accept donations through any windowpane for maximum visibility and engagement amongst passers-by and is conducive to seamless donations.



## SERVICES

## Manufacturing Integrated Logistics Field Service



As a result of our significant expertise across a wide range of services, we operate at the vanguard of several industries — we're able to offer an all-in-one and fully-managed proposition: we can seamlessly **manufacture**, **deliver**, **install**, **service**, and **relocate** all machines. Without any reliance on third parties, we're uniquely positioned in providing Cardiff & Vale Health Charity with a bespoke, agile, and cost-effective service.



**151** employees — comprised of engineers, field technicians, electricians, and drivers — with wide-ranging areas of expertise and a shared commitment to upholding the highest standards of service.



**100** vehicles with air-ride suspension, helmed by highly-trained two person delivery teams carrying specialist lifting tools and equipment, and with live online GPS tracking and full traceability of all products.



**5** depots across the span of the UK — with key locations in Milton Keynes, Manchester, Leicester, Bristol and Scotland — provide us with a robust infrastructure and a local, regional, and national presence.

<b>Report Title:</b>	<b>Disposal of Rookwood Hospital</b>						
<b>Meeting:</b>	Charitable Funds Committee				<b>Meeting Date:</b>	29 <sup>th</sup> June 2021	
<b>Status:</b>	<b>For Discussion</b>	x	<b>For Assurance</b>		<b>For Approval</b>	x	<b>For Information</b>
<b>Lead Executive:</b>	<b>Executive Director of Therapies and Health Science - Director of Corporate Governance</b>						
<b>Report Author (Title):</b>	<b>Head of Risk and Regulation</b>						

### Background and current situation:

Following the re-provision of neuro and spinal rehabilitation services at University Hospital Llandough most of the current Rookwood Hospital site will become surplus to requirements. It has therefore been proposed that the Health Charity dispose of part of the Rookwood Hospital site. For reference purposes, further details of the proposed disposal, can be found at Appendix 1.

The disposal of charitable assets, particularly land and property, are subject to stringent legal processes. To guide the Charity Board of Trustees on this process legal advice on the proposed disposal has been obtained from Geldards LLP. A copy of the advice provided is attached at Appendix 2. At the time of this meeting, no formal approach has been made to the Charity Commission to discuss the disposal as the content of the legal advice adequately sets out the options available to the Charity.

The Charitable Funds Committee is asked to consider the content of the Geldards LLP advice and to recommend to the Board of Trustees a way forward for the disposal of the Rookwood Hospital.

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

The key points to note from the advice are as follows:

- The existing objects of the charity state that the land, of which the disposal site forms part, must be used as a “hospital or home...for sick and disabled persons...”. The proposed sale of the site, on the open market or otherwise, will not be consistent with the existing objects of the Charity and as such it cannot be the case that the disposal of the land is made in furtherance of the charitable objects.
- The Board of Trustees must comply with sections 177 to 121 of the Charities Act 2011 (“ChA 2011”) in relation to any disposal of the land. In this regard, the Board of Trustees must obtain written advice from a properly qualified surveyor and advertise the proposed sale on the open market, for such period and in such a manner as the surveyor advises.

The Board of Trustees must follow the advice of the surveyor in relation to advertising the proposed sale, unless the surveyor advises that such action would not be in the best interests of the Charity.

Saunders Nathan  
06/24/2021 15:20:54

If the Board of Trustees decides not to advertise the sale (either at all or not in accordance with the surveyor's advice), then it must apply to the Charity Commission for an Order authorising the sale at an undervalue. Such an application must be made under section 105 ChA 2011 (power to authorise dealings with charity property).

In summary, the Board of Trustees is required to advertise the proposed sale in accordance with the surveyor's advice (section 119(1)(b) ChA 2011) unless permission is otherwise given by the Charity Commission. The UHB cannot proceed with a disposal without prior advertisement until it has obtained a Charity Commission Order pursuant to section 105 ChA 2011.

- The land is designated land (i.e. land that must be used for a particular purpose, in this case as a "hospital or home...for sick and disabled persons..."). As such, under section 121 of ChA 2011 (additional restrictions applying to land held for stipulated purposes) public notice of the proposed sale must be given (section 121(2)).

The exception to giving public notice under section 121(2) is where the proceeds of sale will be used to purchase replacement property for the Charity. Spending the proceeds of sale on developing other existing hospital sites is not the same as purchasing replacement property in this context.

Alternatively, the Board of Trustees can apply to the Charity Commission for a direction that section 121(2) will not apply to the proposed sale. In making the direction, the Commission must be satisfied that this is in the best interests of the Charity, so a strong case must be made.

- The land is also permanent endowment, being an asset that is intended to be held in perpetuity/forever. Where the land is sold the existing objects of the Charity will attach to the proceeds of sale as opposed to the land.

The question then arises as to how the proceeds of sale can be spent (which must be in furtherance of the existing objects). Purchasing land is an acceptable expenditure of permanent endowment but paying for buildings (which are considered to be wasting assets) would not be. In this regard, the Board of Trustees would need to obtain the Charity Commission's consent by way of an Order to expend permanent endowment on Buildings or other proposed assets, most likely with a requirement for "recoupment".

- If the Board of Trustee considers that the existing charitable objects are too restrictive and that these objects (which will attach to the proceeds of sale and continue to apply to the two sites that will remain with the Charity) should be widened/modernised, then an application must be made to the Charity Commission for a cy pres scheme pursuant to section 61 ChA 2011.

The disposal options previously submitted to the Board of Trustee were:

- 1) To enter into negotiations with Cardiff Council which has expressed an interest in the site for housing, and potentially a shared health and care facility. The Council has indicated interest in purchasing the site at full market rate; or

- 2) To pursue a sale on the open market which would be a two staged process: Firstly to invite expressions of interest for the property from a wide market audience and to for this to be lotted for various parts of the site. This would establish the full level of interest in the property and structure a sale which maximised net sale receipts. The second stage would entail a competitive informal tender process inviting those selected from stage 1 to submit detailed proposals.

Before proceeding with either course of action it is recommended that the following actions are taken:

- I. Obtain specialist advice from a Surveyor in relation to advertising the sale on the open market and for what period;
- II. If the sale proceeds are to be used for a purpose other than the acquisition of replacement land, as the case will be here, then a Public Notice will need to be issued inviting representations to be made within a time specified in the notice (not less than one month from the date of the notice) (s.121 ChA 2011). This requirement may be set aside if the Board of Trustees can satisfy the Charity Commission that it would be in the best interests of the charity to do so;
- III. Assuming that the charitable objects are too restrictive for the intended use of the sale proceeds, to make an application to the Charity Commission for a Cy Pres Scheme to or modernise the charitable objects to enable the proceeds to be used for their intended purpose(s).

It has been noted that legal advice regarding a Cy Pres Scheme was sought from Eversheds Sutherland Solicitors in 2015. At that time the Charity Commission was of the view that a cy pres case could be made on the basis that Rookwood Hospital will no longer be required once the new facility at UHL had completed

It should be noted that a Cy Pres Scheme application can be made before or after the disposal of land, however, if the scheme is obtained after the disposal, the proceeds of sale must not be spent on the new wider objects until the scheme has been properly obtained. This is not a quick process and can take between 6 and 12 months to obtain, depending on any direction by the Commission to give public notice of the proposed scheme and new purposes.

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

Failure to follow the advice of Geldards LLP and more generally charity law duties, will expose the Health Charity to a risk of being found to have mismanaged the charity and its assets.

Given the location of the site, the likely interest in the site from private companies (as referenced at page 5 of Savills Disposal Strategy Paper) and the interest that the sale will draw from the public, there is a real risk that the sale will be brought to the attention of the Charity Commission if due process is not followed.

This could lead to enforcement action being taken by the Charity Commission pursuant to its statutory powers detailed in the Charities Act 2011. These powers include, Enforcement Orders (s.335 ChA 2011) to make good defaults, the imposition of an Order of the High Court (s. 336 ChA 2011) to remedy failures to comply with orders, or a direction that a formal public Inquiry be carried out.

## Recommendation:

The Charitable Funds Committee is asked to:

- **AGREE** and note the legal advice of Geldards LLP copied at Appendix 2;
- **AGREE** to recommended to the Board of Trustees that the courses of action detailed at points I to III above are followed.

### 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	
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.*

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## Disposal Strategy

Land and buildings at Rookwood Hospital, Llandaff, Cardiff

Prepared on Behalf of

The Rookwood Hospital Charity and Cardiff & Vale UHB

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## APPENDIX 1 - SITE PLAN

## APPENDIX 2 – INDICATIVE DISPOSAL PROGRAMMES

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## 1. INTRODUCTION

Savills were appointed by Cardiff & Vale University Health Board (the UHB) in October 2011 as property agent in contemplation of declaring part of the Rookwood Hospital site surplus to requirements and implementing a sale for development purposes.

For a variety of reasons, that process was delayed but a business case has since been approved and works commenced to enable the relocation of neuro and spinal rehabilitation services to a new unit at University Hospital Llandough (UHL).

As a result, it is expected that patients will transfer to UHL during 2020 meaning that a significant element of Rookwood Hospital will become vacant during the early part of 2021 and this report considers an appropriate disposal strategy, setting out the next steps required to bring the site forward for ultimate disposal with timescales aligned to closure of the facility in order to limit (or avoid entirely) void cost liabilities.

## 2. THE SITE

The extent of the Rookwood Hospital site is shown edged red, blue and green on the plan attached in **Appendix 1**. The gross area within the red line is 4.26 hectares (10.53 acres). The area shaded red indicates the approximate extent of surplus land currently identified for disposal. This area measures approximately 3.26 hectares (8.06 acres) but could be subject to further amendment.

The surplus area can be divided into three distinct elements. Firstly, the southernmost portion of the site features a range of low rise purpose-built accommodation, some of which comprise interconnected buildings used for operational purposes. Secondly, Rookwood House comprises a substantial former private residence which has been adapted, converted and extended to provide mainly office accommodation. To the rear of this building is a range of further purpose-built surplus accommodation. Thirdly, the gardens which lie to the west of Rookwood House comprise an area of lawns and woodland within which is a dilapidated summer house and underground vaulted chamber.

The site has extensive frontage to Fairwater Road which is a principal thoroughfare leading from the centre of Llandaff Village. The surplus part of the site is generally level, however, it rises from grade as its eastern end and there is approximately a 2 metre difference in level between Fairwater Road and the site at its western end.

Principal access to the hospital site adjoins the former lodge along the eastern boundary. This roadway currently provides access to most of the buildings on the surplus site and encloses Rookwood House providing access to various car parks. It also provides access to the retained part of the site. At the western edge of the Rookwood site there is a secondary access off Fairwater Road.

Rookwood House is principally a two storey building; however, part of the rear wing has accommodation in the roof void. The building is a Grade II listed structure and features original architectural detail both internally and externally. The aforementioned summer house and vaulted chamber below is also Grade II listed. The whole of the area designated for disposal is included within the register of landscapes parks and gardens of historic interest in Wales (Grade II).

The surplus area features a significant number of substantial mature trees covered by a Tree Preservation Order. Other ecological constraints are the likely presence of bats and nesting birds.

Property surrounding the majority of the site is predominantly residential detached and semi-detached high value private housing. Immediately to the north of the Rookwood site are the grounds of the BBC Cymru Wales administration block and adjoining Cardiff Metropolitan University (formerly UWIC) halls of residence. BBC have agreed a sale of the their administration facilities, to

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Taylor Wimpey for residential development on vacant possession being available, which is expected by the end of 2019/early 2020.

### 3. PLANNING CONTEXT

The Rookwood Hospital site comprises previously developed, or “brownfield” land lying within the built-up area and is sustainably located for public transport and access to community facilities and local services. Although the site is not located within the Llandaff Conservation Area, it has a number of environmental constraints including:

- two listed buildings (Grade II): Rookwood House and the summerhouse and underground vaulted chamber, the latter being seriously dilapidated;
- the site’s inclusion in Cadw’s non-statutory *Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales* (Grade II);
- the existence of a large number of trees, groups of trees and an area of woodland which are statutorily protected by Tree Preservation Orders;
- the presence of bats (all species of which are statutorily protected) and breeding birds.

The site is identified as a Non-Strategic Hosing Site with an estimated capacity of 90 units within the Cardiff Local Development Plan (LDP) which was adopted in January 2016 and as such there is policy support for residential redevelopment, but any planning application for residential development will need to carefully consider the following:

- landscape;
- open space;
- listed buildings;
- nature conservation;
- trees; and
- traffic generation.

Overall, there are considered to be very good prospects of securing planning permission for residential development (and a range of other potential uses for conversion of the main house) on the site. It is a very sustainable location for new residential development and presents an outstanding opportunity to create a quality environment. However, given the significant environmental constraints, the local planning authority will expect an application for planning permission to present a clear, compelling strategy as to why permission should be granted. Key to this will be proposals:

- to secure the future well-being of the listed buildings;
- to retain and manage the historic garden and protected trees; and
- to create a quality residential scheme.

### 4. DISPOSAL STRATEGY

#### 4.1 Disposal Strategy

The Rookwood Hospital site is situated in a prime residential area of the city of Cardiff where end sales values are some of the highest in South Wales.

Development opportunities of this quality in this part of Cardiff are limited and historic infill developments has featured larger executive housing, examples of which are found along Fairwater Road and indeed adjoining the western boundary of the site (Llandaff Chase). The most recent new-build developments in Llandaff Village have been undertaken by retirement operators on two adjoining sites on Cardiff Road and we understand that there remains a desire from this type of

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operator to provide extra-care or retirement accommodation in this location, many of which pay a premium above residential land values. Other nearby development worthy of comment are the redevelopment of Churchill Hotel (Portabella) and Penhill Bowls Club (Waterstone Homes), both of which have delivered new executive style housing.

Rookwood House is a listed structure and as such it is likely that the planning authority will (subject to detailed design criteria) support its conversion to a number of residential units within the existing structure, possibly with some new-build additions. This sort of development opportunity tends to attract specialist operators rather than volume housebuilders as the latter specialise only in new-build accommodation. In addition to the residential potential, we would not rule out demand for the building for some form of commercial use such as education, childcare, hotel or the provision of consulting rooms associated with a healthcare operation.

Overall, we expect strong levels of demand for this development opportunity from PLC and regional housebuilders, retirement and care operators, local high net worth investors and potentially a range of non-residential developers for the main house (such as a care home, children's crèche or boutique hotel use). As such, the disposal strategy needs to consider alternative disposal options that could maximise the development potential and capital receipt.

In order to do so, we would recommend a two stage disposal process which firstly invites expressions of interest for the property from a wide market audience with a variety of end uses. We would recommend that at this stage, the property is identified as capable of being lotted, so that developers have the opportunity to express interest in either specific parts such as (i) the main house, (ii) a smaller development parcel suitable for retirement use, or the whole. This will enable us to establish the full level of interest in the property and structure a sale which maximises value by producing a comprehensive development of the site with the highest end use value, assuming that there are good prospects of obtaining an appropriate planning permission for the proposed uses.

The second stage of the process would entail a competitive informal tender process inviting those selected from the Stage 1 process to submit detailed development proposals along with their financial bid for consideration and selection of a preferred party/ies.

In order to ensure that robust bids are received and to limit the amount of bid conditionality we recommend that a comprehensive information pack is produced at bid stage, to include:-

- Site Plan
- Title Report
- Topographical Survey
- Tree Condition Survey and Plan
- Asbestos Report
- Existing Floor Plans
- Intrusive Site Investigation incl. porosity testing and foundation solution
- Ecology Survey (incl. Bat Survey)
- Structural Report on summerhouse and Listed building
- Traffic Survey
- Drainage and Utilities Report
- Demolition Quotes
- Planning Report (see section 4.2)

Assuming the programme as set out in Section 5, we see no material advantage in the UHB demolishing buildings prior to sale. To some degree it will be safer for these to remain in place until planning permission is secured for the proposed re-development, with permission for the demolition forming part of the developers planning submission.

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#### 4.2 Planning Strategy

The property now benefits from a non-strategic housing allocation in the LDP and as such, there is in principal support for residential development at the site. However, the environmental and heritage constraints will strongly influence the form and capacity of development.

Given the presence of listed buildings which will form part of the proposed development, it is expected that a full or at least hybrid planning application would need to be submitted along with Listed Building consent for works to Rookwood House and the dilapidated summerhouse and for the demolition of the curtilage listed buildings (those built before 1 July 1948), regardless of their apparent lack of architectural or historic merit.

However, given the range of uses and form of development that could take place on the site, and the relative time (and money) incurred in submitting and supporting the planning process, we consider the most appropriate route would be to invite bids on either an un-conditional or (more likely) a subject to planning basis, whereby the responsibility for obtaining planning permission and listed building consent would rest with the selected tenderer. In assessing tenders, consideration would need to be given not only to the financial offers received but also to the likelihood of the tenderer's proposals being granted planning permission. The contract with the successful tenderer would need to include provisions to enable the UHB's advisers to be consulted on the tenderer's planning strategy and its implementation.

Prior to marketing, however, we would recommend that planning advisors engage with the local planning authority (LPA) and prepare a planning report which sets out parameters for the future development of the site in terms of uses, constraints, access, height, developable area and capacity and impact on the Listed Building and gardens which can be provided to interested parties as part of the information pack in order to guide proposals and enable the consultant team to consider the appropriateness of any proposed development.

We would recommend that as part of the planning consultation with the LPA an EIA screening opinion is made at an early stage in the process to establish whether the local planning authority would require the planning application to be accompanied by an EIA. If this is the case, we will need to consider a revision to the programme below.

#### 5. DISPOSAL PROGRAMME

We have considered the timescales required in order to implement the strategy as set out above and have enclosed at **Appendix 2** an indicative programme which aims to align with the proposed vacant possession timescale anticipated for early 2021.

As can be seen from the programme, there is sufficient time between now and the vacant possession date to procure a suitable development partner/s and for them to obtain planning permission for their proposed development ensuring that risks, maintenance liabilities and costs incurred in holding the building post vacant possession are minimised, or at best eliminated completely, but there is very little headroom in the programme and should planning permission be refused and an appeal required, this would pose a risk to the programme with completion likely to be delayed by potentially up to twelve months.

Should planning permission be granted prior to the vacant possession date, the contract will provide for a delayed completion until such time as the UHB are able to deliver vacant possession.

It is recommended that progress is made swiftly in order to adhere to the identified programme.

#### BUDGET COSTS TO PROGRESS DISPOSAL STRATEGY

We have set out below budget costs that are required in order to implement the disposal strategy referred to above. These budget estimates do not include the professional fees of WYG Planning

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and Design, Savills (UK) Ltd or the UHB's legal advisors costs associated with the disposal, which have been dealt with in separate submissions of appointment.

A number of surveys have already been procured, so the table below sets out the estimate costs going forward and not the costs to date.

Costs Relating to the Marketing and Disposal of the Site		
Item of Expenditure	Estimated Cost (£)	
Topographical Survey	1,000	Previously procured. Budget sum allowed in the event that updates are required.
Tree Survey	1,000	Previously procured. Budget sum allowed in the event that updates are required.
Site Investigation	20,000	
Report on Title		Previously provided
Ecology (incl. Bat Survey)	5,000	Previously procured but updates required.
Listed Building Structural Report	5,000	Reports provided previously. Budget sum provided in the event of additional work required.
Traffic Survey	5,000	
Drainage Report	4,000	
Utilities Report	2,000	
Asbestos Report	Nil	To be provided by UHB
Floor Plans	Nil	To be provided by UHB
Planning Report	3,000	
Aerial Photographs/ Brochures/Adverts	5,000	
<b>TOTAL</b>	<b>51,000</b>	

The approximate overall costs amount to approximately £51,000. However we would suggest the allowance of a contingency to cater for any unexpected requirements that are either required by the LPA or additional works which may flow from results of some of the technical survey work that is undertaken and therefore, we would suggest an allowance in the order of £60,000.

## 7. RECOMMENDATIONS

Now that there is certainty of delivering vacant possession in agreed timescales, the extent and form of final development (including the variety of uses) is not known and the time period between now and vacant possession is relatively constrained, we would recommend that the UHB offer the property to the market with a comprehensive information pack on an unconditional or subject to planning basis as described within this report.

This will enable maximum flexibility and exposure of the property to the market and should shorten the planning programme slightly, when compared with the scenario of the LHB submitting their own hybrid application followed by developer reserved matters applications (and potentially a fresh full application on the house).

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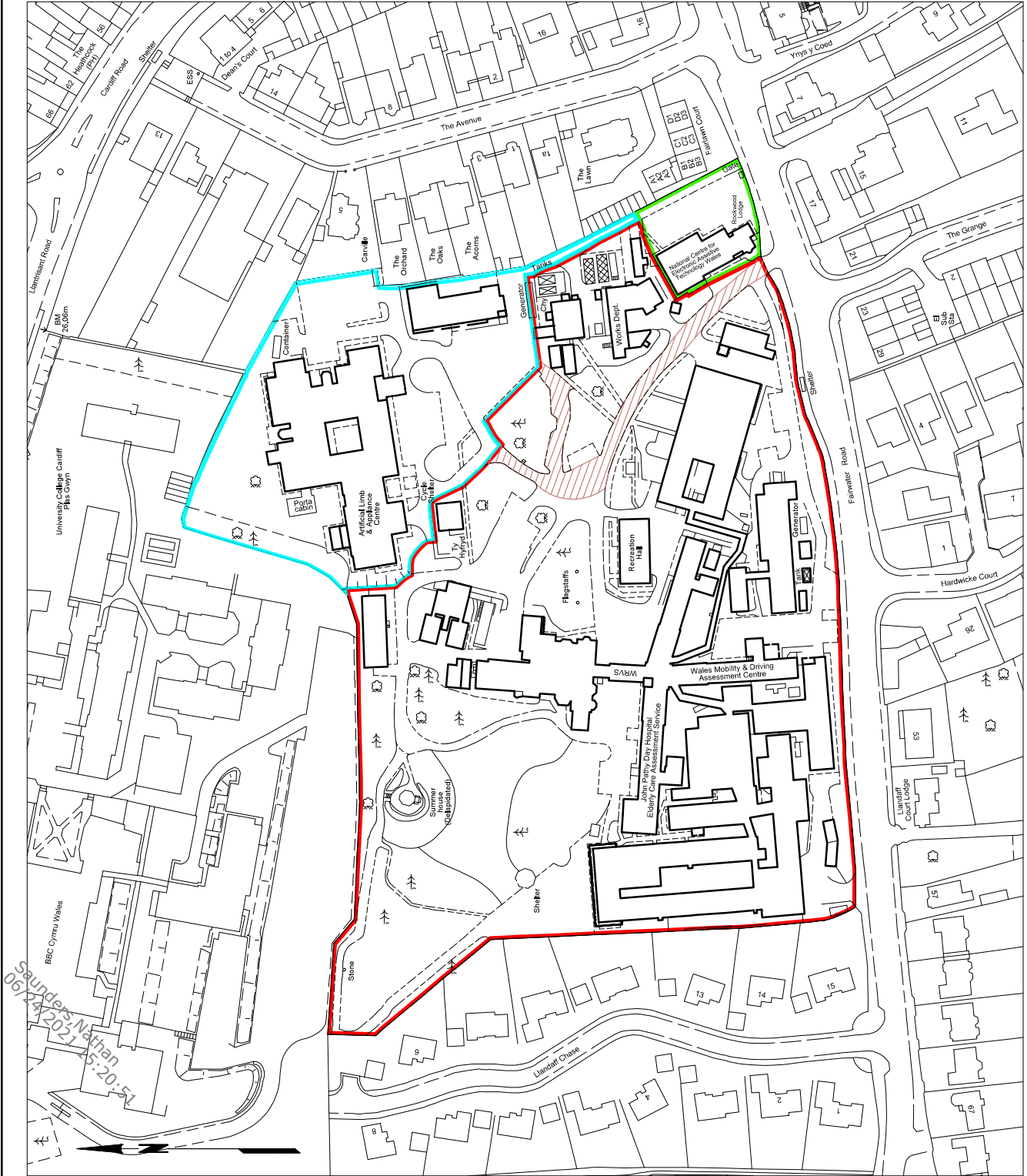
Our proposed two stage marketing campaign will help to ensure that capital receipts are maximised, and in doing so approval is required for the expenditure as set out in section 6 relating to the marketing and disposal of the site which will enable the consultants to procure the necessary technical and survey work to bring the property to market, commencing in July 2019, in accordance with the programme.




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## APPENDIX 1

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   Partnership Cydwasaethau Cymru Shared Services Partnership Specialist Estates Services		N.H.Davies MRICS, MRICS, FH ES Director Specialist Estates Services		Crown copyright and database rights 2011 Ordnance Survey [100025847] Hawffraint y Goron a hawlau cronfa ddata 2011 Arolwg Ordnans [100025847]		ORDNANCE SURVEY TILE ST 1578 NATIONAL GRID REFERENCE ST 150780		Clive Ball BSc (Hons) MRICS Head of Property Specialist Estates Services		Title Rookwood Hospital, Llandaff, Cardiff.		Disposal area = 3.26 ha 8.06 acres		Scale 1:1250 @ A3		Produced by CLKB/TJE		Drawing Number C37_01S /1		Date Issued TJE 25/01/19		Date Created January 2019	
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## APPENDIX 2

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ROOKWOOD HOSPITAL - SUBJECT TO PLANNING DISPOSAL

								2020												2021		
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Preperation and update to Technical Information																						
Preparation of Planning Report & Marketing Collateral																						
Expressions of Interest Stage																						
Second Stage Marketing Campaign																						
Appoint Selected Developer(s)																						
Legal																						
Exchange of Conditional Contracts																						
Developer Planning Period																						
Completion (Following receipt of planning)																						

Note: Programme assumes that permission is granted at committee and therefore an appeal is not required. If permission is refused, an appeal could add a further 12 months to the programme.

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# Report & Valuation

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Rookwood Hospital, Fairwater Road, Llandaff,  
Cardiff, CF5 2YN

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28 February 2019

Ref: 434618

Cardiff & Vale University Health Board  
University Hospital of Wales  
Heath Park  
Cardiff  
CF14 4XW

For the attention of Jonathan Nettleton

Scott Caldwell MRICS  
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2 Kingsway  
Cardiff  
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Dear Jonathan,

**PROPERTY: ROOKWOOD HOSPITAL, FAIRWATER ROAD, LLANDAFF, CARDIFF, CF5 2YN**

In accordance with the instructions contained in your email to us dated 16 January 2019, as confirmed in our letter to you dated 25 January 2019, we have inspected the property and made such enquiries as are sufficient to provide you with our opinion of value on the basis stated below. Copies of your instruction letter and of our letter of confirmation are enclosed at **Appendix 1**.

We draw your attention to our accompanying Report together with the General Assumptions and Conditions upon which our Valuation has been prepared, details of which are provided at the rear of our report.

We trust that our report meets your requirements, however should you have any queries, please do not hesitate to contact us.

Yours faithfully

For and on behalf of Savills (UK) Limited

**Scott Caldwell MRICS**  
**RICS Registered Valuer**  
Director

**Andrew Weeks MRICS**  
**RICS Registered Valuer**  
Associate Director

**Abbey Bennett MRICS**  
Surveyor

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Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East.

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# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



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### Appendices

Appendix 1 – Confirmation of Instruction Letter

Appendix 2 – Site Plan

Appendix 3 – Property Market Overview

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## Executive Summary

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# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



## Background and Proposal

Cardiff and Vale University Health Board (the Health Board) are considering declaring part of the property as surplus to requirements and are therefore looking to internally apportion for accounts purposes value between the elements of the property it proposes to retain and those which it is considering declaring surplus.

## Property Overview

The property extends to a total gross area of 10.53 acres (4.26 hectares). The property is irregular in shape and generally level, albeit, the site rises in gradient from east to west with an approximate split level of 2m between Fairwater Road and the site at its western end. There are two access points along the southern boundary of the site via Fairwater Road; the access at the eastern side being the primary access.

The property is valued in three elements as described fully within the report but in summary as follows:

- Site 1: Rookwood Lodge - Building at the entrance to the site on a plot of approximately 0.30 acres (0.122 hectares).
- Site 2: Artificial Limb & Appliance Centre – A single storey red brick building on a site of 2.17 acres (0.88 hectares) located in the north eastern corner of the overall site.
- Site 3: Rookwood House, Former Stables and Southern Area of Site on a total site of 8.06 acres (3.26 hectares).

## Tenure

Assumed unencumbered freehold with vacant possession.

## SWOT Analysis

Strengths	Opportunities
<ul style="list-style-type: none"><li>▪ High value residential location.</li><li>▪ Close proximity to transport links.</li><li>▪ Close proximity to local facilities and services.</li></ul>	<ul style="list-style-type: none"><li>▪ Allocated for approximately 90 units within the Local Development Plan.</li><li>▪ Clearance of unsightly buildings.</li><li>▪ Creating a viable new use for Grade II Listed Rookwood House.</li><li>▪ Enabling restoration of dilapidated Grade II Listed summer house.</li></ul>
Weaknesses	Threats
<ul style="list-style-type: none"><li>▪ Development of the property will maximise value.</li><li>▪ Environmental constraints which include TPO's, listed buildings and an historic park.</li></ul>	<ul style="list-style-type: none"><li>▪ Potential for extensive planning obligations.</li><li>▪ Costs associated with Listed Building requirements.</li><li>▪ Uncertainty in the market with Brexit.</li></ul>

## Principal Valuation Considerations

- Located in a prime suburb of Cardiff where there is a sustained demand for good quality housing;
- Assumed that ground conditions are suitable for development without significant abnormal costs being required;
- Anticipated that there will be good levels of demand for residential development land and new homes in this location;
- Anticipated that there will be a level of interest from care operators;
- Good re-development prospects given the site is brownfield and situated in a built up area.

## Approach to Valuation

In arriving at our opinion of Market Value, we have adopted the comparable method of valuation having considered the sale of other development sites within the area.

# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN



## Valuations

No.	Map Key	Site	Market Value
1	Green	Rookwood Lodge	£600,000
2	Blue	Artificial Limb & Appliance Centre	£3,600,000
3	Red	Rookwood House, Former Stables and Southern Area of Site	£6,000,000
Total:			£10,200,000

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## 1. Instructions and Terms of Reference

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# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN

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## 1.1. Instructions

### 1.1.1. Instructions and Basis Of Valuation

You have instructed us to provide our opinions of value on the following basis:

- The Market Value of the freehold interest subject to full vacant possession ("Market Value").

### 1.1.2. General Assumptions and Conditions

All our valuations have been carried out on the basis of the General Assumptions and Conditions set out in the relevant section towards the rear of this report.

### 1.1.3. Date of Valuation

Our opinions of value are as at the date of this report, 28 February 2019. The importance of the date of valuation must be stressed as property values can change over a relatively short period.

### 1.1.4. Definition of Market Value

In undertaking our valuations, we have adopted the RICS definition of Market Value, as detailed below:

Valuation Standard VPS 4 1.2 of the Red Book defines Market Value (MV) as:

"The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion."

### 1.1.5. Purpose of Valuations

You instruct us that our valuations are required for internal purposes.

### 1.1.6. Conflicts of Interest

As you are aware we were appointed as the selling agent for the property in October 2011. For the purpose of this valuation we will be acting as External Valuers and will be providing you with an independent valuation.

### 1.1.7. Valuer Details and Inspection

The due diligence enquiries referred to below were undertaken by Scott Caldwell MRICS and Abbey Bennett MRICS. The valuations have also been reviewed by Andrew Weeks MRICS and Gareth Carter.

The property was inspected on 18 February 2019 by Scott Caldwell MRICS and Abbey Bennett MRICS. We were able to inspect the whole of the property, both externally and internally, but limited to those areas that were easily accessible or visible. The weather on the date of our inspection was cloudy.

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Scott Caldwell MRICS and Andrew Weeks MRICS are also RICS Registered Valuers. Furthermore, in accordance with VPS 3.7, we confirm that the aforementioned individuals have sufficient current local, national and international (as appropriate) knowledge of the particular market and the skills and understanding to undertake the valuation competently.

## 1.1.8. Extent of Due Diligence Enquiries and Information Sources

The extent of the due diligence enquiries we have undertaken and the sources of the information we have relied upon for the purpose of our valuation are stated in the relevant sections of our report below.

Where reports and other information have been provided, we summarise the relevant details in this report. We do not accept responsibility for any errors or omissions in the information and documentation provided to us, nor for any consequences that may flow from such errors and omissions.

## 1.1.9. Liability Cap

Our letter confirming instructions at **Appendix 1** includes details of any liability cap.

## 1.1.10. RICS Compliance

This report has been prepared in accordance with Royal Institution of Chartered Surveyors' ("RICS") Valuation – Global Standards 2017 incorporating the IVSC International Valuation Standards issued June 2017 and effective from 1 July 2017, and the RICS Valuation – Global Standards 2017 - UK national supplement issued 14 November 2018 and effective from 14 January 2019, together (the "RICS Red Book"), and in particular in accordance with the requirements of VPS 3 entitled Valuation reports and VPGA 2 Valuation of interests for secured lending, as appropriate.

Our report in accordance with those requirements is set out below.

## 1.1.11. Verification

This report contains many assumptions, some of a general and some of a specific nature. Our valuation is based upon certain information supplied to us by others. Some information we consider material may not have been provided to us. All of these matters are referred to in the relevant sections of this report.

We recommend that you satisfy yourself on all these points, either by verification of individual points or by judgement of the relevance of each particular point in the context of the purpose of our valuation. Our valuation should not be relied upon pending this verification process.

## 1.1.12. Confidentiality and Responsibility

Finally, in accordance with the recommendations of the RICS, we would state that this report is provided solely for the purpose stated above. It is confidential to and for the use only of the party to whom it is addressed, and no responsibility is accepted to any third party for the whole or any part of its contents. Any such parties rely upon this report at their own risk. Neither the whole nor any part of this report or any reference to it may be included now, or at any time in the future, in any published document, circular or statement, nor published, referred to or used in any way without our written approval of the form and context in which it may appear.

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## 1.2. Background

Cardiff and Vale University Health Board (the Health Board) are considering declaring part of the property surplus to requirements and are therefore looking to internally apportion for accounts purposes value between the elements of the property it proposes to retain and those which it is considering declaring surplus.

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## 2. The Property, Statutory & Legal Aspects

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## 2.1. Location

The property is located in Llandaff, a suburb of Cardiff approximately 2.5 miles north-west of Cardiff city centre, and approximately 3 miles from Junction 32 of the M4 motorway.

Cardiff is the capital city of Wales and its main commercial and cultural centre, with a wide range of leisure, commercial and retail facilities. It is home to the Wales Millennium Centre, the Millennium Stadium, St David's Shopping Centre and the International Sports Village. Cardiff has excellent road links to the M4 at junction 33 from the west, junction 32 from the north and junctions 29 and 30 from the east. Cardiff Central railway station has rail services to London Paddington with journey times of just over 2 hours. Cardiff Wales Airport is approximately 12.5 miles (20.11 km) west of the city.

Cardiff has an urban population of 346,090 (2011 Census) and 682,767 within 21km of the centre. The city has a socio economic structure which is very typical of other UK cities, with the main employment sectors being other services (29.6%), banking, financial and business services (17.4%) and retail (15.9%).

We enclose below a General Location Map showing the location of Llandaff in its regional context.



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## 2.2. Situation

The property is located in Llandaff, an affluent suburb of Cardiff situated approximately 2.5 miles north-west of the city centre. Access to the property can be gained via Fairwater Road which is located to the south of the property.

The surrounding area to the property is primarily made up of low/ medium density housing. The former BBC Cymru headquarters offices are located to the north of the property where planning permission has been granted for 360 residential dwellings. Other surrounding uses include Llandaff Cathedral, Llandaff Primary School, Bishop of Llandaff High School and a number of public houses, all situated within 0.3 miles of the property.

The property benefits from good public transport with Fairwater railway station situated 0.5 miles from the property and a number of bus stops situated within close proximity.

We enclose below a plan showing the situation of the property.



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## 2.3. Description

The property extends to a total gross area of 10.53 acres (4.26 hectares). The property is irregular in shape and generally level, albeit, the site rises in gradient from east to west with an approximate split level of 2m between Fairwater Road and the site at its western end. There are two access points along the southern boundary of the site via Fairwater Road; the access at the eastern side being the primary access.

The extent of the property is shown as three separate parcels for the purposes of this valuation, edged red, green and blue, on that plan attached at **Appendix 2** and can be best described as follows:-

### Site 1 (Green): Rookwood Lodge

Rookwood Lodge is a two storey property of stone construction with Bath stone facings. The hipped roof is overlaid with clay tiles and features two chimneys. The property dates back to 19<sup>th</sup> Century when Rookwood House was built.

A single storey extension was built to the north of the lodge in the 1970s and this property is now used as a National Centre for Electronic Assistive Technology by the Health Board.

The gross area of this site is 0.30 acres (0.122 hectares).

### Site 2 (Blue): Artificial Limb & Appliance Centre

The Artificial Limb and Appliance Centre is a purpose built property of single storey brick construction under a pitched roof overlaid with clay tiles. There are two surface car parks to the east and south of this property; the southern car park provides access to a detached gymnasium hall. To the south of the gymnasium comprises tank, boiler and generator houses which service the hospital.

The gross area of this site is 2.17 acres (0.88 hectares).

### Site 3 (Red): Rookwood House, Former Stables and Southern Area of Site

Rookwood House is a Grade II Listed former private residence of stone construction with Bath stone facings, built in 1866. The property has been converted and extended to provide office accommodation for the hospital and is somewhat institutionalised. To the west of Rookwood House there are gardens comprising lawns and woodland within which is a dilapidated Grade II Listed summer house.

The southern area of the site is made up of a range of poor quality, low rise purpose-built hospital accommodation, some of which comprise interconnected buildings used for operational purposes.

The former stables comprises a detached property of stone construction with Bath stone facings. The property is currently used as an Engineer's Workshop. This property dates back to 19<sup>th</sup> Century when Rookwood House was built but is not identified in the listing.

The gross area of this site is 8.06 acres (3.26 hectares).

Photographs of the property taken on the date of our inspection are provided overleaf.

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Site Entrance off Fairwater Road



Rookwood Lodge and Adjoining Building



Gymnasium Building



Main Car Park



Artificial Limb & Appliance Centre



Dilapidated Summer House

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Rookwood House



Rookwood House



Southern Site Boundary



Road running parallel to Fairwater Road

## 2.3.1. Site Area

The site of the property is irregular in shape and is bounded by Cardiff Metropolitan University and the former BBC Wales Headquarters to the north, residential dwellings to the east and west and Fairwater Road to the south.

By reference to the plan below, we have been informed by the Health Board that the property has a total gross site area of 10.53 acres (4.26 hectares) which can be broken down as follows:

- Land edged red: 8.06 acres (3.26 hectares);
- Land edged blue: 2.17 acres (0.88 hectares);
- Land edged green: 0.30 acres (0.122 hectares).

We attach an Ordnance Survey extract provided by the Health Board overleaf and at **Appendix 2**.

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## 2.4. Existing Accommodation

Each of the buildings provide the following internal accommodation. These areas have been provided by the Health Board. We assume they are complete and correct, and are the gross internal floor areas measured in accordance with the RICS Property Measurement 2nd edition, published in January 2018, which updated the RICS Code of Measuring Practice 6th Edition.

Building	Floor	Sq Ft	Sq M
Rookwood House	Basement	363	33.7
	Ground	8,516	791.1
	First	5,676	527.3
	Second	1,395	129.6
		<b>15,950</b>	<b>1,481.7</b>
Rookwood Lodge	Ground	3,748	348.23
	First	346	32.19



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Building	Floor	Sq Ft	Sq M
		<b>4,094</b>	<b>380.42</b>
Works Department (former stables block)	Ground	2,085	193.67
	First	1,694	157.34
		<b>3,779</b>	<b>351.01</b>
Summer House (Dilapidated)	Ground	261.99	24.34
		<b>261.99</b>	<b>24.34</b>

## 2.5. Condition

As instructed, we have not carried out a structural survey, nor have we tested any of the services. However, we would comment, without liability, that during the course of our inspection for valuation purposes, we observed that some of the buildings appear to be in poor condition, whereas others were in fair condition. During the course of our inspection we noted that repair works were being undertaken to the roof covering of the main house.

## 2.6. Environmental Considerations

### 2.6.1. Informal Enquiries

As instructed, we have not carried out a soil test or an environmental audit on the site in relation to the potential presence of contamination, albeit we expect that the hospital is constructed on made ground and that asbestos is present in underground pipework etc. There is potentially the possibility of contamination hotspots across the site.

We would stress that we have not carried out, nor are we qualified to carry out an Environmental Audit. We would recommend for an Environmental Audit to be undertaken to gain a better understanding the extent of any contamination on site.

### 2.6.2. Assumption

We have valued the property on the basis that there is the potential for contamination at the site but should it be established that significant land contamination exists at the property, or on any neighbouring land, then we would wish to review our valuation advice.

### 2.6.3. Flooding

We have made enquires with regard to potential flooding at the Natural Resources Wales website, [www.naturalresources.wales](http://www.naturalresources.wales) and note that the property is located in an area considered to be at little or no risk of fluvial or coastal/ tidal flooding.

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## 2.7. Town Planning

### 2.7.1. Statutory Background

We have made informal enquiries of the local planning authority, Cardiff City Council, who inform us that the statutory plan covering planning policy and development control for the area is the Cardiff Local Development Plan (LDP), which was adopted in January 2016.

The property is identified within the LDP as a non-strategic housing site (Site Ref: H1.3), allocated for approximately 90 units. The property is not stated to be located within a conservation area albeit there are a number of environmental constraints associated with the site which include the following:

- Two listed buildings (Grade II): Rookwood House and the summerhouse and underground vaulted chamber, the latter being seriously dilapidated;
- The site's inclusion in Cadw's non-statutory Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales (Grade II);
- The existence of a large number of trees, groups of trees and an area of woodland which are statutorily protected by Tree Preservation Orders;
- The presence of bats (all species of which are statutorily protected) and breeding birds.

### 2.7.2. Planning History

Planning decisions relating to the property revealed by our enquiries are as follows:

Application No	Description of Development	Date of Decision	Decision
99/00872/W	To provide additional car parking space and covered parking area for disabled drivers assessment	13-07-1999	Permission
13/00940/DCO	Construction of new footpath	10-07-2013	Permission
18/02058/MNR	Restoration and repair works to roof and internal roof structure	14-12-2018	Permission

### 2.7.3. Summary

In valuing the property we have assumed that the buildings are used in accordance with their present lawful uses and that the buildings comply with current planning laws and building regulations and that they are not subject to any adverse proposals or possible enforcement actions. However, our valuations are predicated on the basis of the property's redevelopment.

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## 2.8. Taxation

### 2.8.1. Rates

From informal enquiries of the Valuation Office Agency Internet Rating List [www.voa.gov.uk](http://www.voa.gov.uk), we understand that the following entry appears on the 2017 Valuation List:

Property Address	Description	Rateable Value
Rookwood Hospital, Fairwater Road, Cardiff, CF5 2YN	Hospital and premises	£142,000
	Total	£142,000

The Uniform Business Rate in Wales for 2018/19 financial year is 0.514 pence in the pound. We calculate that the rates currently payable are £72,988 excluding any transitional or other relief.

### 2.8.2. VAT

Our valuation is exclusive of VAT.

## 2.9. Tenure

The property is registered at the Land Registry under title number CYM505439, with the registered proprietors stated as Cardiff and Vale University Local Health Board.

We have not been provided with a report on title and have not seen a copy of the title deeds. We have assumed that full rights of access are enjoyed and that no third parties enjoy any rights over the property. Your solicitors should confirm that there are no onerous restrictions or obligations as part of the due diligence process.

It is assumed for valuation purposes that the property is not subject to any unusual or onerous covenants that are likely to affect the valuations herein provided.

We would strongly advise that your legal advisors confirm our understanding to be correct and to ensure that there are no further elements, restrictions or charges contained that are likely to have a detrimental effect upon the valuations as herein reported. We reserve the right to revise our valuation should it subsequently emerge our assumptions relating to the legal title are incorrect.

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## 3. Market Commentary

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## 3.0. Property Market Overview

We enclose a Property Market Overview at **Appendix 3**.

## 3.1. Healthcare Market

The health and care services that we require have changed dramatically over the last 50 years. We live longer, our population is larger and as medicine has advanced our healthcare needs have evolved. Reforming health and care to match these needs will be all the more difficult in an era of constrained public finances. Combined local authority and NHS capacity has now fallen to 6.5% of total supply. With public sector unit costs running at double or more the independent sector equivalent, the public sector share of provision is expected to decline even further in the future.

In the recent years, there has been a shift in focus by the NHS, who are slowing moving investment from the secondary care and hospital sector to primary and community care facilities.

The Healthcare Intelligence Specialists, Laing and Buisson, reported that the UK's total expenditure on healthcare in 2017 totalled £192 billion, up 3.6% on the 2015 total. It was forecast that this expenditure would rise by £20 billion in 2018.

In October 2018 Laing and Buisson released a Healthcare Construction UK Market Report. The report advised that the government have announced a forward pipeline of approximately £5.7 billion worth of healthcare capital projects taking place between now and 2020 and beyond. There are around 597 individual health projects under almost 700 schemes with a combined value of circa £5.7 billion.

## 3.2. RICS Housing Market Survey

House prices dropped 0.7% in December according to Nationwide. That surprisingly weak performance coincided with raised political uncertainty leaving annual house price growth at 0.5% for 2018, marginally undershooting their forecast of 1.0%. Annual growth varied across the regions: it was strongest in the East Midlands at 4.0%, followed by Wales at 3.9% and Yorkshire & the Humber at 3.7%. After a long period of outperformance that has left affordability constrained, London has fared the worst, with values down 2.2% since the start of the year. Wales was the strongest performer in Q4, whilst the East and West Midlands slowed. This is in line with their forecast that house price growth in Wales and the North will overtake the Midlands over the next two years.

Although house price growth was weaker than expected at the end of 2018, transaction volumes appear to have stabilised across all regions in October. That stability continued into November at a national level, according to data from HMRC. But new instructions and enquiries both continued to fall in December, according to the RICS survey. They reached their lowest levels since the immediate aftermath of the Brexit vote.

Brexit is the most cited cause (according to the RICS survey) for reduced activity, and housing market uncertainty is likely to continue until some clarity emerges.

The southern Welsh districts of Torfaen, Newport and Caerphilly saw the strongest house price growth, all up approximately 10% during the year to October 2018. London continued to struggle, with the largest falls in Westminster, Hammersmith & Fulham and Camden, of -9.0%, -5.2% and -4.8% respectively.

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## 3.3. Local Market Summary

According to the most recent Land Registry House Price Index, annual growth in Cardiff was 4.02%, lower than the average rise for Wales of 5.48%. The Land Registry average house price in Cardiff in November 2018 was £207,976, showing a -0.32% price drop from the previous month. The average price of a detached house in Cardiff was £388,201 in November 2018, having grown 4.58% from the previous year where the average price was £371,212.

The majority of sales in Llandaff during the last year were semi-detached properties, selling for an average price of £316,242. Terraced properties sold for an average of £224,458, with flats fetching £186,599. Llandaff, with an overall average price of £293,438, was similar in terms of sold prices to nearby Danescourt (£298,572), but was more expensive than Llandaff North (£237,698) and Fairwater (£177,044).

## 3.4. Sales Transactions

In reaching our opinion of value for the property we have had regard to a number of sales of comparable properties for both development land and completed units in the vicinity and discussions with both our own agents and local agents.

We have highlighted comparable sales and made adjustments to the comparable evidence to reflect the individual characteristics of each property, including: location, size, outside space and condition.

Our valuation is based on market evidence which has come into our possession from numerous sources. That from other agents and valuers is given in good faith but without liability. It is often provided in verbal form. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions, we are unable to warrant that the information on which we have relied is correct although we believe it to be so.

### 3.4.1. Comparable Evidence

#### The Rise, Penhill Road, Pontcanna



This 0.61 acre brownfield site with detached 19<sup>th</sup> Century villa extending to 10,990 sq ft sold at auction for £1,600,000 in October 2017, reflecting £2,622,951 per acre and £145.59 per sq ft. The site has since been cleared and planning permission granted for the development of 8 no. five storey townhouses, 1 no. detached house and 4 no. semi-detached houses.

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## The Orchards, Llanishen



This 2.06 acre brownfield site sold for £3,800,000 in March 2017, reflecting £1,844,660 per acre. The property was bought by McCarthy & Stone and has since been developed as a Later Living scheme and Assisted Living Complex.

## Suffolk House, Llandaff Road/ Romilly Road, Canton



This 0.67 acre brownfield site with three storey detached locally listed building extending to 5,387 sq ft sold for £800,000 in February 2017, reflecting £1,194,030 per acre and £148.51 per sq ft. Since the sale a planning application has been submitted for part demolition of modern extensions to Suffolk House and re-development to provide 10 no. apartments and construction of 7 no. townhouses.

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## Lozelles, Church Road, Lisvane



The site extending to 0.89 acres with outline planning permission for 3 detached plots whilst retaining the existing residence. The site sold for £1,425,000 in June 2016, reflecting £1,600,000 per acre. The site has since received full planning permission in February 2018 for a development of 2 houses and 11 self-contained apartments. The S106 agreement obligations equal £257,187.

## Land Between 3 and 5 The Avenue, Llandaff



This greenfield site adjoining the property extending to 0.40 acres sold for £700,000 in February 2015, reflecting £1,750,000 per acre. The site has since been developed and comprises 1 no. detached and 2 no. semi-detached new build houses.

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## Former BBC Wales Headquarters, Llantrisant Road, Llandaff



This brownfield site adjoining the property and extending to 17.45 acres (gross)/ 11.7 acres (net) formed as two separate parcels sold on a subject to planning and vacant possession basis for £20,050,000 in 2014, reflecting £1,148,997 per gross acre and £1,713,675 per net acre. The site is proposed for 360 dwellings, 20% of which will be on site affordable units. The BBC have yet to provide vacant possession which is anticipated at the end of 2019/ early 2020. We understand that terms of purchase require a revaluation 3 months prior to legal completion

## Churchills Hotel, Cardiff Road, Llandaff



This Grade II Listed 23-bed hotel building and row of cottages offering 9 additional rooms occupying a 0.96 acre site sold for £2,400,000 in June 2015, reflecting £2,500,000 per acre. The site has since been redeveloped, converting the main hotel building into a pair of semi-detached houses, cottages demolished and 7 no. new dwellings built in the grounds of the hotel.

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## Trenewydd, 5 Fairwater Road, Llandaff



This detached property extending to 7,728 sq ft formerly used as offices by the Health Board occupying a 0.30 acre site sold for £650,000 in March 2014, reflecting £2,166,667 per acre and £84.11 per sq ft. The property has since gained planning permission for re-development into a 5-bed residential dwelling.

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## 4. Valuation Advice

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## 4.1. Principal Valuation Considerations

The principal matters that impact on the value of the property are as follows:

### 4.1.1. Location and Situation

The property is in a prime north Cardiff suburb where house prices are higher than the Cardiff average and where there is a sustained demand for good quality housing.

### 4.1.2. Planning

The property does not benefit from planning permission for re-development. However the site is allocated within the Local Development Plan as a non-strategic housing site for approximately 90 units. In arriving at our valuation, we have assumed that planning permission will be forthcoming in a suitable form. Our valuation does not allow any discount to reflect an unconditional sale without planning, but instead assumes that the Health Board would dispose of the property on a subject to planning basis.

### 4.1.3. Environmental Considerations

There are a number of environmental constraints associated with the site which include the presence of two Listed Buildings, a large number of Tree Protection Orders, bats and breeding birds and the inclusion in Cadw's non-statutory Register of Landscapes, Parks and Gardens of Special Historic Interest in Wales (Grade II).

### 4.1.4. Potential Contamination

The property is a brownfield site and it is therefore possible that land contamination exists. We recommend that further investigation is undertaken to establish this position but our valuation assumes, in the absence of this information, that ground conditions are suitable for development without any significant abnormal costs being required. We have made allowances for demolition within our valuations where we consider this is likely to enable redevelopment.

### 4.1.5. Tenure

The property is held freehold and is occupied by the freeholder, Cardiff & Vale UHB. Our valuations assume that good freehold title is available for the property, that rights for access are available and that there are no onerous restrictions or obligations on title.

### 4.1.6. Market

Given that Llandaff is considered a desirable residential suburb, we expect the continuation of good levels of demand for residential development land and new homes in this location. We also anticipate that there will be a level of interest from care and retirement operators. The listed building could potentially be utilised for a variety of uses including the conversion to residential, institutional use, hotel and/or restaurant.

## 4.2. Approach To Valuation

We have valued the three distinct elements of the site, as shown on the plan at **Appendix 2**, in isolation of one another to arrive at our opinion of value for the property as a whole.

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We have considered the sale of development sites within the area. Each development site has its own peculiarities and different development difficulties. We have therefore adjusted and analysed our comparables to reflect these differences. The comparables show a wide range in values demonstrating the importance of understanding the location, proposed development, costs and marketing of individual development sites.

We provide a summary of our valuation methodology for the three distinct sites as follows:

## **Site 1 (Green): Rookwood Lodge**

In arriving at our opinion of value for the area shaded green on the site plan we have adopted the comparable method of valuation. We have applied a value of £600,000 to this site which reflects £1,714,286 per acre and £147 per sq ft. Our opinion of value is supported by the following comparable evidence.

The sale of the land between 3 and 5 The Avenue proved a useful comparable as it is located within close proximity to Rookwood Lodge and had a similar site area extending to 0.40 acres. The property sold for £700,000 in February 2015, reflecting £1,750,000 per acre. The sale of The Rise on Penhill Road also proved a useful comparable. The property sold for £1,600,000 in October 2017, reflected £146 per sq ft.

## **Site 2 (Blue): Artificial Limb & Appliance Centre**

In arriving at our opinion of value for the area shaded blue on the site plan we have adopted the comparable method of valuation. We have assumed a net developable area in the order of 2 acres and applied a value of £3,600,000 to this site which reflects £1,800,000 per net acre. Our opinion of value is supported by the following comparable evidence.

The sale of The Orchards in Llanishen proved a useful comparable as the site had a similar site area to the subject property, extending to 2.06 acres. The property sold for £3,800,000 in March 2017, reflecting £1,844,660 per acre. The property has been re-developed for care and retirement living which is potentially an appropriate use for the future development of the subject site.

## **Site 3 (Red): Rookwood House, Former Stables and Southern Area of Site**

In arriving at our opinion of value for the area shaded red on the site plan we have adopted the comparable method of valuation. We have assessed the site in three parts; Rookwood House, the former stables (on the basis that there may be some pressure to retain this building) and the southern area of the site.

We have applied a value of £250,000 to the former stables part of the site which reflects £1,515,152 per acre. The sale of the land between 3 and 5 The Avenue proved a useful comparable for this part of the site as it is located within close proximity. The property sold for £700,000 in February 2015, reflecting £1,750,000 per acre, albeit the site of the former stables is slightly more constrained and as such we have applied a slightly lower pro-rata value.

We have applied a value of £500,000 to Rookwood House and the land lying to the west. This is a unique asset which makes it more difficult to make direct comparisons with. Suffolk House is our most useful comparable in terms of its location and the property is a locally listed building. The property sold for £800,000 in February 2017. It is possible that a sale of Rookwood House in isolation would achieve a higher value. However, in consideration of Site 3 as a whole we consider the most likely purchaser would be a housebuilder who would view Rookwood House as a constraint, and therefore we have adopted a more cautious approach to its valuation.

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We have assumed a net developable area of the southern area of the site of circa 4 acres and have applied a value of £5,300,000, reflecting £1,250,000 per acre. This takes into consideration costs associated with putting the summer house into repair estimated at £260,000, S106 and off-site affordable housing contributions, demolition and some abnormal costs. The sale of the former BBC Wales Headquarters proved a useful comparable due to its close proximity to the subject site. A sale was agreed in 2014 for £20,050,000, reflecting £1,713,675 per acre.

In addition, we are aware of serviced parcels on the Plasdwr strategic development site on the northern outskirts of Cardiff transacting at values equivalent to approximately £1,300,000 per net acre, which is helpful in understanding the tone of values that national housebuilder are paying for good quality mainstream housing sites in this location.

## 4.3. Valuation

Having carefully considered the property, as described in this report, we are of the opinion the current Market Value of the three elements of property with full vacant possession, and on the assumption that they are sold on a subject to planning basis is in the order of:

No.	Map Key	Site	Market Value
1	Green	Rookwood Lodge	£600,000
2	Blue	Artificial Limb & Appliance Centre	£3,600,000
3	Red	Rookwood House, Former Stables and Southern Area of Site	£6,000,000
Total:			£10,200,000

**£10,200,000**  
**(TEN MILLION TWO HUNDRED THOUSAND POUNDS)**

We consider that a period of 18-24 months is a reasonable period within which to negotiate completion of a sale by private treaty of the property at the level of our valuation on a subject to planning basis, taking into account the nature of the property and the state of the market.

Saunders Nathan  
06/24/2021 15:20:51

# Report & Valuation

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## 5. General Assumptions & Conditions to Valuations

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# Report & Valuation

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# Report & Valuation

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## 5.1. General Assumptions and Conditions

### 5.1.1. General Assumptions

Unless otherwise stated in this report, our valuation has been carried out on the basis of the following General Assumptions. If any of them are subsequently found not to be valid, we may wish to review our valuation, as there may be an impact on it.

1. That the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings contained in the Freehold Title. Should there be any mortgages or charges, we have assumed that the property would be sold free of them. We have not inspected the Title Deeds or Land Registry Certificate.
2. That we have been supplied with all information likely to have an effect on the value of the property, and that the information supplied to us and summarised in this report is both complete and correct.
3. That the building has been constructed and is used in accordance with all statutory and bye-law requirements, and that there are no breaches of planning control. Likewise, that any future construction or use will be lawful (other than those points referred to above).
4. That the property is not adversely affected, nor is likely to become adversely affected, by any highway, town planning or other schemes or proposals, and that there are no matters adversely affecting value that might be revealed by a local search, replies to usual enquiries, or by any statutory notice (other than those points referred to above).
5. That the building is structurally sound, and that there are no structural, latent or other material defects, including rot and inherently dangerous or unsuitable materials or techniques, whether in parts of the building we have inspected or not, that would cause us to make allowance by way of capital repair (other than those points referred to above). Our inspection of the property and this report do not constitute a building survey.
6. That the property is connected, or capable of being connected without undue expense, to the public services of gas, electricity, water, telephones and sewerage.
7. That in the construction or alteration of the building no use was made of any deleterious or hazardous materials or techniques, such as high alumina cement, calcium chloride additives, woodwool slabs used as permanent shuttering and the like (other than those points referred to above). We have not carried out any investigations into these matters.
8. That the property has not suffered any land contamination in the past, nor is it likely to become so contaminated in the foreseeable future. We have not carried out any soil tests or made any other investigations in this respect, and we cannot assess the likelihood of any such contamination.
9. That the property does not suffer from any risk of flooding. We have not carried out any investigation into this matter.
10. That the property either complies with the Disability Discrimination Acts and all other Acts relating to occupation, or if there is any such non-compliance, it is not of a substantive nature.
11. That the property does not suffer from any ill effects of Radon Gas, high voltage electrical supply apparatus and other environmental detriment.

# Report & Valuation

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12. That there are no adverse site or soil conditions, that the property is not adversely affected by the Town and Country Planning (Assessment of Environmental Effects) Regulations 1988, that the ground does not contain any archaeological remains, nor that there is any other matter that would cause us to make any allowance for exceptional delay or site or construction costs in our valuation.

## 5.1.2. General Conditions

Our valuation has been carried out on the basis of the following general conditions:

1. We have made no allowance for any Capital Gains Tax or other taxation liability that might arise upon a sale of the property.
2. Our valuation is exclusive of VAT (if applicable).
3. No allowance has been made for any expenses of realisation.
4. Excluded from our valuation is any additional value attributable to goodwill, or to fixtures and fittings which are only of value in situ to the present occupier.
5. Energy Performance Certificates (EPCs) are required for the sale, letting, construction or alteration of all residential buildings on non-domestic residential buildings over 538 sq ft (50 sq m) in England and Wales and on all buildings in Scotland. The effect of EPCs on value is as yet unknown, given that the market has yet to respond to their introduction. Therefore, we have not considered the property's EPC rating in forming our opinion of value. However, should this position alter, we reserve the right to reconsider our opinion of value.
6. No allowance has been made for rights, obligations or liabilities arising under the Defective Premises Act 1972, and it has been assumed that all fixed plant and machinery and the installation thereof complies with the relevant UK and EU legislation.
7. Our valuation is based on market evidence which has come into our possession from numerous sources. That from other agents and valuers is given in good faith but without liability. It is often provided in verbal form. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions, we are unable to warrant that the information on which we have relied is correct although we believe it to be so.

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# Report & Valuation

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## Appendices

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# Report & Valuation

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## Appendix 1

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06/24/2021 15:20:51

25 January 2019



Jonathan Nettleton  
Cardiff & Vale University Health Board  
University Hospital of Wales  
Heath Park  
Cardiff  
CF14 4XW

Scott Caldwell MRICS  
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Cardiff CF10 3FD  
T: +44 (0) 29 20 368900  
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[savills.com](http://savills.com)

Dear Jonathan

**PROPERTY: ROOKWOOD HOSPITAL, FAIRWATER ROAD, LLANDAFF, CARDIFF, CF5 2YN**

**Confirmation of terms of engagement for the provision of valuation advice**

1. Thank you for your email to us dated 16 January 2019. We are grateful to you for your kind instructions to advise and now write to confirm the terms upon which Savills (UK) Limited (**Savills, we or us**) will provide Cardiff & Vale University Health Board (**you**) with a valuation report (the **Valuation** or **Report**) in respect of the above property (**Property**).
2. Our Valuation will be undertaken on the terms set out in this letter, including its appendices.
3. Please sign and return a copy of this letter to us to confirm your acceptance of the terms set out herein. In particular, we draw your attention to the fact that when signing this letter you are confirming your agreement to the limitation of our liability set out at paragraphs 8 -12 inclusive.
4. Please note we will be unable to formally issue our final Report to you, and you will be unable to rely upon the contents of our Report, until such time as we have received your signed copy of this letter.
5. To the extent that there is conflict or inconsistency between this confirmation of instruction letter and your email referred to above, this confirmation of instruction letter will prevail.
6. **Conflicts of Interest**

We confirm that Savills (UK) Limited does not have a material connection or involvement with the subject property or any other parties and there are no other factors that could limit the valuer's ability to provide an impartial and independent valuation. Therefore, the valuer will report an objective and unbiased valuation.

**RICS Red Book**

7. We shall prepare our Valuation in accordance with the RICS Valuation – Global Standards 2017 (incorporating the IVSC International Valuation Standards) and the RICS Valuation – Global Standards 2017 - UK national supplement, together the **"Red Book"**. Accordingly, we confirm that:
  - (a) Identification and status of the Valuer

- (i) The Valuation will be the responsibility of and the Report will be signed by Scott Caldwell MRICS, RICS RV, Director (the **Valuer**). The Valuer will work with colleague(s) as

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Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East..

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Registered office: 33 Margaret Street, London, W1G 0JD



appropriate, and the Report will be counter-signed by at least one other RICS Registered Valuer;

- (ii) The Valuer has sufficient current knowledge of the particular market(s) and sufficiently developed skills and understanding to undertake the valuation competently.

(b) Identification of the client and other intended users

The client is the addressee of this letter. We will address our Report to Cardiff & Vale University health board (the **Addressee**).

(c) Identification of the asset or liability to be valued

- (i) The Property address is Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN
- (ii) The interests to be valued is freehold. The Property will be valued with vacant possession, details to be confirmed in our Report.
- (iii) The interest to be valued comprises an operational hospital proposed for residential development following relocation of the service and is currently held for owner occupation but is expected to be declared surplus to requirements and available for redevelopment.

(d) The valuation will be in pounds sterling

(e) Purpose of the valuation

The Valuation is required for internal purposes. It is important that the Report is not used out of context or for the purposes for which it was not intended. We shall have no responsibility or liability to any party in the event that the Report is used outside of the purposes for which it was intended, or outside of the restrictions on its use set out at sub-paragraph (l) below.

(f) Basis of value

The basis of our Valuation will be Market Value the definitions (and source) of which are set out at **Appendix 1** (attached).

(g) Valuation date

The Valuation date will be the date of our report. You will appreciate that in providing you with our Valuation, we shall have regard to market conditions as at the Valuation date. Naturally, these are subject to change and it is therefore important that the Addressees take account of any such change in conditions that may occur from the Valuation date before making any binding decision in relation to the Property. Please do not hesitate to contact us ahead of making any binding decision which takes account of our Valuation if you have any concerns in this respect.

(h) Extent of investigation

We will carry out an inspection of the Property and undertake investigations to the extent necessary to undertake the Valuation. We will not carry out a structural survey or test the services and nor will we inspect the woodwork and other parts of the structures which are covered, unexposed or inaccessible.

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(i) Nature and source of information to be relied upon

- (i) We will carry out our Valuation on the information listed below:
- (ii) To the extent that you have provided us with information and / or instructed us to obtain it from a third party you agree, unless it is otherwise agreed by us in writing, that we can safely rely upon the accuracy, completeness and consistency of this information without further verification and that you will not hold us responsible in the event that any dispute regarding the Valuation arises from the accuracy of such information.
- (iii) Floor areas: We will not be measuring the Property. It is agreed that we will rely on floor areas provided to us by you.
- (iv) We will not make formal searches with local planning authorities, but shall rely on the information provided informally by the local planning authority or its officers. We recommend you instruct lawyers to confirm the position in relation to planning and that the Report is reviewed in light of advice from your solicitors in this respect.
- (v) For the avoidance of doubt, we accept no liability for any inaccuracy or omission contained in information disclosed by you or any third party or from the Land Registry or any database to which we subscribe. We will highlight in our Report where we have relied on such information.

(j) Assumptions and Special Assumptions

Unless otherwise agreed, our Valuation will be reported on the basis of the general assumptions attached at **Appendix 2**.

(k) Format of Report

We will adopt the relevant Savills (UK) Limited long form / short form valuation report template, adapted, as necessary, to accommodate your instructions.

(l) Restrictions on use, distribution or publication

- (i) Our Report shall be confidential to, and for the use only of, the Addressee and no responsibility shall be accepted to any third party for the whole or any part of its contents.
- (ii) Neither the whole nor any part of our Report or any reference to it may be included in any published document, circular or statement, nor published, reproduced, referred to or used in any way without our prior written approval (with such approval to be given or withheld at our absolute discretion).
- (iii) Where any addressee is a lender, in the event of a proposal to place the loan on the Property in a syndicate, you must notify us so that we can agree the extent of our responsibility to further named parties. If this is not done or we do not agree to be responsible to further named parties, we shall have no responsibility to any party other than the Addressee(s).
- (iv) Draft reports, if provided, will be sent on the basis that they are provisional (i.e. subject to completion of our final report) and for your internal purposes only. They must not be published or disclosed and you will not be entitled to rely upon them for any purpose whatsoever. Savills neither owes nor accepts a duty of care to you in connection with any drafts and shall not be liable to you for any loss, damage, cost or expense of whatever nature caused by your use of or reliance on them. Should you choose to rely upon a draft

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you do so entirely at your own risk and you are responsible for carrying out your own independent investigations.

- (v) We confirm that our valuation will be undertaken in accordance with the RICS Valuation – Global Standards (2017) which incorporate the International Valuation Standards (IVS) and the RICS Valuation – Global Standards 2017 - UK national supplement, together the “Red Book”.
- (m) The basis on which the fee will be calculated
  - (i) The agreed fee for the provision of the Valuation is £5,000 plus VAT but inclusive of expenses and is payable in pounds sterling.
  - (ii) Our agreed fee and any expenses, together with any VAT (at the prevailing rate) on such amounts, shall become due and payable by you to us within 30 days of us issuing you with a valid VAT invoice in respect of such amounts. In the event that our fee is not paid by the date for payment we reserve the right to charge default interest at a rate of 4% above the Barclays Bank base rate for payment.
  - (iii) In the event of our instructions being terminated at any time prior to completion of our work, a fee will become payable on a time basis (at our prevailing rates) for work carried out up to the date of termination, subject to a minimum of 50% of the agreed fee, together with all expenses incurred.
  - (iv) If we incur any expenditure on solicitors or other third parties in order to recover the fee due, such amounts will be payable by you.
  - (v) If we perform any additional services for you, we will agree an additional fee with you in respect of such services and such fee shall be payable in the manner set out above.
  - (vi) You acknowledge that you shall not be entitled to rely upon our Report until such time as our fees have been paid as detailed here.
- (n) Savills Complaints Handling Procedure
 

A copy of our Client Complaints Handling Procedure can be made available to you on request.
- (o) Monitoring under RICS conduct and disciplinary regulations
 

Savills (UK) Limited is regulated by the RICS. Compliance with the standards set down in the Red Book may be subject to monitoring by the RICS under its conduct and disciplinary regulations.

#### Limitations on Liability

8. Subject to paragraph 12 below, our aggregate liability to any one, or more, or all of the Addressees or any other party who otherwise becomes entitled to rely upon the Report under or in connection with this agreement and our Valuation, however that liability arises (including, without limitation, a liability arising by breach of contract, arising by tort, including, without limitation, the tort of negligence, or arising by breach of statutory duty) shall be limited to the lower of:
  - (a) 25% of the Value (as defined below) of the Property stated in our Report; and
  - (b) £75M.

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9. In paragraph 8, **Value** means:

- (a) where more than one value is stated for the same Property on different bases, the highest valuation figure recorded in our Report; and
  - (b) in the case of valuations of portfolios, estates, shopping centres and other multi-unit properties within one Report, the aggregate of our valuations included in the one Report.
10. You acknowledge and agree that we shall not be liable under or in connection with this agreement and the provision of our Valuation in tort (including negligence), breach of contract, breach of statutory duty or otherwise due to, under and/or arising out of or in connection with this agreement to the extent such loss or damage is consequential, indirect, special or punitive.
11. You acknowledge and agree that none of our employees, partners or consultants individually has a contract with you or owes you a duty of care or personal responsibility. You agree that you will not bring a claim against any such individuals personally in connection with our services.
12. Nothing in this agreement shall exclude or limit our liability for death or personal injury caused by our negligence or for any other liability that cannot be excluded by law.

#### **Insurance**

13. During the period that we are producing our Valuation and for a period of six years thereafter, we will maintain in force, with insurers or underwriters approved by the RICS, professional indemnity insurance in an amount not less than the amount of our liability cap, as calculated pursuant to clause 8 above and shall, on your request, produce confirmation of the same from our insurance broker.

#### **Reliance**

14. As stated above, we accept responsibility for our Report only to the Addressees and no third party may rely on our Report. We do not accept any responsibility to, and shall have no liability in respect of, any third parties unless otherwise agreed writing even if that third party pays all or part of our fees, or is permitted to see a copy of our Valuation. In addition, the benefit of our Report is personal and neither you nor any other Addressee may assign the benefit of our Report to any third party without our prior written consent (with such consent to be given or withheld at our absolute discretion). You acknowledge that if we agree to extend reliance on our Report to any third party or to the benefit of our Report being assigned, we will require the relevant third party or assignee to enter into a reliance letter before such party is entitled to rely upon our Report. We will provide you with a copy of our reliance letter on request. If we agree to any such extension or assignment, we may charge you an additional fee.

#### **Confidentiality**

15. Neither party shall disclose any confidential information relating to the affairs, business, customers or clients of the disclosing party to any other party without the disclosing party's prior written consent except to those of the disclosing party's employees, officers, representatives and/or advisors who need to know the information for the purposes of carrying out the receiving party's obligations under this agreement (save to the extent that the receiving party is compelled to disclose such information by law).
16. Our Report is confidential to and for the use only of the Addressees, but the Addressees may disclose the Report on a non-reliance and without liability basis to their directors, officers, employees and professional advisers provided the relevant Addressee procures any person to whom our Report is disclosed pursuant to this paragraph 16 keeps the Report confidential and does not disclose it to any other party.

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### **Data Protection**

17. We may use your personal information in our provision of services to you. Please see our Privacy Notice for details of how your personal information will be used. Our Privacy Notice can be found at the following web address: <http://www.savills.co.uk/footer/privacy-policy.aspx>

### **Reinstatement Costs**

18. If you have instructed us to report on the reinstatement cost of the Property for insurance purposes, we will provide you with an approximate opinion of such cost only. You acknowledge and agree that the provision of our opinion of the reinstatement cost is provided to you strictly without liability and on a non-reliance basis. If you require a reinstatement cost figure on which you may rely, please let us know and we will ask our building surveying colleagues to provide a fee estimate.

### **Sub-Contracting**

19. We may sub-contract the provision of any services to be performed by us pursuant to this agreement (including, without limitation, to other companies that are direct or indirect subsidiaries of Savills plc) provided that we will remain responsible to you for the provision of those services and the provision of our Report. We may request that you pay any sub-contractor directly for those of our fees which relate to work carried out by the sub-contractor. In these circumstances, the fees in question are to be paid by you directly to the sub-contractor and we will be entitled to assign to the sub-contractor any rights that we have in respect of those fees.

### **Money Laundering**

20. You shall promptly, upon request, provide us with any information reasonably required to enable us to comply with our obligations under the Money Laundering Regulations and our internal compliance policies relating to the same. For the avoidance of doubt, searches may also be conducted on your directors and "beneficial owners" as is required by the legislation. You agree that we may retain such information and documentation for these purposes and make searches of appropriate databases electronically. If such information is not provided within a reasonable time or you do not meet the requirements set out in our relevant internal policies, we may terminate this instruction immediately upon written notice to you.

### **Health and Safety**

21. If we are undertaking physical inspections of the Property, you shall take reasonable steps to procure that the owner and/or occupier of the Property: (a) advises us of any hazards to which our staff may be exposed at the Property (b) provides us with any relevant health and safety policies and (c) arranges for any site visits to the Property to be hosted by a representative of the owner/occupier of the Property.

### **Jurisdiction**

22. This agreement and any dispute arising from the Valuation is subject to English jurisdiction and law.

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**Appendices**

23. Your attention is drawn to the attached appendices which form part of the agreement between us and on which our Valuation will be reported. By signing a copy of this letter you are also confirming your agreement to them.

Yours sincerely

**Scott Caldwell MRICS Registered Valuer**  
**Director**

**Client Acceptance**

I confirm Cardiff & Vale University Health Board's agreement to this letter and the attached appendices and, in particular, confirm that the limitation on liability set out in paragraph 8 above is acknowledged, considered reasonable and accepted:

Signed by **Cardiff & Vale University Health Board** by its duly authorised signatory

Name in capitals

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Position

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Date

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## Appendix 1: Definitions and Bases of Valuation - definitions

**Assumption:** A supposition taken to be true. It involves facts, conditions or situations affecting the subject of, or approach to, a valuation that, by agreement, do not need to be verified by the valuer as part of the valuation process. (RICS Valuation – Global Standards, 2017)

**Depreciated Replacement Cost:** The current cost of replacing an asset with its modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation. (RICS Valuation – Global Standards, 2017)

**Existing Use Value:** The estimated amount for which an asset or liability should exchange on the Valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had acted knowledgeably, prudently and without compulsion, assuming that the buyer is granted vacant possession of all parts of the asset required by the business and disregarding potential alternative uses and any other characteristics of the asset that would cause its market value to differ from that needed to replace the remaining service potential at least cost. (RICS Valuation – Global Standards 2017 – UK national supplement)

NB Existing Use Value is to be used only for valuing property that is owner occupied by a business, or other entity, for inclusion in financial statements.

**External Valuer:** A valuer who, together with any associates, has no material links with the client, an agent acting on behalf of the client or the subject of the assignment. (RICS Valuation – Global Standards 2017). Unless otherwise stated, External Valuer does not refer to the role of an external valuer within the context of the Alternative Investment Fund Managers Directive 2011/61/EU and its implementing provisions in the United Kingdom unless agreed otherwise in writing.

**Equitable Value** The estimated price for the transfer of an asset or liability between identified knowledgeable and willing parties that reflects the respective interests of those parties. (IVS 104 – Bases of Value).

**Fair Value:** The definition adopted by the International Accounting Standard Board (IASB) is: The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**Investment Value (worth):** The value of an asset to a particular owner or prospective owner for individual investment or operational objectives. (IVS 104 paragraph 60.1)

**Market Rent:** The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (IVS 104 paragraph 40.1)

**Market Value:** The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (IVS 104 paragraph 30.1)

**Special Assumption:** An assumption that either assumes facts that differ from the actual facts existing at the valuation date or that would not be made by a typical market participant in a transaction on the valuation date. (RICS Valuation – Global Standards, 2017)

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## Appendix 2: General assumptions and conditions applicable to all Valuations

Unless otherwise agreed in writing and /or stated in our report, our Valuation will be carried out on the basis of the following general assumptions and conditions in relation to each Property that is the subject of our Report. If any of the following assumptions or conditions are not valid, this may be that it has a material impact on the figure(s) reported and in that event we reserve the right to revisit our calculations.

1. That the Property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing and good title can be shown. Should there be any mortgages or charges, we have assumed that the property would be sold free of them. We have not inspected the Title Deeds or Land Registry Certificate.
2. That we have been supplied with all information likely to have an effect on the value of the Property, and that the information supplied to us and summarised in this Report is both complete and correct.
3. That the building(s) has/have been constructed and is/are used in accordance with all statutory and bye-law requirements, and that there are no breaches of planning control and any future construction or use will be lawful.
4. That the Property is not adversely affected, nor likely to become adversely affected, by any highway, town planning or other schemes or proposals, and that there are no matters adversely affecting value that might be revealed by a local search, replies to usual enquiries, or by any statutory notice (other than those points referred to above).
5. That the building(s) is/are structurally sound, and that there are no structural, latent or other material defects, including rot and inherently dangerous or unsuitable materials or techniques, whether in parts of the building(s) we have inspected or not, that would cause us to make allowance by way of capital repair (other than those points referred to above). Our inspection of the Property and our Report do not constitute a building survey or any warranty as to the state of repair of the Property. Our Valuation is on the basis that a building survey would not reveal material defects or cause us to alter our Valuation materially.
6. That there is unrestricted access to the Property and that it is connected, or capable of being connected without undue expense, to the public services of gas, electricity, water, telephones and sewerage.
7. Sewers, mains services and roads giving access to the Property have been adopted, and any lease provides rights of access and egress over all communal estate roadways, pathways, corridors, stairways and the use of communal grounds, parking areas and other facilities.
8. That in the construction or alteration of the building(s) no use was made of any deleterious or hazardous materials or techniques, such as high alumina cement, calcium chloride additives, woodwool slabs used as permanent shuttering and the like (other than those points referred to above). We have not carried out any investigations into these matters.
9. That the Property is free from environmental hazards and has not suffered any land contamination in the past, nor is it likely to become so contaminated in the foreseeable future. We have not carried out any soil tests or made any other investigations in this respect, and we cannot assess the likelihood of any such contamination.
10. That any tenant(s) is/are capable of meeting its/their obligations, and that there are no arrears of rent or undisclosed breaches of covenant.

11. In the case of a Property where we have been asked to value the site under the special assumption that the Property will be developed, there are no adverse site or soil conditions, that the Property is not adversely affected by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 that the ground does not contain any archaeological remains, nor that there is any other matter that would cause us to make any allowance for exceptional delay or site or construction costs in our Valuation.
12. We will not make any allowance for any Capital Gains Tax or other taxation liability that might arise upon a sale of the Property.
13. Our Valuation will be exclusive of VAT (if applicable).
14. No allowance will be made for any expenses of realisation.
15. Excluded from our Valuation will be any additional value attributable to goodwill, or to fixtures and fittings which are only of value in situ to the present occupier.
16. When valuing two or more properties, or a portfolio, each property will be valued individually and no allowance will be made, either positive or negative, should it form part of a larger disposal. The total stated will be the aggregate of the individual Market Values.
17. In the case of a Property where there is a distressed loan we will not take account of any possible effect that the appointment of either an Administrative Receiver or a Law of Property Act Receiver might have on the perception of the Property in the market and its/their subsequent valuation, or the ability of such a Receiver to realise the value of the property(ies) in either of these scenarios.
18. No allowance will be made for rights, obligations or liabilities arising under the Defective Premises Act 1972, and it will be assumed that all fixed plant and machinery and the installation thereof complies with the relevant UK and EEC legislation.
19. Our Valuation will be based on market evidence which has come into our possession from numerous sources, including other agents and valuers and from time to time this information is provided verbally. Some comes from databases such as the Land Registry or computer databases to which Savills subscribes. In all cases, other than where we have had a direct involvement with the transactions being used as comparables in our Report, we are unable to warrant that the information on which we have relied is correct.

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# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN

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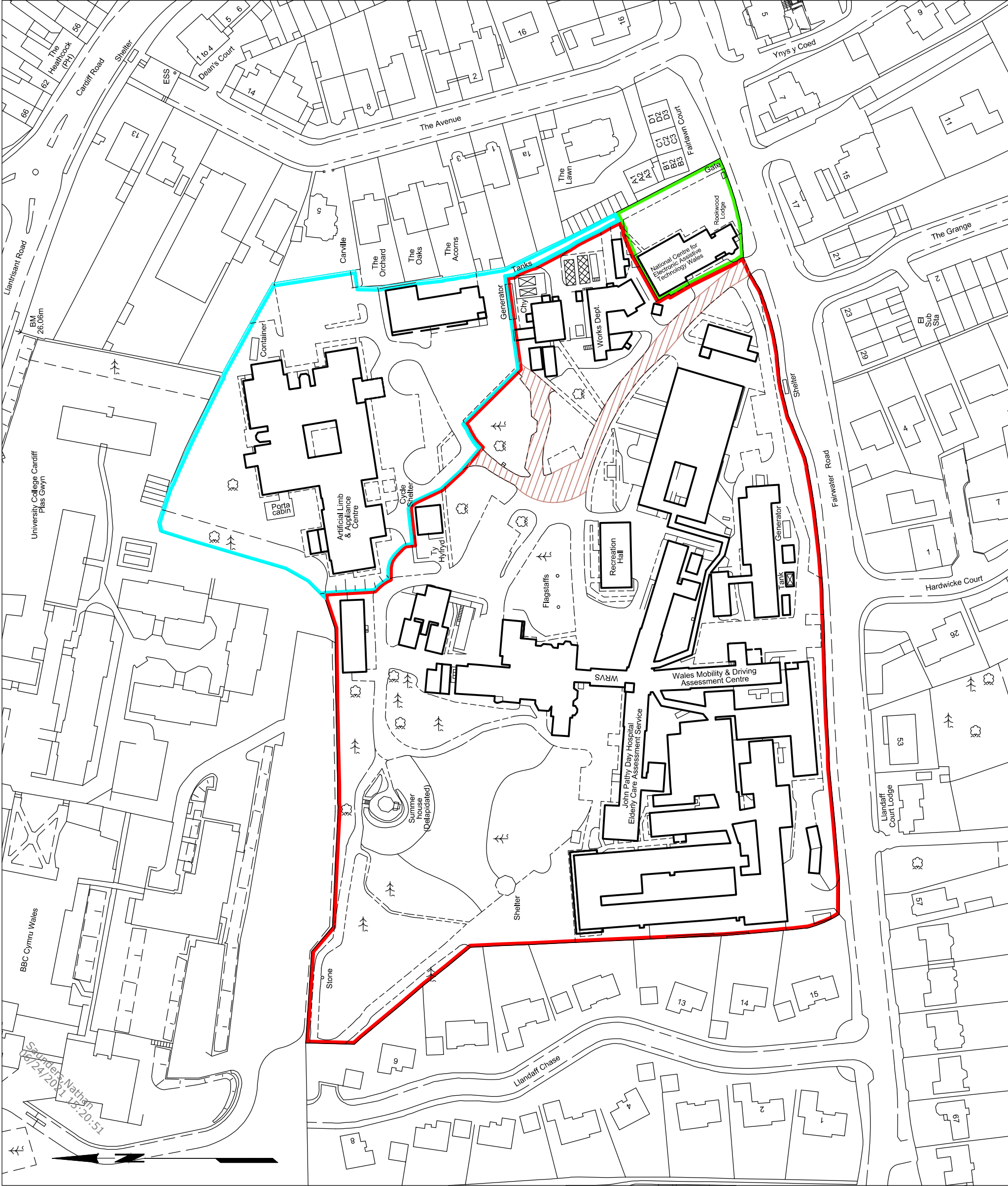
## Appendix 2

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<div><div><div><div><div><div></div><div>GIG</div><div>CYMRU</div></div><div><div>NHS</div><div>WALES</div></div></div><div><div>Partneriaeth</div><div>Cydwasaethau</div><div>Gwasanaethau Ystadau Arbenigol</div><div>Shared Services</div><div>Partnership</div><div>Specialist Estates Services</div></div></div></div><div><div>N.H.Davies</div><div>BSc (Hons), Dip Proj Man (RICS), MRSA, MRCS, FHEEM</div><div>Director</div><div>Specialist Estates Services</div></div></div>		<div>Crown copyright and database rights 2011</div> <div>Ordnance Survey [100025847]</div> <div>Hawffraint y Goron a hawliau cronfa ddata 2011</div> <div>Ardwlg Ordnans [100025847]</div>		<div>ORDNANCE SURVEY TILE</div> <div>NATIONAL GRID REFERENCE</div> <div>ST 1578</div> <div>ST 150780</div>	<div>Clive Ball BSc (Hons) MRICS</div> <div>Head of Property</div> <div>Specialist Estates Services</div>	<div>Title</div> <div>Rookwood Hospital, Llandaff, Cardiff.</div>	<div>Disposal area = 3.26 ha</div> <div>8.06 acres</div>	<div>Scale</div> <div>1:1250 @ A3</div>	<div>Produced by</div> <div>CLKB/TJE</div>	<div>Drawing Number</div> <div>C37_01S /1</div>	<div>Date Issued</div> <div>TJE 25/01/19</div>	<div>Date Created</div> <div>January 2019</div>
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# Report & Valuation

Rookwood Hospital, Fairwater Road, Llandaff, Cardiff, CF5 2YN

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## Appendix 3

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# UK Housing Market Update



## First Time Buyers overtake Home Movers as largest buyer type

House prices rose 0.3% in January, according to Nationwide. This put annual growth at 0.1%, the lowest figure for 6 years. In part this is because January 2018, the strongest month of last year, has dropped out of the annual growth number.

The RICS Survey reflects this slowing growth. The number of surveyors expecting price falls increased for the 6th consecutive month and near-term sales expectations were at their lowest level since the series started in 1999. Numbers of new enquiries and instructions continued to fall, although slightly fewer surveyors reported falls than in the previous month. Transaction numbers remained largely flat in November for most regions, except in Wales, which saw a modest increase, and London, which continued its gradual downward trend.

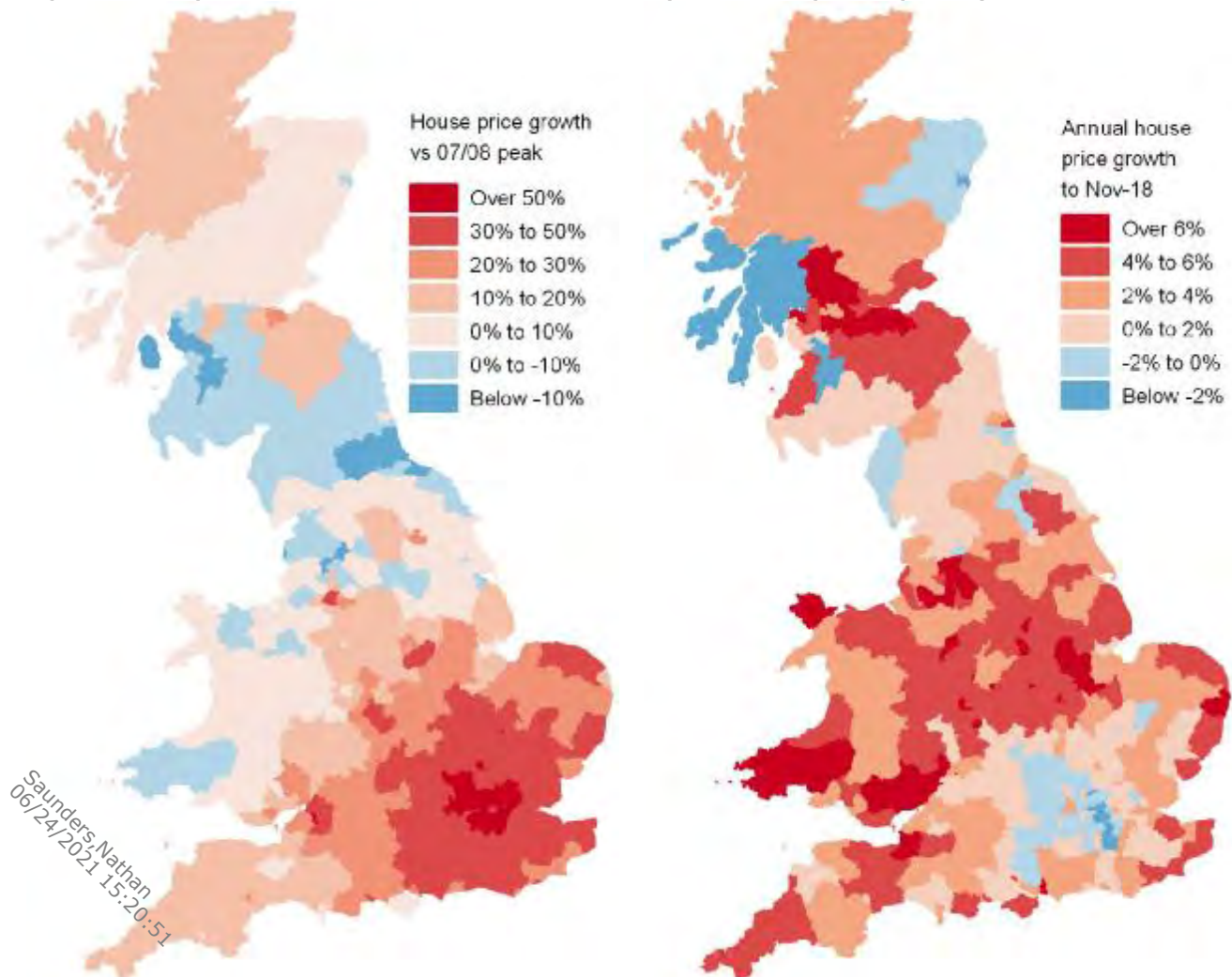
Transaction numbers have been boosted in recent years by rising numbers of First Time Buyers and they are now the largest buyer type, having overtaken Home Movers. The last time First Time Buyers were the largest buyer type was 1995. They have been strongly supported by government policy, notably Help to Buy, while Home Movers have struggled to climb the housing ladder. The high street banks remain keen to grow their lending to this group. Lloyds recently announced a new 100% mortgage for First Time Buyers, to be secured by a family member opening a savings account, a move that seeks to further capitalise on the 'Bank of Mum and Dad'. Competition for borrowers was also reflected in slight falls in the average interest rate on fixed term mortgages between October and November last year.

The southern Welsh districts of Blaenau Gwent and Torfaen saw the strongest price growth of approximately 11%, followed by Newport at 10%, in the year to November 2018, albeit from a low base in both cases. London continued to struggle, with the largest falls in high value Westminster (-10%), followed by Camden and Ealing, both down approximately 5%.

Rental growth continues to be the strongest in the East Midlands with annual growth at 2.5%, followed by the West Midlands at 1.9%. London rental growth continues to be the weakest, up 0.1% on the previous year.

Figure 1 – Average price versus 2007/8 peak, Nov-18

Figure 2 – Average price growth, year to Nov-18



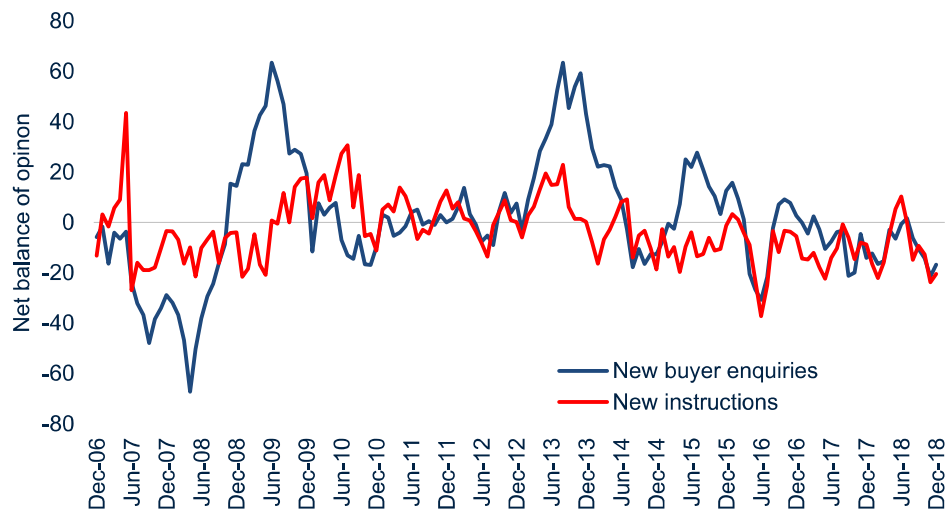
Source: Savills using HM Land Registry and Registers of Scotland (6 month smoothed)\*

The number of surveyors reporting rising numbers of instructions and enquiries has been on a steep downward trend since June last year.

The most recent month, December, saw a slight uptick in sentiment, with reports of both new instruction and enquiries rising slightly.

Both measures are still negative, with the majority of surveyors reporting falls.

**Figure 3 – Survey sentiment remains subdued**



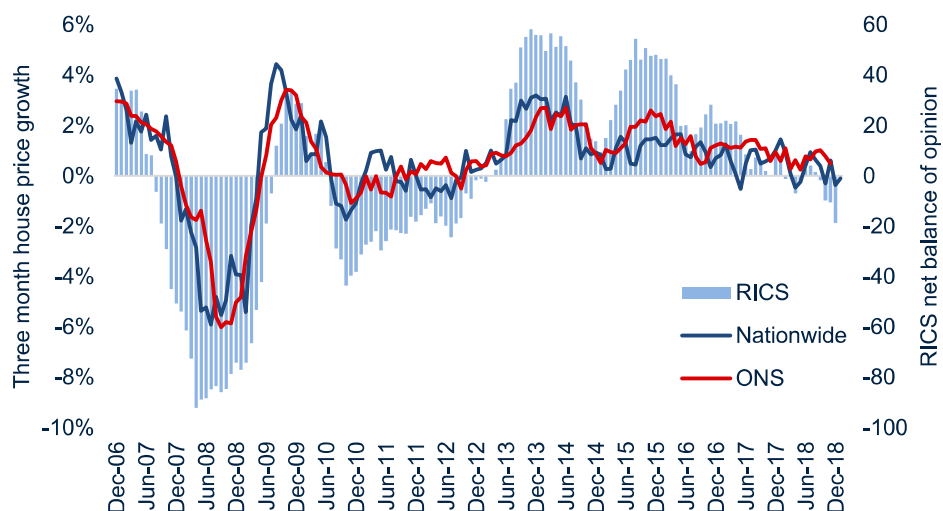
Source: RICS (seasonally adjusted)

The RICS Survey has, at times, been a good forward indicator of house price movements.

Surveyor perception of price growth currently sits firmly in negative territory at -19, the lowest it has been since 2012. Nationwide three-month price growth is flat, after the large fall in December.

The ONS index, two months behind Nationwide, is tracking downwards, which is likely to bring it more in line with the other measures.

**Figure 4 – Price growth continues to struggle**



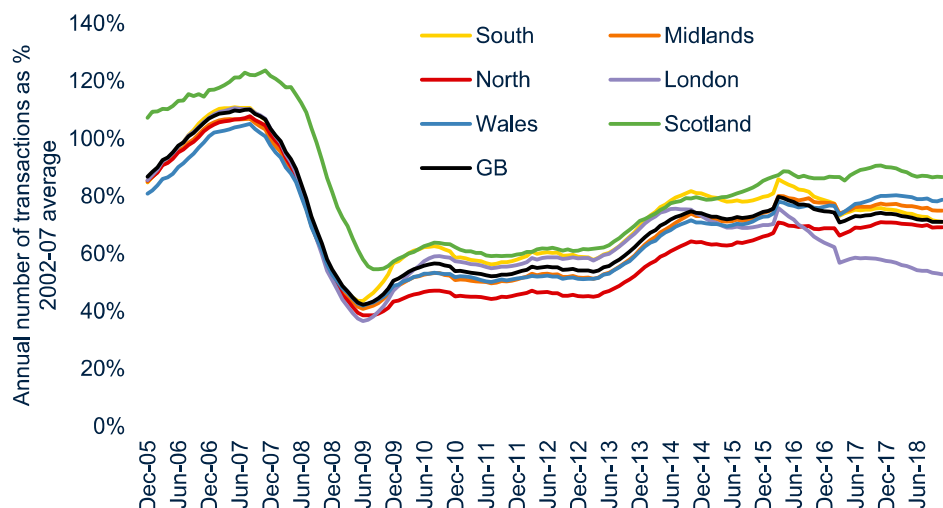
Source: RICS, Nationwide, ONS

Transactions at a national level and across most regions were flat in November, with the notable exceptions being Wales and London.

Wales saw transactions rise 0.7%. They were still down 1.6% on the previous year, but that was the smallest annual fall of any region.

London continues its downward trajectory, with the 12 months to November 2018 having an estimated 7.2% fewer transactions than in the preceding 12 month period.

**Figure 5 – Transactions flatten out**



Source: Savills using HM Land Registry (adjusted for count lag) and Registers of Scotland



February 2019

## UK Housing Market Update



### Recent house price growth

	Nationwide (to Dec-18 for regions, to Jan-19 for UK)			ONS (to Nov-18)			Savills (to Nov-18)		
	m/m	q/q	y/y	m/m	q/q	y/y	m/m	q/q	y/y
UK	0.3%	-0.1%	0.1%	0.1%	0.5%	2.9%	0.2%	0.9%	2.7%
London	n/a	0.1%	-2.2%	-0.3%	-0.3%	-0.6%	-0.3%	-0.3%	-1.8%
South East	n/a	-0.2%	-0.5%	0.4%	0.1%	1.1%	0.0%	0.4%	1.4%
East of England	n/a	0.0%	1.4%	1.0%	0.9%	2.6%	0.2%	0.7%	2.2%
South West	n/a	0.8%	1.5%	1.1%	1.5%	4.3%	0.4%	1.0%	3.4%
East Midlands	n/a	0.0%	2.9%	0.5%	0.6%	4.4%	0.5%	1.4%	4.7%
West Midlands	n/a	0.2%	1.6%	0.0%	1.2%	4.7%	0.5%	1.6%	5.1%
North East	n/a	0.6%	-1.7%	1.1%	2.6%	4.0%	-0.1%	0.3%	1.5%
Yorks & Humber	n/a	-0.3%	1.3%	-0.9%	-0.9%	2.0%	0.4%	1.2%	3.8%
North West	n/a	-0.2%	1.5%	-0.6%	0.7%	3.1%	0.4%	1.2%	4.1%
Wales	n/a	1.8%	1.8%	0.8%	1.0%	5.5%	0.7%	1.9%	5.6%
Scotland	n/a	-0.3%	1.7%	-0.8%	0.0%	3.0%	0.0%	1.4%	4.2%

Source: Savills using HM Land Registry and Registers of Scotland\*, Nationwide (seasonally adjusted), ONS (seasonally adjusted)

### Five year forecasts (first published November 2018)

	2019	2020	2021	2022	2023	5-year
UK	1.5%	4.0%	3.0%	2.5%	3.0%	14.8%
London	-2.0%	0.0%	2.5%	1.5%	2.5%	4.5%
South East	0.0%	2.0%	2.5%	2.0%	2.5%	9.3%
East of England	0.0%	2.0%	2.5%	2.0%	2.5%	9.3%
South West	0.5%	3.5%	2.5%	2.5%	3.0%	12.6%
East Midlands	3.0%	5.0%	3.5%	3.0%	3.5%	19.3%
West Midlands	3.0%	5.0%	3.5%	3.0%	3.5%	19.3%
North East	2.0%	5.0%	3.5%	2.5%	3.5%	17.6%
Yorks & Humber	2.5%	5.5%	4.0%	3.0%	4.0%	20.5%
North West	3.0%	6.0%	4.0%	3.0%	4.0%	21.6%
Wales	2.0%	5.5%	4.0%	3.0%	3.5%	19.3%
Scotland	2.5%	5.0%	3.5%	2.5%	3.5%	18.2%

Source: Savills

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Chris Buckle  
Director  
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\*Savills index is an unadjusted repeat sales index based on HM Land Registry and Registers of Scotland price paid data. Note that Savills national index (labelled UK) is for Great Britain, not including Northern Ireland.

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**LEGAL ADVICE – PRIVILEGED**

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**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**Charity Law advice relating to the disposal of Rookwood Hospital, Llandaff**

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**Geldards**  
law firm

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**Charity Law advice relating to the disposal of Rookwood Hospital, Llandaff**

**1. Background**

- 1.1 We have been instructed by Cardiff & Vale University Health Board (“CVUHB”) in its capacity as sole trustee of the charity known as Rookwood Hospital (registered with the Charity Commission as a linked charity of Cardiff and Vale University Local Health Board General Purpose Charity).
- 1.2 We understand that CVUHB wishes to dispose of Rookwood Hospital, Llandaff to Cardiff County Council (“the Council”) by way of a sale. The Council intends to develop the land for social housing purposes.
- 1.3 The Rookwood Hospital Charity (“the Charity”) is governed by a Deed of Gift dated 14 August 1924 as affected by a Charity Commission Scheme dated 24 October 1980 and Charity Commission Order dated 7 May 1997, copies of which are in our possession.
- 1.4 We have also been provided with the following:
- (a) Cardiff Local Development Plan Examination – Hearing Session 9 (3 February 2015) re. Rookwood Hospital
  - (b) Repot on Disposal of Rookwood Hospital for a meeting of CVUHB as corporate trustee of the general purpose charity dated 27 June 2019
  - (c) Disposal Strategy document (May 2019)
  - (d) Report and Valuation dated February 2019 prepared by Savills
- 1.5 According to the Charity Commission register, the objects of the Charity are as follows:

*“THE HOSPITAL BELONGING TO THE SAID CHARITY KNOWN AS ROOKWOOD HOSPITAL AND THE PROPERTY OCCUPIED THEREWITH SHALL BE APPROPRIATED AND USED AS A HOSPITAL OR HOME (IN WHICH MAY BE ESTABLISHED A CENTRE FOR THE PROVISION OF ARTIFICIAL LIMBS AND APPLIANCES, FOR THE PROVISION OF INVALID*

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*VEHICLES AND FOR THE MAKING OF GRANTS TOWARDS THE COST OF PROVISION OF INVALID AIDS) FOR SICK AND DISABLED PERSONS WITH A PREFERENCE FOR SICK AND DISABLED NAVAL AND MILITARY PENSIONERS AND IN PARTICULAR SUCH PENSIONERS WHO ARE PARAPLEGIC CASES”*

- 1.6 These objects are set out in the Charity Commission Scheme dated 24 October 1980 and replaced the original objects set out in the Deed of Gift dated 14 August 1924.
- 1.7 We understand from the Deed of Gift that the land is freehold and we have relied on this fact in providing this advice.
- 1.8 We have been instructed to advise on the following questions:
- (a) Is the proposed sale of Rookwood Hospital to the Council for the purposes of providing social housing in furtherance of the objects of the Charity?
  - (b) Whilst the sale to the Council will be at a value confirmed by Savills, should CVUHB seek to obtain a higher sale price by advertising the land on the open market, given the fact that the land is prime development land?
- 1.9 We note from the Disposal of Rookwood Hospital Report dated 27 June 2019 that only the main hospital site will be disposed of with the other two sites will continue to belong to CVUHB as sole trustee of the Charity.

## **2. Executive Summary**

- 2.1 Is the proposed sale of Rookwood Hospital to the Council for the purposes of providing social housing in furtherance of the objects of the Charity?
- (a) The existing objects state that the land must be used as a “*hospital of home...for sick and disables persons...*”. It is proposed that the land will be sold to the Council for social housing. This is not consistent with the existing objects of the Charity and as such it cannot be the case that the disposal of the land is made in furtherance of the charitable objects.

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- 2.2 Whilst the sale to the Council will be at a value confirmed by Savills, should CVUHB seek to obtain a higher sale price by advertising the land on the open market, given the fact that the land is prime development land?
- 2.3 CVUHB must comply with sections 177 to 121 of the Charities Act 2011 (“ChA 2011”). In this regard, CVUHB must obtain written advice from a properly qualified surveyor and advertise the proposed sale on the open market, for such period and in such a manner as the surveyor advises.
- 2.4 CVUHB must follow the advice of the surveyor in relation to advertising the proposed sale, unless the surveyor advises that such action would not be in the best interests of the Charity.
- 2.5 If CVUHB decides not to advertise the sale (either at all or not in accordance with the surveyor’s advice), then it must apply to the Charity Commission’s for an Order authorising the sale at an undervalue. Such an application must be made under section 105 ChA 2011 (power to authorise dealings with charity property).
- 2.6 The Charity Commission would likely expect that CVUHB has taken steps to ensure that the Council will not make a profit on the transaction. In this regard, a clause along the lines of that, if the Council used the land for any purpose other than social housing or if the Council sells to another developer then it will pay full development value to the Charity.
- 2.7 *Designated land and permanent endowment issues*
- (a) The land is designated land (i.e. land that must be used for a particular purpose, in this case as a “hospital or home...for sick and disabled persons...”). As such, under section 121 of ChA 2011 (additional restrictions where land held for stipulated purposes) public notice of the proposed sale must be given (section 121(2)).
- (i) The exception to giving public notice under section 121(2) is where the proceeds of sale will be used to purchase replacement property for the Charity. Spending the proceeds on developing other existing hospital sites is not the same as purchasing replacement property in this context.

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- (b) Alternatively, CVUHB can apply to the Charity Commission for a direction that section 121(2) will not apply to the proposed sale. In making the direction, the Commission must be satisfied that this is in the best interests of the Charity, so a strong case must be made.
- (c) The land is also permanent endowment, being an asset that is intended to be held in perpetuity/forever. Where the land is sold the existing objects of the Charity will attach to the proceeds of sale as opposed to the land. This applies in respect of freehold land only.
- (d) The question then arises as to how the proceeds of sale can be spent (which must be in furtherance of the existing objects). Purchasing land is an acceptable expenditure of permanent endowment but paying for buildings (which are considered to be wasting assets) would not be. In this regard, CVUHB would need to obtain the Charity Commission's consent by way of an Order to expend permanent endowment on buildings, most likely with a requirement for "recoupment".

## 2.8 *Dealing with the proceeds of sale / Cy pres considerations*

- (a) If CVUHB consider that the existing charitable objects are too restrictive and that these objects (which will attach to the proceeds of sale and continue to apply to the two sites that will remain with the Charity) should be widened/modernised, then an application must be made to the Charity Commission for a cy pres scheme pursuant to section 61 ChA 2011.
- (b) Section 62 ChA 2011 sets out the occasions in which a cy pres situation may arise. In terms of the timing for obtaining such a cy pres scheme, this can be made before or after the disposal of the land. However, please be aware that if the scheme is obtained after the disposal, the proceeds of sale must not be spent on the new wider objects until the scheme has been properly obtained.

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**3. Is the proposed sale of Rookwood Hospital to the Council for the purposes of providing social housing in furtherance of the objects of the Charity?**

- 3.1 The existing objects state that the land must be used as a “*hospital of home...for sick and disables persons...*”. It is proposed that the land will be sold to the Council for social housing. This is not consistent with the existing objects of the Charity and as such it cannot be the case that the disposal of the land is made in furtherance of the charitable objects.

**4. Whilst the sale to the Council will be at a value confirmed by Savills, should CVUHB seek to obtain a higher sale price by advertising the land on the open market, given the fact that the land is prime development land?**

Charities Act 2011 requirements

- 4.1 CVUHB must comply with sections 177 to 121 of the Charities Act 2011 (“ChA 2011”). In this regard, CVUHB must obtain written advice from a properly qualified surveyor and advertise the proposed sale on the open market, for such period and in such a manner as the surveyor advises.
- 4.2 CVUHB must follow the advice of the surveyor in relation to advertising the proposed sale, unless the surveyor advises that such action would not be in the best interests of the Charity.
- 4.3 If CVUHB decides not to advertise the sale (either at all or not in accordance with the surveyor’s advice), then it must apply to the Charity Commission’s for an Order authorising the sale at an undervalue. Such an application must be made under section 105 ChA 2011 (power to authorise dealings with charity property).
- 4.4 The Charity Commission would likely expect that CVUHB has taken steps to ensure that the Council will not make a profit on the transaction. In this regard, a clause along the lines of that, if the Council used the land for any purpose other than social housing or if the Council sells to another developer then it will pay full development value to the Charity.

Savills valuation – February 2019

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- 4.5 We note that CVUHB has obtained a written valuation from Savills dated February 2019. The valuation provides a “Market Value” of £10,200,000 for the three sites that make up Rookwood Hospital, and £6,000,000 for the main hospital (being the part of the land to be sold). “Market Value” is defined in the report on page 8 (appendix 1). Although the definition refers to “proper marketing”, it does not explicitly state what this would entail. However, we consider that the surveyor assumes that the value it has given is what could be obtained if the land is advertised on the open market.
- 4.6 In order to ensure that the report complies with section 119 ChA 2011, we would recommend that CVUHB instructs its surveyors to advise as to the manner and length of time of advertising the proposed sale. If the surveyor considers that advertising the proposed sale is not in the best interests of the Charity, this should be explained in the report.
- 4.7 To conclude, CVUHB (as sole trustee) is required to advertise the proposed sale in accordance with the surveyor’s advice (section 119(1)(b) ChA 2011).

## **5. Designated Land issues**

- 5.1 The land is designated land (i.e. land that must be used for a particular purpose, in this case as a “hospital or home...for sick and disabled persons...”). As such, under section 121 of ChA 2011 (additional restrictions where land held for stipulated purposes) public notice of the proposed sale must be given.
- 5.2 Before any agreement for sale is entered into, under section 121(2) CVUHB is required to:
- (a) give public notice of the proposed sale, inviting representations to be made within a specific time frame set out in the notice (which must be a minimum of one month from the date of the notice); and
  - (b) take into consideration any representations made during that time frame.
- 5.3 The exception to giving public notice under section 121(2) is where the proceeds of sale will be used to purchase replacement property for the Charity. Spending the proceeds on developing other existing hospital sites (i.e. University Hospital Llandough) is not the same as purchasing replacement property in this context.

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- 5.4 Alternatively, if CVUHB (as sole trustee) does not consider it would be in the best interests of the Charity to give public notice, it can apply to the Charity Commission for a direction that section 121(2) will not apply to the proposed sale. In making the direction, the Commission must be satisfied that this is in the best interests of the Charity, so a strong case must be made.

## **6. Permanent endowment issues**

- 6.1 The land is permanent endowment, being an asset that is intended to be held in perpetuity/forever. This does not automatically prevent a disposal of the land and where the land is sold the existing objects of the Charity will attach to the proceeds of sale as opposed to the land. This applies in respect of freehold land only.
- 6.2 The question then arises as to how the proceeds of sale can be spent (which must be in furtherance of the existing objects). Purchasing land is an acceptable expenditure of permanent endowment but paying for buildings would not be. This is because buildings are considered wasting assets for permanent endowment purposes. This would be the case where CVUHB intends to spend the permanently endowed proceeds of sale on the new building at the University Hospital Llandough (“UHL”) site. In this regard, CVUHB would need to obtain the Charity Commission’s consent by way of an Order to expend permanent endowment on the new build at UHL, most likely with a requirement for “recoupment”.

## **7. Dealing with the proceeds of sale / Cy pres considerations**

- 7.1 If CVUHB consider that the existing charitable objects are too restrictive and that these objects (which will attach to the proceeds of sale and continue to apply to the two sites that will remain with the Charity) should be widened/modernised, then an application must be made to the Charity Commission for a cy pres scheme pursuant to section 61 ChA 2011.
- 7.2 Section 62 ChA 2011 sets out the occasions in which a cy pres situation may arise. We note that the Disposal Report dated 27 June 2019 refers to Rookwood Hospital being no longer suitable for use as a modern healthcare facility and that the care and services currently provided at Rookwood Hospital will be provided at UHL from 2020/2021. On this basis, the application for a cy pres scheme should set out that the original purposes cannot be carried out

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according to the directions given in the original gift and/or the original purposes have be a suitable method of using the property (i.e. the land). Other reasons may also apply.

- 7.3 We note from an email dated 25 November 2015 from the Charity Commission to Ian Davies of Eversheds that at that time the Commission was of the view that a cy pres case had been made on the basis that Rookwood Hospital will no longer be required once the new facility at UHL has been build. The email also refers to the “new purposes” being acceptable in principle. It would be useful to have sight of the initial correspondence with the Commission on this matter and the proposed new objects, if CVUHB proceeds to apply for a cy pres scheme.
- 7.4 Setting out the process for obtaining a cy pres scheme is outside the scope of this note. However, in our experience, this is not a quick process and can take anything from 6-12 months to obtain, depending on any direction by the Commission to give public notice of the proposed scheme and new purposes.
- 7.5 In terms of the timing for obtaining such a cy pres scheme, this can be made before or after the disposal of the land. However, please be aware that if the scheme is obtained after the disposal, the proceeds of sale must not be spent on the new wider objects until the scheme has been properly obtained.

## **8. Next steps**

- 8.1 In this section we have summarised the steps that should follow in light of our advice.

### **8.2 Sale of land**

- (a) Seek clarification from the surveyor as to the manner in which any marketing of the proposed sale should be conducted, unless the surveyor considers this would not be in the best interests of the Charity.
- (b) Where the CVUHB (as sole trustee) does not wish to follow the surveyor’s advice as to marketing the sale, it cannot proceed with the disposal without a Charity Commission Order authorising the sale at an undervalue. Such an application must be made under section 105 ChA 2011.

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### 8.3 Designated land issues

- (a) As the land is designated land, public notice of the proposed sale must be given under section 121 of ChA 2011. The exact requirements are set out in section 121(2).
- (b) The exception to this requirement is where the proceeds of sale will be used to purchase replacement property for the Charity. Spending the proceeds on developing other existing hospital sites is not the same as purchasing replacement property in this context.
- (c) Alternatively, the charity can apply to the Charity Commission for a direction that section 121(2) will not apply to the proposed sale. In making the direction, the Commission must be satisfied that this is in the best interests of the Charity.

### 8.4 Permanent endowment issues

- (a) The land is permanent endowment and where the land is sold the existing objects of the Charity will attach to the proceeds of sale as opposed to the land.
- (b) Consideration must be given to how the proceeds of sale can be spent (which must be in furtherance of the existing objects). Purchasing land is an acceptable expenditure of permanent endowment but paying for buildings would not be. If CVUHB wants to spend the proceeds of sale on buildings it would need to obtain a Charity Commission Order to expend permanent endowment on buildings, most likely with a requirement for “recoupment”.

### 8.5 Dealing with the proceeds of sale / Cy pres considerations

- (a) CVUHB may need to obtain a cy pres scheme pursuant to section 6 ChA 2011 if a cy pres occasion arises under section 62.

## 9. **Conclusion**

- 9.1 Should you require further advice or clarification in relation to this Legal Advice, please do not hesitate to contact Bethan Walsh ([bethan.walsh@geldards.com](mailto:bethan.walsh@geldards.com) / 029 2039 1832).

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**Bethan Walsh**  
**Senior Associate**  
**Geldards LLP**

18 July 2019

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<b>Report Title:</b>	<b><i>Employee Wellbeing Service</i></b> <b>Reporting Feedback on Successful CFC Bids</b>			<b>Agenda Item no.</b>	<b>4.2.2</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	✓	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

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

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

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

Following a successful bid to the Charitable Funds Committee, the Health Charity aims to provide reassurance and assurance regarding the bids by reporting to the Committee how the money has been spent and the relevant impact/improvement.

This report provides interim feedback on the following successful bid:

- **Employee Wellbeing Service - £352,586.00**

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

Due to the recruitment processes both within and external to the UHB, the total staffing resources were not recruited into until December 2019 (APTP role) and March 2020 (Counsellors).

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

The midpoint review in June 2020, highlighted an underspend of approximately £10,000 and approval was given by the Charity Trustee's to use this underspend to increase the WTE counselling provision by 0.2 wte.

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## ASSESSMENT

### Impact of additional Counselling Resources:

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

Table 1. Midpoint Review - waiting time data

	Referrals	Average waiting time for resource assessment*	Average waiting time for Counselling*	Comments
Oct-19	59	11	80	
Nov-19	63	12	65	
Dec-19	38	16	61	
Jan-20	58	16	65	
Feb-20	61	13	36	80% of additional Counsellors in place
Mar-20	28	12	19	Covid-19
Apr-20	16	3	12	Covid-19
May-20	30	3	8	Covid-19
Jun-20	67	3	11	EWS returned to business as usual/100% of Counsellors and APTP in place

\*calculated in working days

At the mid-point review it was too early to confirm whether the initial improvements in waiting times would continue, especially as the impact of covid on well-being was still to be ascertained and the number of referrals were artificially low as staff responded to the initial Covid-19 wave. The table below illustrates however, that despite increased numbers of referrals in comparison to previous years, improvements in waiting times from self-referral to initial assessment have been maintained. Since January 2021, staff are seen within 2-3 days which is an 80% decrease on the previous 12-16 days wait in 2020.

Table 2. Current Waiting time data

	Referrals	Average waiting time for resource assessment*	Average waiting time for Counselling*	Comments
July 20	74	5	7	
Aug 20	51	5	10	
Sept 20	71	5	8	
Oct 20	64	4	7	
Nov 20	45	5	6	

Dec 20	36	4	7	
Jan 21	62	3	6	
Feb 21	41	2	7	
Mar 21	59	3	7	
Apr 21	57	2	7	

\*calculated in working days

The greatest impact however, has been seen in waiting times for counselling. Since October 2020, staff requiring counselling are seen on average within seven working days of their initial assessment, which is a 90% reduction compared to October 2019 and is well below the Welsh Government target of 26 weeks.

Waiting times are not the only outcome that has seen an improvement since the Health Charity's investment in EWS. Despite an increase in the complexity of mental health reasons for referral, in the past 12 months we have seen a decrease in the percentage of staff who remain off work following their intervention with EWS.

	Total referrals received	% off work at time of referral	% of off work following Counselling
2020	601	26%	11%
2021* *Jan-April	219	29%	6%

## Impact of Assistant Psychological Therapy Practitioner Role

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

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

The APTPs have also expanded service delivery by introducing guided self-help which is a low intensity therapeutic intervention. Since January 2020, the APTP's have supported 105 staff members to access guided self-help resources including worry and rumination, depression, and anxiety.

Evidence based outcome measures indicate a 90% improvement in their scores post intervention as well as a 27% reduction in the number of staff off work after completing guided self-help.

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

These proactive interventions have been expanded to include stress risk assessment training for Line Managers.

Between January 2020 and April 2022, the APTPs have delivered training to 218 staff and managers on the following courses:

- Compassion and Self Care
- Stress Risk assessment Training for Line manager
- Assertiveness

As a result of Covid-19, the workshop delivery has also been adapted to suit the needs of staff and managers and can now also be viewed via a dedicated EWS YouTube channel which provides flexibility and improves access as they can be accessed at a time that meets individual needs.

The APTP's have also taken a lead on developing the 'well-being champion' model within Cardiff and Vale UHB. Since January 2020, EWS has trained over 100 well-being champions who can offer wellbeing support and resource signposting to colleagues in a timely and informal way. The wellbeing champions are also encouraged to implement proactive initiatives within their departments e.g. CAVaCoffee events.

To support the wellbeing champions, the APTP's provide monthly newsletters and run quarterly wellbeing champion support groups where staff can raise concerns, benefit from peer support and share best practice.

### **Impact of Additional EWS resources during Covid-19**

Covid 19 has not only impacted on the number of referrals to EWS, but also the complexity of the mental health conditions triggering the referral. Pre Covid-19, approx. 30-40% of referrals were discharged after initial assessment, this has now decreased to approx. 20%. The health assessment tools used by EWS are indicating increased levels of stress, anxiety and burnout as well as higher levels of risk of self-harm and potential trauma

Despite increases in the number of referrals and an increase in complexity, the additional resources have ensured that waiting times have remained low, which means that staff can access initial support and advice within 2-3 days of referral.

Having the additional resources during Covid 19 has also enabled EWS to offer an agile response to the needs of UHB employees during the acute phases of the pandemic. Since April 2020, EWS have run 55 drop in Q&A sessions on a variety of topics including sleep, anxiety, depression and stress for both staff and line managers.

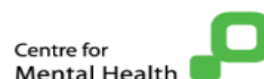
The additional staffing has also enabled the EWS Lead Counsellor to expand their role and to offer proactive support directly to managers as well as providing group support sessions for staff working in areas acutely affected by Covid. The Lead Counsellor has provided regular drop in sessions for managers and staff and the counsellors have provided twice weekly drop-in sessions for any staff member wishing to talk or raise any well-being questions.

## Future Considerations

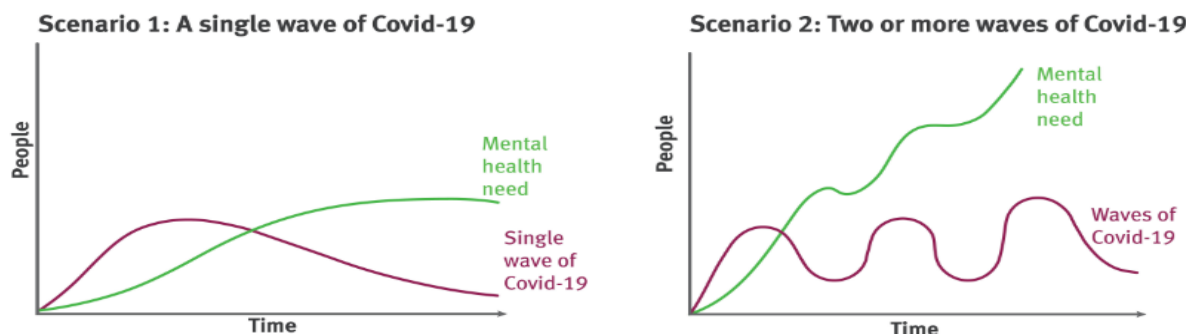
Research from previous pandemics indicates that healthcare workers are at greater risk of developing mental health problems as a result of Covid-19. The impact of this is unlikely to be experienced equally, with people with existing mental health difficulties and people from BAME communities among those who are likely to be affected disproportionately.

Pre Covid-19, it was widely reported that one in four individuals would experience a mental health issue each year. Research has however indicated that in some situations, prevalence of significant distress is 50% higher in those who worked with Covid-19 patients.

It is also acknowledged that the impact of Covid-19 on mental health is likely to be long lasting and will not simply disappear as lockdown ends. The graphs below highlights the potential impact of Covid19 on Mental Health in the event of multiple waves. No specific time frame can be given regarding the long-term impact of Covid-19, however current opinion indicates that the psychological impact is likely to last for at least 5 years. This highlights the need for long-term investment in EWS and employees' mental health wellbeing.



### Scenarios of mental health need relating to Covid-19 and how they could compare with the trajectory of the virus itself



© Centre for Mental Health 2020

One theme currently emerging is the increased requests to support the well-being of teams. Historically EWS has provided one to one intervention and while the Lead Counsellor has taken on this role during the pandemic, consideration now needs to be given as to how this can be expanded and embedded.

The number of staff reporting potential trauma is also increasing and actions have been taken to increase access to the rapid trauma pathway for staff. EWS is also considering the development of a trauma informed framework which will introduce a stepped approach to supporting staff with potential trauma.

## Financial Update

The management of the finances associated with the EWS charity bid is closely monitored on a monthly basis by the WOD Finance team. The table below indicates the current expenditure:

Resource	Total Costs Invoiced to Date		Total
	2019/20 Nov '19 - Mar '20	2020/21 Apr '20- Mar '21	
2.0 wte Band 6 Counsellor	£15,588	£76,013	£91,601
0.2 wte Band 7 clinical supervisor	£3,676	£9,969	£13,645
2.0 wte Band 4 Wellbeing Practitioner	£19,589	£39,788	£59,377
0.5 wte Band 3 clinic coordinator	£12,219	£12,947	£25,166
Non-staff resources e.g. IT	£1,241	£0	£1,241
<b>Total cost</b>	<b>£52,313</b>	<b>£138,718</b>	<b>£191,031</b>

\* full year costs invoiced in advance

Due to the delay in recruiting there are staggered start dates for the additional staff. Finance have confirmed that based on current expenditure, with continued appropriate and safe financial management, the original funding of £352,586 will pay for the additional resources until the end of March 2022.

## Qualitative Feedback

While the information above provides evidence on the quantitative impact of the additional EWS resources, it cannot illustrate the fundamental impact having a responsive EWS service has had on individual staff members. Below are examples of the feedback the EWS has received since January 2020.

*"I didn't know what support I needed before I accessed the service, but now I realised that the support provided was invaluable in helping me rationalise how I was feeling and acknowledge that I am still in recovery. It enabled me to celebrate how far I have come but accept that I have a way to go to return to the new normal."*

*"I was impressed with the responsiveness of the service, I had held off asking for help so when I needed it I felt quite desperate. I was seen quickly and offered some help promptly (I had been unable to achieve this through my GP so I was very grateful). There was real kindness and understanding through the counselling process but also challenge which helped me look at my response to the way I was feeling and how I treated myself. The counselling felt like a real hook when I was feeling so desperate, I felt like there was a prop there for me and not so alone with my problems. I did end up taking one week off work but I think without this service I wouldn't have felt so confident about returning quickly. I also hope that now I have some better understanding of myself and may be able to better manage my emotions going forwards."*

*"This service for staff is fantastic, I received counselling very quickly after referring myself for support. My counsellor gave me all the support and guidance I needed in order to navigate my way through a very difficult time in my life. I can't praise this service enough."*



*"Using this service has been instrumental in my return to work. I have benefitted from the opportunity to talk and felt safe to share difficult thoughts and feelings which were having a negative impact on my role as well as my personal life. I have felt listened to and understood."*

*"Sessions were structured well and always on time as scheduled. I have now returned to my role, I feel confident in the strategies I have discussed and committed to ongoing reflection and self are to help me in my demanding workload. Thank you very much."*

*"I did not fully believe my chosen method would be beneficial to me in ways it has been. However, it's been a breath of fresh air and has enabled me to dig deep and reflect and improve things ordinarily I would have ignored. I feel so much more emotionally resilient and the coping strategies have been surprisingly beneficial in so many more ways than planned or thought. I really appreciate what has done for me and if ever required, I would not hesitate to utilise this service again."*

### **Summary:**

The evaluation of the Health Charity investment in EWS illustrates that there has been significant improvements in waiting times, the range of services available and ultimately staff experience even throughout a pandemic.

The long term psychological impact of Covid-19 is currently unknown, however evidence indicates it will potentially have a lasting impact for at least 5 years and that healthcare workers are at increased risk of this.

It should be noted that while there are external sources of psychological support available to NHS staff, they lack the organisational knowledge and the ability to offer support at a local level. External services are also unable to feedback to the UHB and address any themes that may be identified. They do however offer staff a choice and can supplement internal services such as EWS and the staff trauma service

**Assurance** is provided by:

- Significant reduction in EWS waiting times which has been maintained throughout a pandemic
- Increase in the number of staff returning to work during the period of engagement with EWS, despite an increase in the complexity of underlying mental health issues
- Increase in the services being delivered by EWS
- Ongoing monitoring of the finance aspect of bid by the Finance team
- Qualitative feedback from staff

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

I am pleased to submit this report to the Committee, demonstrating the success of this funding allocation to the Employee Wellbeing Service and the positive impact it has had on staff support services, which have been particularly relevant during the Covid-19 pandemic.

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

- Financial and reputational risk of inappropriate use of charitable funds however, robust governance arrangements are in place, including completion of reports and monitoring of projects between the Health Charity Lead and Corporate Governance Department



- Allocated funds are safely managed by the Finance Team for EWS.

### Recommendation:

**The Charitable Funds Committee:** is asked to accept this report as assurance of the use of the allocated funding to EWS.

It is recommended that the Charitable Funds Committee offer their support for a business case to embed the additional resources within EWS as a substantive service delivery model. (Failure to do so will have a significant detrimental impact on staff wellbeing and attendance at work and will ultimately have a financial impact on the UHB and quality of patient experience).

### Shaping our Future Wellbeing Strategic Objectives

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

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

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

*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

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



<b>Report Title:</b>	<b>STAFF BENEFITS GROUP REPORT</b>			<b>Agenda Item no.</b>	<b>4.3</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>For Information</b>	√
<b>Lead Executive:</b>	<b>Len Richards, Chief Executive</b>				
<b>Report Author (Title):</b>	<b>Rachel Gidman, Executive Director of People and Culture</b>				

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

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

The purpose of this paper is to inform the Charitable Funds Committee of staff benefits discussed and agreed by the Group between March - May '21.

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

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

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

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

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

**REPORT** - attached

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

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

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## Recommendation:

The Charitable Funds Committee is asked to:

- **APPROVE** the Staff Benefits Group report

### Shaping our Future Wellbeing Strategic Objectives

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

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

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

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

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

Not Applicable

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## STAFF BENEFITS GROUP REPORT

### CHARITABLE FUNDS COMMITTEE – 29<sup>th</sup> June 2021

#### STAFF BENEFIT MEETINGS

The quarterly Staff Benefits Group (SBG) meeting took place on 11/05/21 with Rachel Gidman, Executive Director of People and Culture taking up the position of Chair following the recent departure of Martin Driscoll.

#### STAFF BENEFITS PARTNERSHIPS

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

#### Nathaniel's Car Dealership –

- **Health Charity/Fundraising:**

Nathaniel's continues to support the Health Charity's fundraising events and is joining in with the 'NHS Big Tea' events by holding cake fundraisers at its showrooms in Bridgend and Cardiff.

We continue to promote staff discounts and deals, including the Silver Privilege Card and discounted vehicle offers provided by Nathaniel's through our staff engagement platforms, i.e web pages, Staff Connects and social media.

- **Car Pool Scheme:**

Nathaniel's are in discussion with the Sustainable Travel department to discuss potential options for supporting CVUHB's sustainable travel plans, in line with Welsh Government initiatives.

- **Promotional Video:**

A promotional video highlighting the staff benefits provided by Nathaniel's and the ways in which it has generously supported CVUHB during the covid-19 pandemic is being produced and will be shared internally and externally.

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## New Staff Benefits Providers

During the period 2020/21, the number of direct approaches by businesses offering staff benefits discounts decreased, however this was off-set by the generous support and donation by national organisations and local companies of food, drinks, snacks and other items for staff in CVUHB. The distribution of these was facilitated by the Health Charity and Patient Engagement Team in collaboration with Estates staff and volunteers.

Subsequently, letters of acknowledgment have been sent to all companies with an invitation to either further engage with the Staff Benefits Scheme (advising them of the potential engagement and promotional benefits to their business) and/or support staff via the Health Charity as a sponsor or supporter.

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

- **The Stock Shop, Concourse, UHW:**
  - C&V employees and Blue Light card holders are eligible for a discount of 20% off all purchases at UHW with C&V health charity merchandise in store.
  - Approved.
- **Gillian Bishop – approach on behalf of a personal trainer**
  - A personal trainer based at Cardiff International Pool has approached staff member Gillian Bishop, offering personal training sessions/health promotion to CVUHB staff.
  - Not approved as the SBG agreed not to proceed or endorse individual proposals.
- **Sarah Hall/Shiatsu Cardiff:**
  - Offering Shiatsu sessions to staff either at her own clinic in Cardiff or on-site (when regulations allow).
  - Not approved as the SBG agreed not to proceed or endorse individual proposals.

## Change Account

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

**Neyber** – this will be discussed at the next SBG meeting and will focus on the educational scope.

## Farewill – Free Wills Service

The Health Charity recently commenced a partnership with Farewill which are providing free wills (funded by the Charity) as part of its 'Gift in Wills' fundraising initiatives.

The first phase of this promotion has offered Free Wills to staff members of CVUHB and to date, 33 staff have benefitted from this service with one pledge of £5,000 as a legacy donation to Cardiff and Vale University Health Board.

The Free Wills for staff offer has been promoted alongside a list of trade unions which offer free wills to its members and it is anticipated that the Farewill offer will “fill the gap” for non-union member employees.

### **Staff Benefits web pages - CAVweb**

The SBG is being supported by the Communications and Engagement Team to assist with a review and update of staff benefits pages on CAVweb, to improve the visual scope and range of benefits promoted.

### **Recruitment Branding**

The SBG is currently assisting Human Resources in their development of a Staff Benefits section of a new recruitment pack for prospective staff.

### **Pension's advice scheme**

The SBG is liaising with Payroll and Finance to agree on a process for publicising the pensions advice scheme to employees.

**The next meeting of the Staff Benefits Group will take place on 18.08.21**

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<b>Report Title:</b>	<b>STAFF LOTTERY BIDS PANEL REPORT</b>			<b>Agenda Item no.</b>	<b>4.4</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<input checked="" type="checkbox"/>	<b>For Approval</b>	<b>For Information</b>
<b>Lead Executive:</b>	<b>Ruth Walker, Executive Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

### Background and current situation:

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

The Small Bids process, which also allows bids up to a value of £250 to be fast tracked for approval was formally agreed by the Charitable Funds Committee at their meeting on the 19th September 2017.

The Staff Lottery Panel Meeting was last held in March 2021. The next scheduled meeting is 15<sup>th</sup> July 2021. The attached paper is the list of all approved bids from 1<sup>st</sup> March 2021.

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. Currently there are 5273 lottery numbers allocated, the highest level since the start of the scheme.

As agreed by the Charitable Funds Committee, the Health Charity will host two special draws in 2021. The first to take place 25<sup>th</sup> June for the summer period to award one lucky winner with £5,000 and another in the winter period awarding another lucky winner with £21,000 to commemorate 2021.

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

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

The CFC is asked to consider and discuss the following: -

Mike Jones, Chair of the Staff Lottery Bids Panel recently informed the Panel of his successful appointment as the Independent Member for Trade Unions to the Board of CVUHB, with effect from 1 March 2021. Mike Jones advised members he would be stepping down from the role of Chair of the Staff Lottery Panel on 28 February 2021. A process to appoint a new Chair is therefore required and the CFC is asked to provide the Bids Panel with a steer on this. Our recommendation would be to write to three individuals and invite expressions of interest in the role which could then be voted on by the panel.

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## 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 this report.
- Provide the Staff Lottery with a steer in relation to the reappointment of a Chair for the Staff Lottery Bids Panel

### Shaping our Future Wellbeing Strategic Objectives

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

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

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

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

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

No

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

	BP681	Nicola Bevan	Employee Health and Wellbeing Services. WOD	Refill water station for staff haven @ UHW	£5,913	Approved
					<b>£54,735</b>	

### Successful project:

#### University Hospital Llandough Reflection Garden with Memorial Benches

In recent years, the Operating department at the University Hospital Llandough (UHL) have unfortunately seen a number of colleagues pass away to various causes. Following these losses, the department wanted to commemorate their friends and colleagues by transforming the small courtyard area in the centre of the Day Surgery Unit at UHL.

Ruth Lloyd, Clinical Leader for the UHL Day Surgery Unit said

“Completing this garden would provide staff members with an area where they can take time to reflect and remember their lost colleagues as well as destress from the day to day pressures of working in a high stress environment. We believe this is particularly important to our team’s physical and mental wellbeing at the present time with the constant increased pressure placed on staff throughout the COVID-19 pandemic”.



The Bids Panel were happy to approve this bid for four memorial benches made of recycled materials to be placed within the Day Surgery Unit courtyard. The area may also positively contribute to staff wellbeing and productivity by highlighting their importance to the department and recognising the hard work and dedication of all staff both past and present. This may also result in improved job satisfaction and as a result better and more efficient patient care.

Small Bids Panel (Fast Track) Approved Bids March 2021 (↑£250)						
	No	Applicant's Name	Service	Description	Amount £	Decision
March 2021	SBP158	Cath Marshall	Physiotherapy Services UHW	Microwaves for staff room	£138	Approved
	SBP159	Rhian Grapes	CAVOC UHL	Staff lockers	£240	Approved
	SBP160	Siobhan Moore	Community Brain Injury Team	Christmas Zoom Activities	£250	Approved
	SBP161	Kelly Marlow	Volunteering Service	Seasonal Christmas Gifts for Volunteers	£250	Approved
	SBP162	Julie Hnatiw	Community Public Health Public Nurse, Pentwyn Health Centre	Staff room fridge	£250	Approved
	SBP163	Joanna Phillips	Physiotherapy Enhanced Care Home Liaison	Functional Exercise Equipment	£246	Approved
	SBP164	Joanna Phillips	Ophthalmology Directorate	Fridge	£129	Approved
	SBP165	Tracy Williams/Sian Brookes	Medicine Lakeside Wing	Patient TV Lakeside Wing	£239	Approved
	SBP166	Jessica Sharp	Welsh Language WOD	Slate Pentagon Slate Marble Trophies with personalised engraving. Welsh Language Awards	£250	Approved
					<b>£1,192</b>	

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## **STAFF LOTTERY BIDS PANEL TERMS OF REFERENCE**

### **BACKGROUND**

The Staff Lottery Bids Panel has delegated authority to consider and approve funding applications from monies held in the Staff Lottery fund.

The panel will meet quarterly. Dates of the panel meetings will be published on the UHB's intranet site together with the process for submitting applications.

### **CRITERIA FOR EVALUATION**

In determining whether a bid should be approved, the following guiding principles must be considered by the panel:-

- Does the expenditure meet charitable purposes to deliver an enhanced service provision over and above statutory or core NHS responsibilities;
- Is there demonstrable public benefit;
- Does it meet one of the agreed priorities:
  - Patient and Staff environment, including art and other aesthetic and betterment improvements;
  - Patient dignity and respect including amenity improvements and cultural awareness;
  - Promote health and wellbeing;
  - Promote quality and safety;
  - Staff development, training and education to support these themes.
  - Innovation and training to support these themes
- Does it represent an effective use of monies compared to alternative expenditure proposals
- Does it support the requirement to spend 50% of monies on staff related matters
- Does it support a reasonable distribution across the Health Board.

### **RESPONSIBILITIES**

- The purpose of the panel is to consider applications from Clinical Boards and other departments for funding of non-recurrent bids up to a maximum of £10,000 against the agreed criteria.
- Prepare reports to the Charitable Funds Committee regarding the outcome of the meeting and subsequent approval.

Monitor the balance of monies held within the fund ensuring it is updated to reflect the actual cost of goods compared to estimate.

- To ensure that all expenditure (where appropriate) is ordered through the Procurement process to the maximum value of the approved expenditure.

## **MEMBERSHIP**

Representatives are drawn from nominations provided by:

- Clinical Boards (x 8)
- Governance
- Public Health
- Finance
- Fundraising
- Planning
- Patient Experience
- Staff representatives (x2)
- Communications and Engagement
- Health & Wellbeing

Clinical Boards and corporate department are encouraged to identify nominees from operational as well as management backgrounds.

Expressions of Interest for Chair and Vice Chair will be sought from members and approved by the Charitable Funds Committee. Appointments will be for a period of two years. The Chair will be expected to attend the Charitable Funds Committee once a year to report on the activities of the panel.

The panel will need to have a minimum of 6 members at the meeting (including Chair or Vice Chair; 2 representatives from Clinical Boards and 1 staff representative) to be quorate.

## **SMALL BIDS PROCESS- FAST TRACK APPROVAL SCHEME**

The Small Bids process, which allows bids up to a value of £250 to be fast tracked for approval was formally agreed by the Charitable Funds Committee at their meeting on the 19th September 2017. Applications are submitted electronically for consideration to the Chair, Vice Chair and Assistant Director of Finance on an ad-hoc basis.

## **SECRETARIAT**

The Fundraising Department will be responsible for providing secretarial support to the Panel. This will include the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.

## **FREQUENCY OF MEETING**

The Panel will meet three times during the financial year. However, this is dependent on the availability of funds. One meeting will be used as a "Timeout" session.

Each meeting will take place four months apart and each will consider bids on a priority basis.

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Report Title:	Health Charity Updates: Covid income and expenditure update					Agenda Item no.	4.5.1		
Meeting:	Charitable Funds Committee					Meeting Date:	29.06.21		
Status:	For Discussion		For Assurance	√	For Approval		For Information		
Lead Executive:	Ruth Walker, Exective Nurse Director								
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement								

### Background and current situation:

Cardiff & Vale Health Charity received an exceptional amount of support since the start of the COVID-19 pandemic. The generosity shown by those who supported the 'Spread the Love' Campaign has been truly inspiring.

The Health Charity has received support from both within the UHB and from external fundraisers and supporters. It has also received several grants from NHS Charities Together. The Health Charity received **£1,245,044** in covid related grants, awards and donations at the end of March '21.

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

- Up to date policies and procedures are in place for the management of the charitable funds;
- All Covid-19 donations and expenditure is appropriate and accounted for in compliance with approved Health Board guidance; and
- Effective governance arrangements are in place for dormant funds

### Covid Income and Expenditure Update to end of March 2021

<b>Funding source</b>	<b>£</b>
NHSCT awards and applied for grants	351,717
Make It Better Fund* Includes donation received from various sources e.g. #SpreadtheLove campaign/fundraising and individual donations, funeral director cremation fees plus gift aid etc.	393,327
Bale Family Donation	500,000
<b>Total Covid income @ 31<sup>st</sup> March 2021</b>	<b>1,245,044.00</b>

<b>Expenditure</b>	<b>£</b>
• Completed covid allocations and expenditure (end of May '21)	<b>1,154,709</b>
	<b>90,334.97</b>



- remaining monies (allocated to covid projects and bid requests)

**Further projects funded from covid monies and aligned to Health Charity Strategy Objectives include:**

<p>Bid for £99,759.00 from NHSCT approved for the 'Grow Well Project', a 2 year social prescribing project at Our Health Meadow, UHL (formerly Our Orchard)</p>	<p><b>NHSCT Stage 2 Grant:</b> <b>£49,880</b> (part 1 of 2 stage funding) "We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences".</p>
<p>Water Coolers for Barry Hospital, CRI and St David's Hospital</p>	<p><b>£9,952.56</b> "We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences".</p>
<p>Patients Clothing via the Patient Experience Team (due to visiting restrictions) across the UHB</p>	<p><b>£4,573.44</b> "We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences".</p>
<p>Ipads for wards/departments with visiting restrictions and to assist with volunteer requirements</p>	<p><b>£4,032</b> "We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences".</p>
<p><b>Staff Wellbeing - renovations and improved staff resources</b> The Health Charity received many requests for funding to improve staff rest areas and staff wellbeing resources during the covid-19 pandemic.  This included staff room renovations; purchase of new furniture and kitchen appliances and providing outdoor staff facilities.  Providing this and other resource materials has had an extremely positive impact on staff physical and mental health.  Departments which have received funding include:</p> <ul style="list-style-type: none"> <li>• Dental Sterilisation and Disinfection Unit</li> <li>• Phoenix Community Rehabilitation and Recovery Service</li> <li>• Critical Care, UHW</li> <li>• Community Nutrition and Dietetic Service, UHW</li> </ul>	<p><b>£50,000 +</b>  "We will support the health, wellbeing and welfare of our staff to lead healthier lives".</p>

<ul style="list-style-type: none"> <li>• Riverside Health Centre</li> <li>• St David's Occupational Therapy Departments</li> <li>• St Mary's Pharmaceutical Unit and Clinical Engineering Department</li> <li>• Radyr District Nurse Team</li> <li>• Young Onset Dementia Service</li> <li>• Pendine Community Mental Health Team</li> <li>• Nutrition and Dietetics Department, UHW and UHL</li> <li>• Children's Speech and Language Therapy Team</li> </ul>	
<p><b>Thank you Postcards for Staff</b></p> <p>To acknowledge and thank staff for their empathy, diligence and sacrifice, many departments including the Emergency Unit and Integrated Medicine Clinical Board were provided with funding to create thank you postcards that were then given to staff for their efforts.</p>	<p><b>£500</b></p> <p>"We will support the health, wellbeing and welfare of our staff to lead healthier lives".</p>
<p><b>Art Projects</b></p> <ul style="list-style-type: none"> <li>• <b>Covid-19 Artwork</b> – several pieces of art depicting the dedication, sacrifice and hard work of staff, and tribute pieces for staff who sadly passed away during the pandemic were commissioned, framed and installed within Cardiff and University Health Board.</li> <li>• <b>Black Lives Matter Artwork</b> – Funding enabled several art projects around the Black Lives Matter movement to be commissioned. The projects will include artists from the BAME community to commission and influence the work in line with Cardiff and Vale University Health Board's "Inclusivity Agenda".</li> </ul>	<p><b>£4,000</b></p> <p><b>£10,000</b></p> <p>"We will support the health and wellbeing of our population and support initiatives to enhance the public health of our patients and staff through innovative healthcare experiences."</p>
<p><b>Non- monetary donations</b></p> <ul style="list-style-type: none"> <li>• <b>'Fruitful Office'</b> – based in Croydon, London are the biggest provider of high volume corporate fruit supplies to offices in the area. Due to the decrease in demand caused by staff working from home, Fruitful diverted weekly supplies of a variety of fresh fruit (approx. 2160 portions in total) to Cardiff and Vale University Health Board. The Health Charity co-ordinated the distribution of these during March – May 2021.</li> </ul>	<p>"We will support the health, wellbeing and welfare of our staff to lead healthier lives."</p>
<ul style="list-style-type: none"> <li>• <b>Food and Drink</b> – the Health Charity has continued to receive and distribute the generous donations of non-perishable snacks, drinks and treat boxes to staff across the Health Board. Although the volume of these has significantly decreased in recent weeks.</li> </ul>	<p>"We will support the health, wellbeing and welfare of our staff to lead healthier lives."</p>



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

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

Additionally, the CFC is asked to recognise the 'Substantial Assurance' received from Audit and Assurance Services following its inspection of the administration of covid related income and expenditure.

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

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

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

**Recommendation:**

The Charitable Funds Committee is asked to:

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

**Shaping our Future Wellbeing Strategic Objectives**

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

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

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

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

Prevention	Long term	Integration	Collaboration	√	Involvement	√
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<b>Report Title:</b>	<b>Supporting Staff Wellbeing Report: Health Charity Updates</b>			<b>Agenda Item no.</b>	<b>4.5.2</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	29.06.21
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>For Approval</b>	<b>For Information</b>	√
<b>Lead Executive:</b>	<b>Ruth Walker, Exective Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

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

The attached report (Appendix 1) highlights some examples of how Cardiff & Vale Health Charity (including the Staff Lottery Bids Panel) has supported staff wellbeing through the generous donations received between April 2020 to March 2021.

The report particularly focusses on how monies were spent to support the emotional and physical health and wellbeing of staff throughout Cardiff and Vale University Health Board.

The Health Charity is incredibly grateful for all the support shown during such a challenging period and works tirelessly to raise funds for the benefit of all employees, patients and the general public where applicable.

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

I am very pleased to submit this report for the attention of the Charitable Funds Committee to demonstrate the breadth of well-being activities for our staff which have been provided and supported by the Health Charity during such a challenging period of time.

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

The report is a reflection of Health Charity activity to support staff and patients during the Covid-19 pandemic.

#### **Recommendation:**

The Charitable Funds Committee is asked to:

**Receive for information** the Supporting Staff Wellbeing Report.

#### **Shaping our Future Wellbeing Strategic Objectives**

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

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	√	7. Be a great place to work and learn	√
3. All take responsibility for improving our health and wellbeing	√	8. Work better together with partners to deliver care and support across care	√

					sectors, making best use of our people and technology				
4.	Offer services that deliver the population health our citizens are entitled to expect			9.	Reduce harm, waste and variation sustainably making best use of the resources available to us				
5.	Have an unplanned (emergency) care system that provides the right care, in the right place, first time			10.	Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives				
Five Ways of Working (Sustainable Development Principles) considered Please tick as relevant, click <a href="#">here</a> for more information									
Prevention		Long term		Integration	√	Collaboration	√	Involvement	√
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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# SUPPORTING STAFF WELLBEING REPORT 2020-21



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# SUPPORTING STAFF WELLBEING REPORT

## 2020-21

### Introduction

As a result of COVID-19, it has never been more important to safeguard the emotional and physical health and wellbeing of staff throughout Cardiff and Vale University Health Board. The following report highlights some examples of how Cardiff & Vale Health Charity, including the Staff Lottery Bids Panel, have supported staff wellbeing through generous donations received between April 2020 and March 2021.

The report particularly focusses on how monies were spent to support the emotional and physical health and wellbeing of staff throughout Cardiff and Vale University Health Board. Due to the volume of funding applications made by staff members, this report is just a snap shot in time of the many and varied ways the Health Charity has spent monies received. This report also provides Cardiff & Vale Health Charity and Cardiff and Vale University Health Board another opportunity to say a huge thank you to the generous businesses, organisations and members of the public who have done so much to support NHS staff during these unprecedented times.

The Health Charity receives ongoing support from NHS Charities Together which is the overarching charity that represents, supports and champions each individual NHS Charity in the UK. £150 million was raised for NHS Charities Together in 2020 which has been distributed to all 220 members of the network in various ways. A proportion of these funds have been provided to specifically help those who were disproportionately affected by COVID-19. Further funds are being applied for from NHS Charities Together to support numerous projects around the Health Board, helping to relieve pressure on NHS staff and services and aid with the recovery of the NHS in the long term.

The Health Charity is incredibly grateful for all the support shown during such a challenging time and will look to raise more funds for the benefit of all at Cardiff and Vale University Health Board.

To find out more about how Cardiff & Vale Health Charity has spent monies through fundraising activities and support shown during the COVID-19 pandemic, please read the COVID-19 Expenditure Report and COVID-19 Fundraising Report.  
Thank you.

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Cardiff & Vale Health Charity manages the Staff Lottery which gives Cardiff and Vale University Health Board staff the chance to win £1,000 every week plus FREE entry into the Health Charity's MegaDraw and SuperDraw which takes place twice a year.

The Staff Lottery gives staff the opportunity to apply for funding via the Health Charity's Staff Lottery Fast Track Scheme and from the Staff Lottery Bids Panel, which has recently awarded grants of over £1.5 million to support numerous projects across the Cardiff and Vale University Health Board.

The examples below detail how monies have been spent by the Staff Lottery Bids Panel to aid in improving the physical and mental wellbeing of Cardiff and Vale University Health Board staff.

## Mask exempt identification lanyards for staff

Cardiff and Vale University Health Board recognises that there are staff within the organisation who have disabilities or health conditions, sometimes hidden, which prevents them from being able to wear masks in line with Welsh Government guidelines. As a result, staff members who are not able to wear masks have been challenged by other staff members and members of the public, including patients, about not wearing a mask.

Funding, requested by the Workforce and Organisational Development Department, was given to provide approximately 220-250 staff members with lanyards, identifying that they are not required to wear a mask in non-PPE required areas. This visible identifier, decorated with a sunflower emblem, has enabled staff to feel more confident whilst at work, reducing anxiety about being challenged and improving both job satisfaction and productivity as a result. Having these lanyards has also provided reassurance to both staff and patients which has significantly aided in improving the health and wellbeing of both the wearer and those around them.



## Refill Water Station for Staff Haven, University Hospital of Wales

Funding was provided to install a freestanding, mains supplied, chilled water refill station within the University Hospital of Wales Staff Haven located within the Lakeside Wing. Machines of this type have already been installed at Barry Hospital and St David's Hospital, both of which have been well received. Installing this machine provides a sustainable addition to the Staff Haven by helping reduce the use of single use plastic which further supports the Wellbeing of Future Generations Act by aiding in making a more Prosperous, Resilient and Healthier Wales. The machine also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care. This will also help improve the physical and mental health and wellbeing of both staff and patients as a result.



# Secure Staff Bicycle Compound - University Hospital Llandough

The University Hospital Llandough was given funding to install a new secure staff bicycle compound to replace the old facilities at the rear of the site. Providing an improved storage facility for bikes ensures that bikes remain safe and secure during work hours and encourages active and sustainable travel. This also helps to reduce parking issues and air emissions whilst also improving staff physical and mental health and wellbeing. The additions therefore work in line with the with Wellbeing of Future Generations Act's goals of creating a more 'Resilient, Healthier and Globally Responsive Wales'.

## Staff Area Resources

Funding has been given to improve several staff areas which were in need of updating and renovation. New and improved furniture and kitchen appliances were also provided. These updates within staff areas have had a really positive impact on the physical and mental health of staff and will therefore help improve patient care as a result.

Departments benefitting from these updates include the Cardiff and Vale Orthopaedic Centre, Mental Health Service for Older People, the Rhydlafer Unit at St David's Hospital, Pentwyn Health Centre, Ward West One and the OSCAR Dental Team at the University Hospital Llandough, Community Child Health, Ash Ward within Hafan Y Coed, Designed to Smile based in Treforest, Physiotherapy and Paediatric Physiotherapy Departments, Ophthalmology Directorate and Ward C7 and the Dental Sterilisation and Disinfection Unit at the University Hospital of Wales.



## Improving Staff Kitchen and Rest Environments (Clinical Diagnostics & Therapeutics Clinical Board)

The Staff Lottery Bids Panel provided funding to refurbish the staff room within the main Physiotherapy Department at University Hospital of Llandough, removing existing flooring, ceiling and furniture and updated with new, easy to clean replacements. Enabling this refurbishment has modernised the old and tired staff room, facilitating more room within the existing floor space allowing the area to attract and accommodate both new and existing staff. This also demonstrates that Cardiff and Vale University Health Board cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. This also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

## Three Tier staff lockers (Clinical Diagnostics & Therapeutics Clinical Board)

The Occupational Therapy Department, recently relocated to St David's Hospital from Rookwood Hospital, were provided with lockers for staff to use to store their personal belongings during working hours.

The lockers greatly enhanced the previous working facilities and therapy environment by creating sufficient storage space for the staff to securely and safely store their personal items. This decluttered the existing space, increasing safety and security whilst also freeing up space where belongings were previously stored, making the assessment therapy area accessible to patients. It is hoped this will also help improve the physical and mental health and wellbeing of both staff and patients as a result.

## Medical Emergency Assessment Unit (MEAU) Staff Room Furniture Upgrade (Medicine Clinical Board)

The staff room within the MEAU at the University Hospital Llandough was provided with new and updated furniture to replace the old existing furniture, which modernised the old and tired staff room. This also demonstrates that Cardiff and Vale University Health Board cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. It may also positively contribute to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

## Staff Recognition Awards (Medicine Clinical Board)

The Medicine Clinical Board (MCB) hosted a Staff Recognition Award event to thank their staff for their valuable contributions. With 2020 being a particularly challenging year, the Clinical Board wished to acknowledge the hard work of their staff and recognise individuals who shone and made a difference.

Funding was given to provide the winners and runner ups of each of the Awards 11 categories with trophies as well as thank you prizes whilst also enabling the Clinical Board to provide refreshments for the event. The event helped to show appreciation for the hard work and diligence that staff have shown throughout the year, also aiding in improving job satisfaction and better patient care as a result.



# Cardiff and Vale Recovery and Wellbeing College Tutors & Resources (Mental Health Clinical Board)

Cardiff and Vale Recovery and Wellbeing College based in Whitchurch is the first Recovery College to be led by a Peer Lead and are committed to employing staff with lived experiences of mental health challenges.



Cardiff and Vale  
**Recovery &  
Wellbeing College**

Learning music and in particular learning to sing, has been found to be effective in enabling people to learn transferable skills and strategies such as breath work and emotional regulation that can aid in improving their mental health and wellbeing. Doing activities in groups also helps build social skills, confidence and self-esteem.

Funding was provided to commission an Associate Peer Trainer and a professional singer with experience in delivering courses to people with mental health challenges, to create a co-produced course for the college's students and staff. The college did not have the required expertise to deliver a course in singing for wellbeing whereas, the singer they had selected had previous experience, having worked with people with dementia and patients recovering from strokes.

Funding provided by the Staff Lottery Bids Panel also enabled two tutors to co-produce and deliver mental health and wellbeing courses for staff, carers and services users within the Recovery College. Further funding was given to provide the department with art materials to be sent to students, enabling remote participation during the COVID-19 pandemic. The tutors, who have lived experience of mental health challenges and are each paired with a health professional, deliver two courses that users can access remotely either at the hospital or from home.

These projects are a sign of the Cardiff and Vale University Health Board's commitment to engaging, collaborating with, listening to and co-producing with people with lived experiences of mental health services and their carers. The department hoped to improve the wellbeing of its staff, carers and service users through enhanced educational opportunities, enabling participants to learn new skills and knowledge that can be applied to their own recovery as well as others. This will also help improve the physical and mental health and wellbeing of both staff and patients as a result.

Due to restrictions surrounding the COVID-19 pandemic, these projects have been put on hold until it is both safe and appropriate to implement the projects in accordance with the most up to date guidelines set out by both the Welsh Government and Public Health Wales.

## Stand-up Comedy Skills Tutoring (Mental Health Clinical Board)

Funding was provided to enable both clients and staff of the Service for High-Risk Eating Disorders service to attend tutoring sessions in comedy skills as a tool for recovery. Dave Chowner, a professional stand-up comedian, recovered from an eating disorder and now delivers the online programme for people with eating disorders to help them in their recovery.

The sessions provide clients with an opportunity to build their confidence, assertiveness, social identity and outlook towards recovery as well as improving their own physical and mental health and wellbeing. The sessions also provide staff with an excellent way to manage stress and improve communication. This may also positively contribute to staff wellbeing and productivity and job satisfaction as a result.

## Riverside Health Centre Staff Haven - Kitchen Upgrade

(Primary, Community and Intermediate Care Clinical Board)

The Community Dental Service at Riverside Health Centre was provided with several electrical white goods such as fridges, microwave, kettle and toaster as well as cutlery and crockery for their new staff kitchen. A leaking roof previously damaged many rooms including the staff room, kitchen and stock room which resulted in many items being lost.

Replacing these items demonstrates that Cardiff and Vale University Health Board cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. This also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

## University Hospital Llandough Reflection Garden with Memorial Benches

(Surgery Clinical Board)

In recent years, the Operating Department at the University Hospital Llandough has sadly lost a number of colleagues who have passed away from various causes. Following these devastating losses, the department wanted to commemorate their friends and colleagues by transforming the small courtyard area in the centre of the Day Surgery Unit.

Four memorial benches made from recycled materials were provided by the Staff Lottery Bids Panel to be placed within the Day Surgery Unit courtyard. Completing this garden provided staff members with an area where they can take time to reflect and remember their lost colleagues as well as destress from the day-to-day pressures of working in a highly stressful environment. The area also positively contributes to staff wellbeing and productivity by highlighting their importance to the department and recognises the hard work and dedication of all staff both past and present. This also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.



## University Hospital Llandough Staff Haven - Kitchen Upgrade (Surgery Clinical Board)

Funding was provided to refurbish the staff kitchen within the Day Surgery Unit at the University Hospital of Llandough by removing existing kitchen units, drawers, work surfaces, sink, taps and hot water boiler which have been updated with new, easy to clean replacements. Enabling this refurbishment modernises the old and tired 23 year old staff room for both the new and existing staff of the department. This would also demonstrate that Cardiff and Vale University Health Board cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. This also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

# The 'Spread The Love' Campaign

Cardiff & Vale Health Charity set up the 'Spread The Love' Campaign in March 2020 to raise money to enhance services and provide additional items to departments and staff of Cardiff and Vale University Health Board directly affected by the COVID-19 pandemic.

The examples below detail how monies have been spent to aid in improving the physical and mental wellbeing of Cardiff and Vale University Health Board staff.



## Guardian 24 Lone Worker Protection Devices

Cardiff & Vale Health Charity have funded the purchase of additional Guardian 24 Lone Worker Protection Devices for staff who are victims of domestic abuse and stalking. The devices provide vulnerable individuals with a simple but effective way to call for assistance in emergency situations, providing a 24 hour response from a manned UK based Incident Management Centre that will immediately respond to alarm activations.

## Staff Area Renovations and Resources

A multitude of generous donations have enabled several staff areas to be renovated and updated with new and improved furniture and kitchen appliances. Providing this and other resource materials has had great positive impact on staff physical and mental health and will therefore help improve patient care as a result.

Departments which have requested these renovations and installations include the Dental Sterilisation and Disinfection Unit, the Phoenix Community Rehabilitation and Recovery Service, the Community Nutrition and Dietetic Service, the University Hospital of Wales and St Davids Occupational Therapy Departments and St Mary's Pharmaceutical Unit and Clinical Engineering Department. Appliances were also provided to the Radyr District Nurse Team, the Young Onset Dementia Service, the Pendine Community Mental Health Team, the Nutrition and Dietetics Department at University Hospital of Wales and University Hospital Llandough and the Children's Speech and Language Therapy Team.

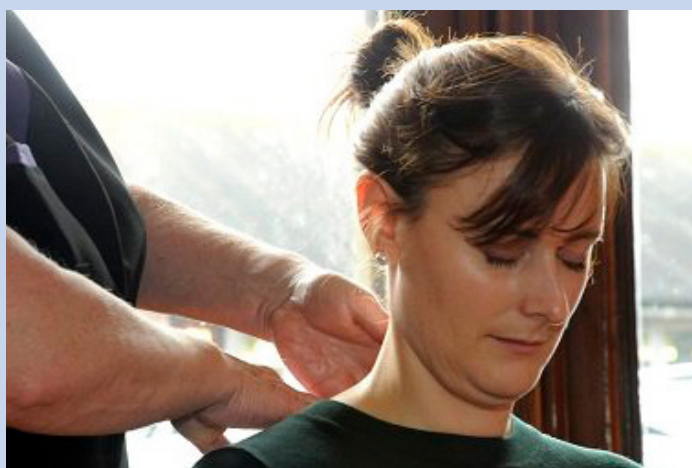


## Staff Havens

Donations were used to provide a number of items to aid with the running of the Staff Havens at University Hospital of Wales, University Hospital Llandough and Dragon's Heart Hospital. These included staff treat boxes, cleaning products, relaxation sprays and soft throws for the Rainbow Relaxation Rooms. Not only did these items allow the Havens to run more efficiently but they also greatly enhanced the service being provided to our frontline staff during the pandemic.

## Staff Wellbeing

During these unprecedented times, it has never been more important to look after everyone's physical and mental health and wellbeing. To assist in caring for Cardiff and Vale University Health Board staff during the pandemic, several items were provided to improve and maintain their physical and mental wellbeing. These included Interactive wellbeing resources guide and posters, Active minds starter packs, patient workbooks, mindfulness kits, a 12 page, 'Living and working well in isolation' leaflet, a 'Writing in Lockdown' project and several staff treat boxes. Drinks and ice lollies were also provided to our frontline staff working in PPE during the extreme heat at the height of the pandemic.



## Thank You Postcard for Staff

Cardiff and Vale University Health Board knows that without the dedication of their staff and support services, they would not have been able to respond to the COVID-19 pandemic as efficiently and effectively as they have done. Therefore, to acknowledge and thank their staff for their empathy, diligence and sacrifice, many departments including the Emergency Unit and Integrated Medicine Clinical Board were provided with funding to create thank you postcards that were then given to staff for their efforts.

## Adult Speech and Language Therapy Room Refurbishment

### (Clinical Diagnostics & Therapeutics Clinical Board)

The Adult Speech & Language Therapy Department at the University Hospital of Wales requested items such as a coffee machine, air conditioning unit and indoor plants to enhance their staff room. These items including a Seasonal Affective Disorder Light box which will help improve the current environment and staff morale as a result.



## Garden Furniture and Equipment for Riverside Health Centre (Clinical Diagnostics & Therapeutics Clinical Board)

Riverside Health Centre was provided with garden furniture and equipment for use in the small garden within the inside perimeter of the Health Centre. Having access to these items including an outdoor bench, stackable chairs and gardening tools shed will greatly improve the wellbeing of the health centre's staff who have access to the garden. Providing these items have enabled staff to have lunch outside in a well maintained garden, help increase staff morale and wellbeing as a result.

## Diabetes Outpatients – Temporary Drive Through Shelter (Medicine Clinical Board)

Funding was provided to install a temporary drive through shelter for Diabetes Outpatient staff members carrying out finger prick tests on patients to enable them to carry out their duties whilst protecting them from inclement weather.

## Cynnwys Therapy Service Room Refurbishment and Mindfulness Kits (Mental Health Clinical Board)

The Cynnwys Therapy Service based at Whitchurch Hospital were provided with funding to refurbish and enhance their two therapy spaces. The service provides intensive talking therapy with highly distressed and often traumatised individuals. Providing their clients with an updated, welcoming and comfortable environment to use during sessions will help improve both patient and staff engagement and wellbeing. Mindfulness kits were also provided for the service to use, enhancing both creativity and mental wellbeing of staff and patients.



## South and East Locality Team Staff Room Installation (Primary, Community and Intermediate Care Clinical Board)

In 2020, the South and East Locality Team moved to their new offices in Cardiff Royal Infirmary and were provided with funding to install a staff room within their department. Items such as a microwave, fridge, table, chairs, fans, noticeboards and art were supplied and will help greatly improve the environment and staff morale as a result.

## Critical Care – New Staff Room and Furnishings (Specialist Services Clinical Board)

Critical Care staff at the University Hospital of Wales now have a relaxing space to take a well-deserved break from the wards thanks to a generous donation from Stagecoach in South Wales Cardiff & Vale Health Charity's 'Spread The Love Campaign'.

When the Health Board's Capital, Estates and Facilities Team had completed construction of the area, funds from Stagecoach were used to furnish the area. The break room is now a larger space, with smart new furniture, comfortable seating and tasteful decoration. Artwork will also soon be installed on the walls to bring an added sense of calm, greatly contributing to improving staff's physical and mental health and wellbeing.



## Drive Through for Lung Function and Sleep Apnoea Department (Specialist Services Clinical Board)

The sleep service has changed to a drive through service where patients collect their sleep study equipment as a result of the COVID-19 pandemic. To help improve the efficiency of the service and improve staff wellbeing several items such as signage, trolleys, chairs and waterproof coats were provided, enhancing both the service and staff morale.

## Surgery Stars Celebration Event Support (Surgery Clinical Board)

Surgery Clinical Board organised the Surgery Stars Celebration Event to recognise their star staff throughout the year. Funding was approved to provide prizes, awards and refreshments for the event which will help improve staff morale and mental wellbeing as a result.

# NHS Charities Together

The examples below detail how monies received from NHS Charities Together, the overarching charity that represents, supports and champions each individual NHS Charity in the UK, have been spent to aid in improving the physical and mental wellbeing of Cardiff and Vale University Health Board staff.

## Outdoor Furniture for St Mary's Pharmaceutical Unit (SMPU) (Clinical Diagnostics & Therapeutics Clinical Board)

At SMPU the majority of staff work continually throughout the day within a clean room environment with no access to windows. The department was provided with outdoor benches to be placed outside the unit, providing staff members the opportunity to enjoy fresh air after working within an enclosed unit. Staff can now sit outside to have breaks and lunch, helping improve both staff morale and the physical and mental health and wellbeing of the unit's staff as a result.

## Water Stations

Water stations allowing staff and patients to refill their water bottles have been installed within St David's Hospital and Barry Hospital with several other stations due to be installed across a number of Cardiff and Vale University Health Board sites.



## Renovation of the University Hospital Llandough Boardroom Kitchen (Clinical Diagnostics & Therapeutics Clinical Board)

During the pandemic, the University Hospital Llandough Boardroom was used as a COVID-19 Operations Hub, which greatly increased the usage of facilities within the area.

One such facility was the area's kitchen. Funding was provided to expand and refurbish the area by removing existing kitchen units, drawers, work surfaces, sink, taps and white goods which have been updated with new, easy to clean replacements. Enabling this refurbishment has modernised the old and tired staff room for both the new and existing staff within the area. This also demonstrates that Cardiff and Vale University Health Board cares for its staff members, providing a pleasant environment for staff and one in which they can take pride in. This also positively contributes to staff wellbeing and productivity, job satisfaction and as a result better and more efficient patient care.

## Gareth Bale Donation

The examples below detail how monies received from Wales and Tottenham Hotspur football legend, Gareth Bale and his wife Emma have been spent to specifically support COVID-19 recovery and to benefit the wellbeing of staff working on the University Hospital of Wales site.



## Long Covid-19 Rehabilitation: Keeping Me Well and Recovery

Supporting a three year initiative to further develop the 'Keeping me Well' interactive digital resource and campaign to benefit Cardiff and Vale University Health Board patients and staff. The digital platform will be a vital resource that people can be signposted to, through attending a 'Long-COVID' multidisciplinary rehabilitation clinic. These clinics are being established by the Cardiff and Vale University Health Board to support people experiencing symptoms of post-COVID syndrome or 'Long-COVID' in the weeks and months after having COVID-19. As many individuals aren't able to visit Health Board environments or feel anxious at entering a hospital setting, this will enable them to receive education, exercises, treatment and/or psychological support remotely.

## Proactive Wellbeing Support for Staff and Managers

Funding was provided to initiate a project, aimed at embedding wellbeing throughout the career pathway of Cardiff and Vale University Health Board staff with life-long benefits. Using the Society of Occupational Medicine's model to develop wellbeing resources and initiatives, it will provide a preventive and proactive approach to wellbeing across the whole Health Board. The project is supporting staff and managers to rebuild their psychological resilience in the workplace, not only in the current COVID-19 environment but also during the rest of their NHS career.

## Provision of a Staff Haven at University Hospital of Wales

It is really important that both during this current COVID-19 pandemic and in other times of challenges, staff have access to an area to take time to relax and decompress. The Staff Haven was created in Cardiff and Vale University Health Board's initial response phase, available through the Resilience and Restoration phases of the pandemic and will become a permanent facility for the future. This dedicated Staff Haven will be flexible to meet the changing needs of staff.



# Art Projects

Art, in all its forms, can play an important part in improving the mental and emotional wellbeing of any individuals who visit sites across Cardiff and Vale University Health Board, particularly staff. The benefits of the creative arts have been especially clear throughout the COVID-19 pandemic, with members of the public using art to thank NHS staff for their efforts and sacrifices.

These communal expressions of gratitude in artistic form have been a crucial source of motivation for staff and a great benefit and contributor in improving staff wellbeing.

The examples below detail how monies have been spent to aid in improving the physical and mental wellbeing of Cardiff and Vale University Health Board staff through the



## Black Lives Matter Artwork

Funding enabled several art projects around the Black Lives Matter movement to be commissioned. The projects will be using artists from the BAME (Black, Asian and Minority Ethnic) community to commission and influence the work in line with Cardiff and Vale University Health Board's inclusivity agenda.

## COVID-19 Artwork

Several pieces of art depicting the dedication, sacrifice and hard work of staff and tribute pieces and items for staff who sadly passed away during the pandemic were commissioned, framed and installed within Cardiff and Vale University Health Board. Arts and crafts items were also provided to staff, patients and the community to aid in artistic fundraising events such as the Yarn Bombing event for the Prop Appeal.



## Forget Me Not Chorus

Forget Me Not Chorus (Cardiff and Vale of Glamorgan) were awarded monies to hold outdoor concerts at University Hospital Llandough, St David's Hospital and a series of Zoom taster sessions for people with dementia.

# Physical Donations

Cardiff & Vale Health Charity has received many generous donations of various physical items from businesses, organisations and the public throughout the COVID-19 pandemic as expressions of thanks to staff.

The examples below detail just some of the generous physical donations received by Cardiff & Vale Health Charity which have greatly contributed to improving the physical and mental wellbeing of staff.

## Fruit

Fruitful Office, based in Croydon Greater London, are the largest fruit company in the UK and generously donated their weekly fruit deliveries to support Cardiff and Vale University Health Board staff on the frontline during the COVID-19 pandemic.

The company normally supplies several corporate offices with fresh fruit deliveries each week however, this was not possible during the pandemic as many offices had staff working from home. Therefore through their clients, Fruitful Office instead kindly delivered 45 boxes of fruit (approximately 2160 portions) to Cardiff and Vale University Health Board staff on a weekly basis throughout February, March and April 2021.



## Food & Drinks

Staff have worked tirelessly throughout the COVID-19 pandemic to care for their patients, often under extremely stressful and emotional conditions. Therefore, the numerous snacks, drinks and treat boxes that were kindly donated via the Health Charity were greatly appreciated by our frontline NHS staff and helped enormously in getting them through their gruelling shifts.



## iPads and Electronic Communication Tablets

Electronic Communication Tablets requested by the Patient Experience Team have been provided to departments to improve and enhance communication between patients and their families during the difficult circumstances of the pandemic as well as several iPads to be used for volunteer surveys. iPads have also been requested by other departments such as the Maternity Postnatal ward.

## Meals

Fundamental to the success of the Staff Havens was the regular provision of food for staff. Thousands of meals were served to staff courtesy of the #FeedTheHeath and Feed the NHS fundraising campaigns.

Nutritious and tasty meals were provided daily, via the #FeedTheHeath project, which included donations from 25 local restaurants and food suppliers, co-ordinated by Kasim Ali from Waterloo Tea. James Sommerin, Feed The NHS and The Sausage Revolution also stepped in to help, serving thousands of portions of food cooked in their restaurant kitchens.



## Toiletries and Clothing

During the pandemic, frontline clinical staff in high risk areas were required to wear full Personal Protective Equipment (PPE) to protect themselves and others during their shifts. As a result, Cardiff & Vale Health Charity received numerous donations of toiletries that were then distributed to staff so they could take showers after many hours of wearing full PPE. Many items of clothing, socks and footwear were also donated and distributed, enabling staff members to feel more comfortable in their PPE during their long and difficult shifts.

## Final Thoughts



Cardiff & Vale Health Charity would like to say a heartfelt thank you to everyone who supported the Health Charity and Cardiff and Vale University Health Board throughout the difficult times of 2020 and 2021.

The successes shown in this report would not have been possible without the unwavering generosity shown by the plethora of kind donors, fundraisers and supporters supporting Cardiff & Vale Health Charity.

Without departments such as Capital Planning & Facilities, Information Management & Technology, Patient Experience and the Employee Wellbeing Service, the Health Charity would not have been able to implement the enhancements to services throughout Cardiff and the Vale of Glamorgan that were deeply appreciated by both staff and patients.

Finally, without the dedication, empathy and resilience of clinicians across all disciplines and all other Health Board staff, the Health Board would not have been able to support and care for the patients and communities of Cardiff and Vale University Health Board with the utmost dignity and respect. On behalf of everyone involved in Cardiff & Vale Health Charity, and the many people who have and will continue to benefit from the kindness shown during this period, thank you.

To find out more information about how you can help 'Spread the Love' and help frontline NHS Teams through this pandemic then please visit Cardiff & Vale Health Charity's website; <https://healthcharity.wales/how-to-help-during-covid-19/>, contact us via email; [Fundraising.cav@wales.nhs.uk](mailto:Fundraising.cav@wales.nhs.uk) or make a donation here; <https://www.justgiving.com/campaign/spreadthelove>





<b>Report Title:</b>	<b>PROP APPEAL ANNUAL FUNDRAISING REPORT</b>			<b>Agenda Item no.</b>	<b>4.6</b>
<b>Meeting:</b>	<b>Charitable Funds Committee</b>			<b>Meeting Date:</b>	<b>29.06.21</b>
<b>Status:</b>	<b>For Discussion</b>	<b>For Assurance</b>	<b>✓ For Approval</b>	<b>For Information</b>	
<b>Lead Executive:</b>	<b>Ruth Walker, Executive Nurse Director</b>				
<b>Report Author (Title):</b>	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>				

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

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.

Following a brain injury, the road to rehabilitation can be a very long one. The time spent at Rookwood by an injured person, their family and friends can be months and in some extreme circumstances, years. The Prop Appeal raises money to ensure facilities at Rookwood 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.

- Enhancements to patient services/environment provided to compliment the core NHS services already provided;
- Improved patient experience and outcomes;
- Promoting health and wellbeing;
- Promoting quality and safety in patient care through professional managed exercise sessions and complimentary therapies

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

The CFC receives an annual report on fundraising activities and expenditure. This report covers the period April 2020 to March 2021.

During this reporting year, the main highlights have included:

#### **Step into Summer Virtual Welsh Three Peak Challenge**

The 'Step into Summer' challenge saw participants, from Wales, Germany and even Australia virtually conquer the three highest peaks in North, Mid and South Wales. Participants from across the globe tackled the distances to virtually climb the highest mountain in Wales, the iconic Snowdon, along with the formidable Cadair Idris and Pen Y Fan, a combined height of 2,334 metres (7,657feet)! The event raised £2,438.

#### **Team Rudolph, virtual challenge to the North Pole**

As Christmas 2020 would be the last one at Rookwood Hospital before services relocate to University Hospital Llandough, staff decided it would be good to end the year with something positive and to improve their well-being, by hopefully getting fitter for Christmas.

The multidisciplinary team of therapists, nurses and doctors plus supporters of the appeal, including some fabulous fundraising volunteers raised a fantastic £2,263 by completing 2,669

miles (the distance from Rookwood Hospital to the North Pole). Activities included cycling, running, swimming and walking.

### Go the distance with Adam Harcombe

An inpatient at Rookwood Hospital's Neurosciences Specialist Rehabilitation Unit, Adam Harcombe suffered horrific head injuries, which left him with significant physical and cognitive impairments, including losing his sight in one eye. Adam's strength of character was evident from day one of his stay at Rookwood Neurorehabilitation Unit. He engaged with his rehabilitation with incredible resolve, so much so that he often had to be reminded to slow down.

Eager to support their friend, a group of rugby clubs from Rhondda Cynon Taff all agreed they wanted to do something to raise awareness, show support and raise some funds for Adam.

**26 miles in March 2021.** For the first event, Adam is encouraging people to participate in a socially distanced walk or run of 26 miles throughout March. 26 miles is the total distance between the rugby clubs he has represented. So far, the campaign has raised over **£13,000**.

### Prop Appeal Ambassadors

#### Only Time Will Tell: A Father's Journey

Cardiff & Vale Health Charity Patron and long-serving doctor at Cardiff City Football Club, Prof. Dr Len Nokes' book: 'Only Time Will Tell: A Father's Journey' is now selling digitally on Amazon for just £7.95.

The book, written in memory of Len's daughter Claire, tells her story from her father's perspective. It is also a recollection of the time Claire spent in hospital and how her family and friends rallied around her – and each other – as they came to terms with the tragic circumstances that had befallen them.

Congratulations to Len who was also named as one of the three finalists in the British Heart Foundation Heart Hero's Award 2020, in the category of Charity Champion for raising awareness and helping others in Claire's memory.

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

- Music therapy sessions, which can support physical, psychological and emotional progress through music therapy.
- Bedside televisions for each patient to catch up with the latest news or their favourite soap.
- Hydroflex chair made for rehabilitation. The flexible *chair* offers high levels of adaptability for those with more complex posture and pressure requirements.
- State of the art projector screen and audio-visual package for slide-tape presentations, films, television programs and games in the day room.
- Smart box with Tobi eye gaze which has enabled us to assess clients using technology to see if they are able to use Tobi eye gaze, controlled by eye movement to communicate needs and make choices when unable to verbally communicate or write. The smart box can also be used through direct access touching choices.



- Power assisted wheelchairs gives patients the opportunity to practice using a powered wheelchair to see if they are able to control it safely and independently. Following brain injury individuals can present with cognitive difficulties, so having repeated practice can assist them in improving their ability to drive a wheelchair.

#### Prop Appeal Fund Income and Expenditure:

Year	Income	Expenditure	Comments
2019/2020	£58,839	£28,184.71	Some fundraising events suspended in final quarter due to Covid-19
2020/2021	£66,697	£9,233.23	Some fundraising events suspended due to Covid-19

#### JustGiving income

Year	Income
March 2020	£3,763.11
March 2021	£16,020.43

#### Main Prop Appeal Fundraising Events Scheduled for 2021/22: -

- Blue Tie Ball– October 2022

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

No reputational issues to note.

#### Recommendation:

The Charitable Funds Committee is asked to:

- **NOTE** the continued success of the Prop Appeal and associated fundraising events/activities undertaken during 2020/21.
- **NOTE** the suspension of fundraising activities due to Covid-19

#### 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:		No							

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06/24/2021 15:20:54

<b>Report Title:</b>	<b>Charitable Funds Committee Effectiveness Review 2020-21 Results</b>						
<b>Meeting:</b>	Charitable Funds Committee				<b>Meeting Date:</b>	29.06.21	
<b>Status:</b>	<b>For Discussion</b>		<b>For Assurance</b>	X	<b>For Approval</b>		<b>For Information</b> X
<b>Lead Executive:</b>	<b>Director of Corporate Governance</b>						
<b>Report Author (Title):</b>	<b>Corporate Governance Officer</b>						

## SITUATION

It is good practice and good governance for Committees of the Board to undertake a self-assessment of their effectiveness on an annual basis, in line with the requirement of Standing Orders.

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

## ASSESSMENT

Attached are the results and comments made for the Charitable Funds Committee Effectiveness review undertaken by Committee Members in addition to the Executive Director Lead for the Committee. Overall the responses show that the Committee has maintained standards and achieved improvement in a number of aspects of Committee effectiveness.

## RECOMMENDATION

The Committee is asked to:

- Note the results of the Charitable Funds Committee's self-assessment Effectiveness Review for 2020-21.

### Shaping our Future Wellbeing Strategic Objectives

*The UHB objectives relevant to this report*

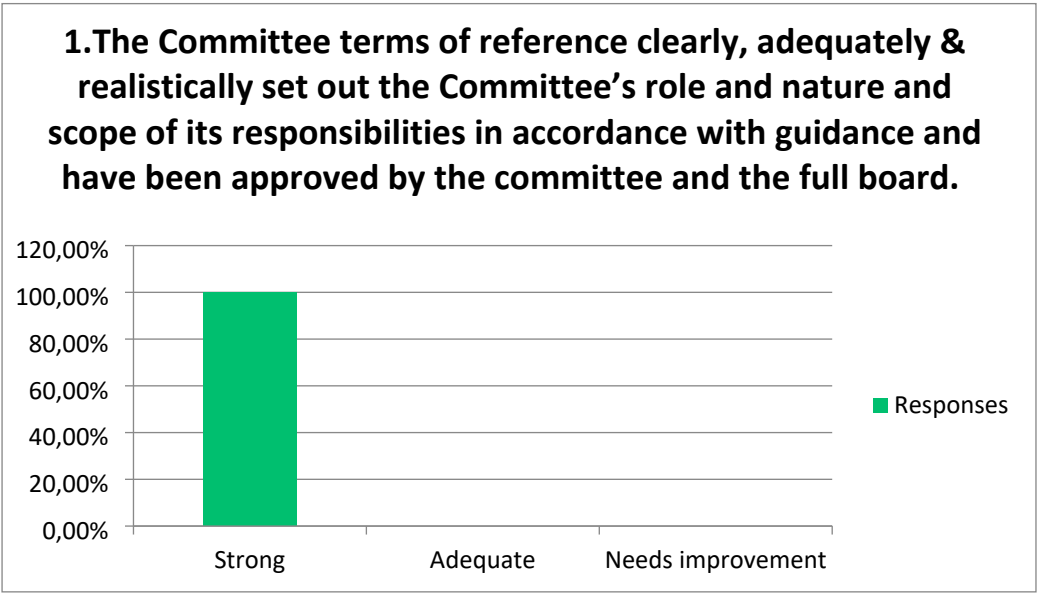
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver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

See Orders Nathan  
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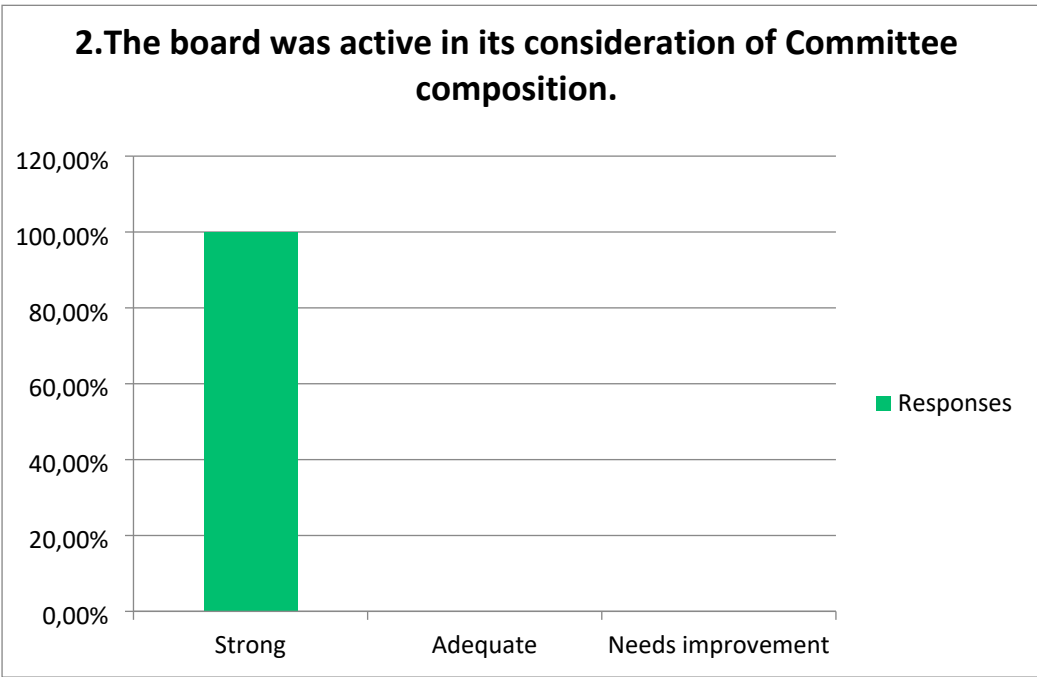


- 5 responses received.



**Comments received:**

- clearly set out

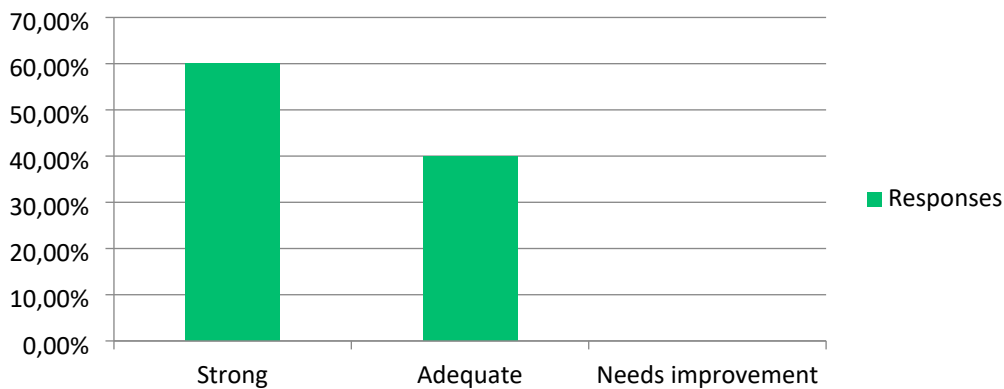


**Comments received:**

- Yes, membership purposefully selected

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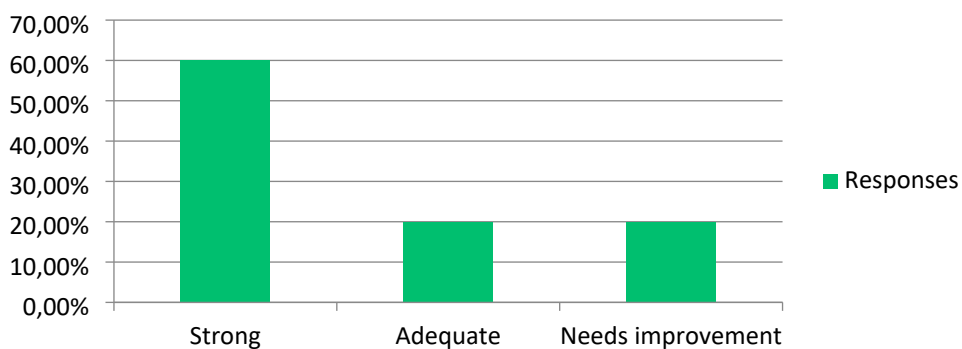
### 3.The Committee actions reflect independence from management, ethical behaviour and the best interests of the Health Board and its stakeholders.



#### Comments received:

- It has best interest of the charity at its heart.
- Yes, though do need to be mindful of which "hat" we are wearing.

### 4.The Committee meeting packages are complete, are received with enough lead time for members to give them due consideration and include the right information to allow meaningful discussion. Minutes are received as soon as possible after meetings.

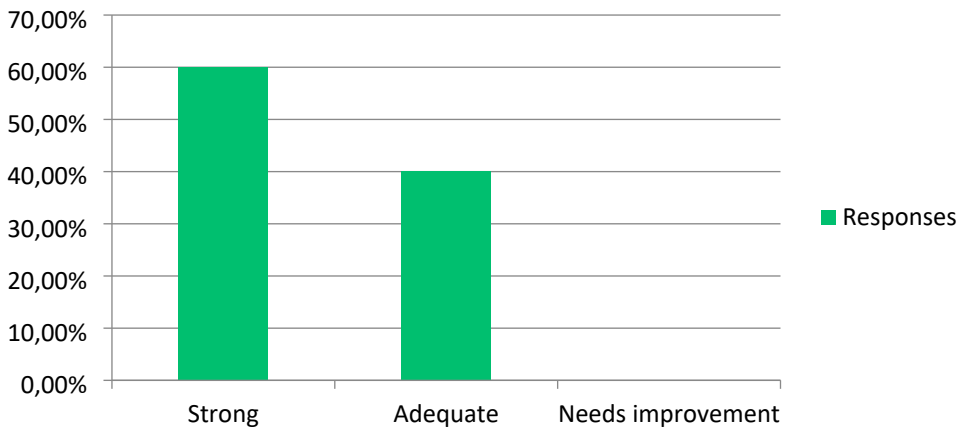


#### Comments received:

- Timely and comprehensive.

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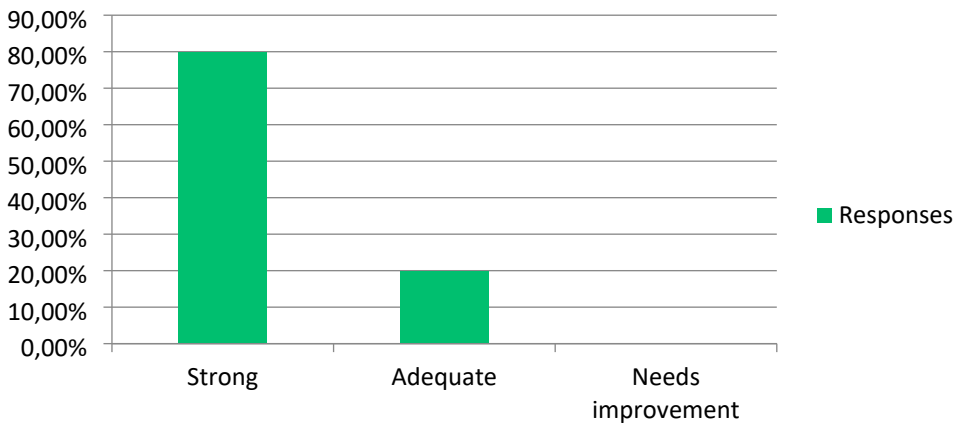
**5. Committee meetings are well organised, efficient, and effective, and they occur often enough and are of appropriate length to allow discussion of relevant issues consistent with the committee's responsibilities.**



**Comments received:**

- Yes, they sometimes over run though.

**6. Appropriate internal or external support and resources are available to the Committee and it has sufficient membership and authority to perform its role effectively.**

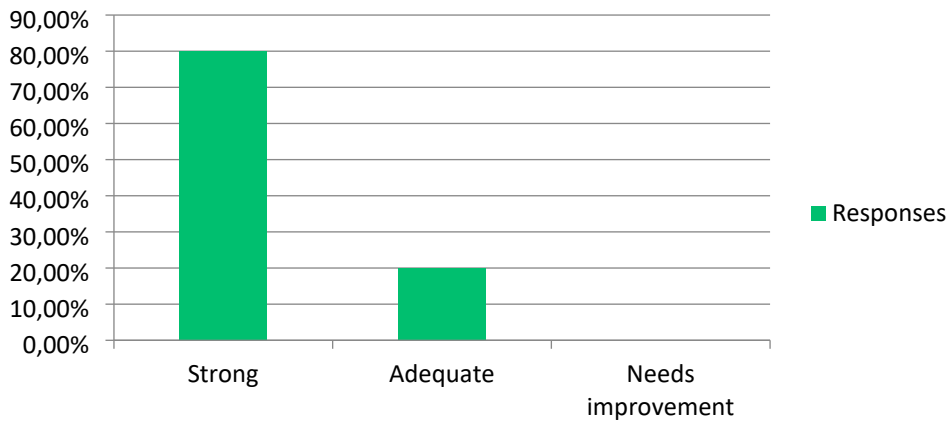


**Comments received:**

- Good support

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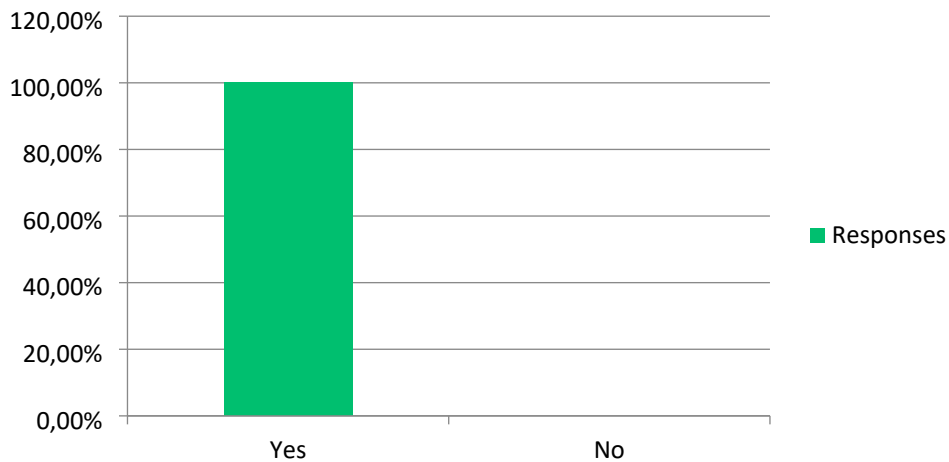
**7. Committee informs the Board on its significant activities, actions, recommendations and on its performance through minutes and regular reports and has appropriate relationships with other committees.**



**Comments received:**

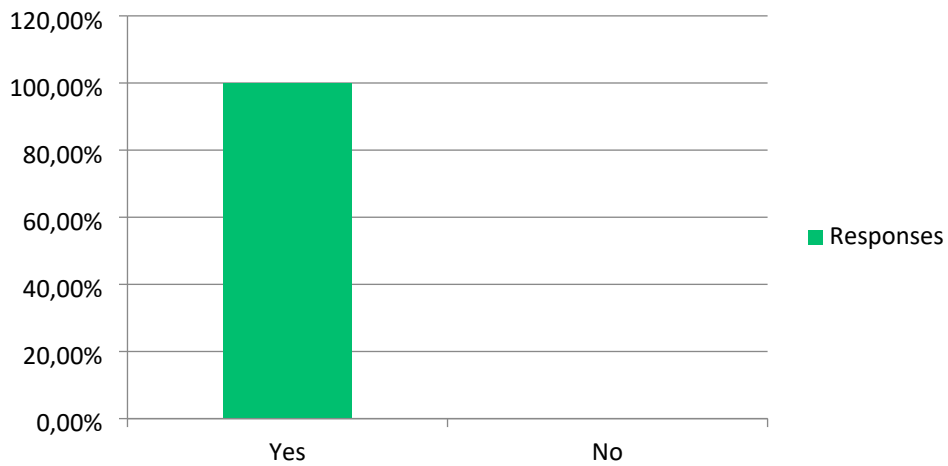
- yes trustees meetings regularly held and Board updated

**8.Are the terms of reference reviewed annually to take into account governance developments and the remit of other committees within the organisation?**



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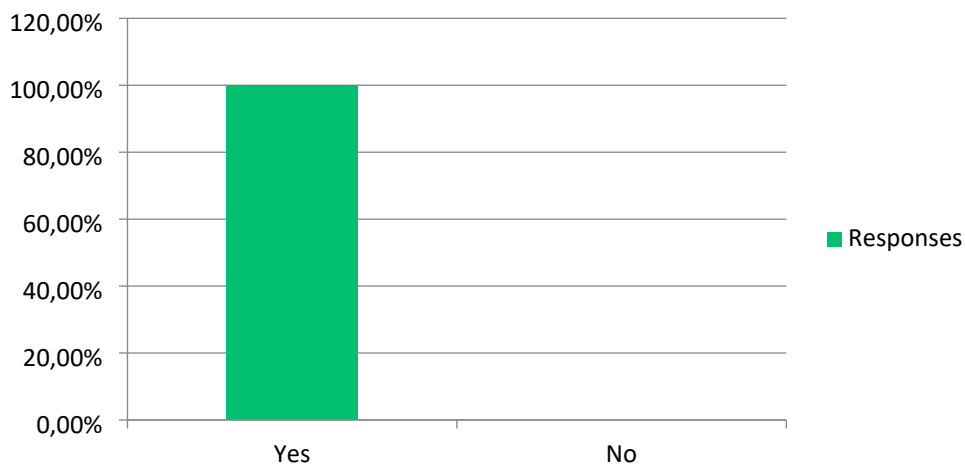
**9. Are changes to the committee's current and future workload discussed and approved at Board level?**



**Comments received:**

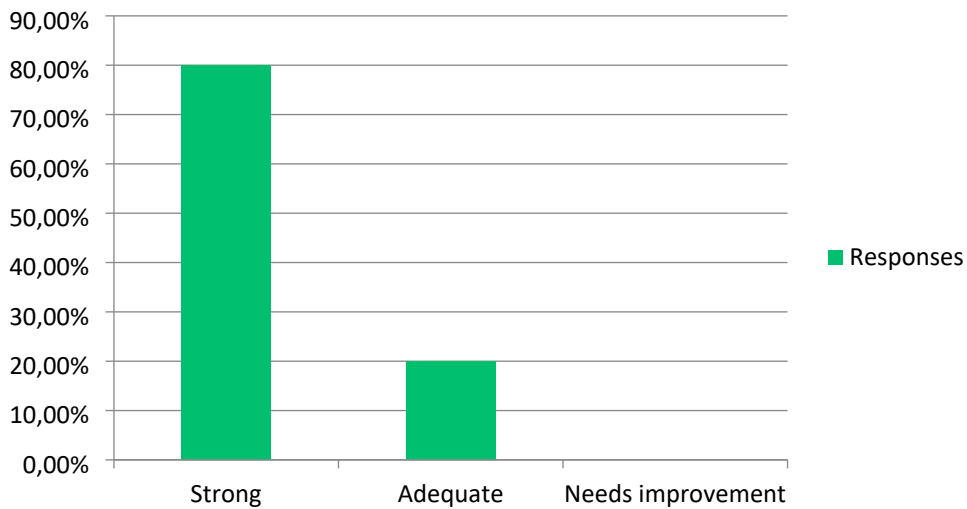
- Cannot answer, as do not attend the meeting
- At the trustees meeting

**10. Are committee members independent of the management team?**



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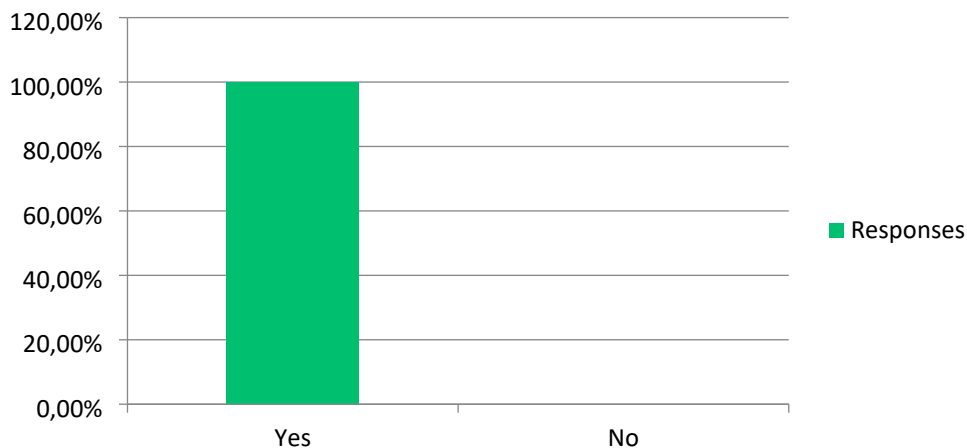
**11.The Committee agenda-setting process is thorough and led by the Committee Chair.**



**Comments received:**

- Yes in discussion with exec lead.

**12.Has the Committee established a plan for the conduct of its work across the year?**

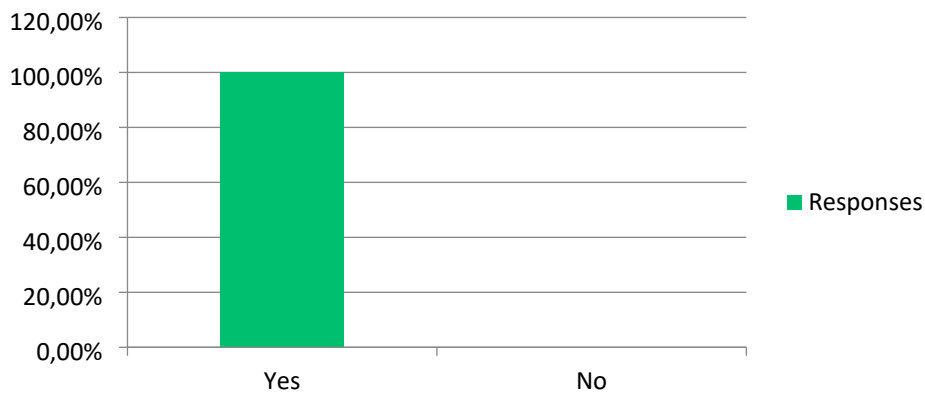


**Comments received:**

- Had a good plan for this.

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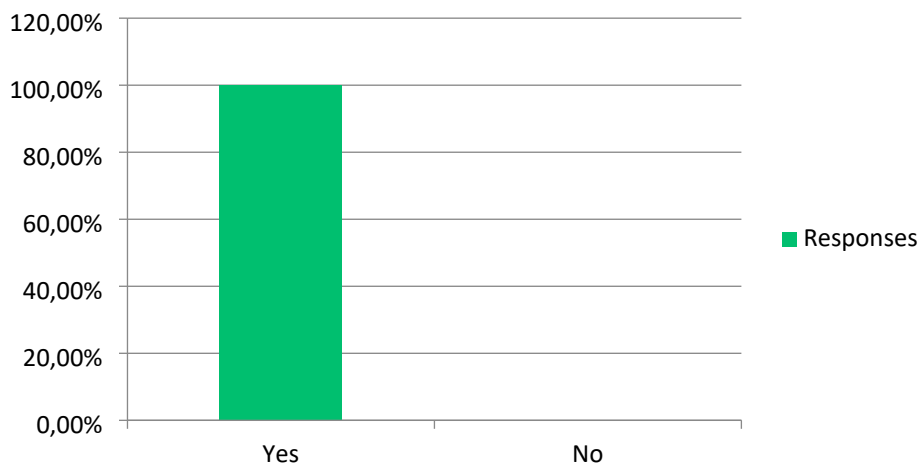
**13.Has the committee formally considered how its work integrates with wider performance management and standards compliance?**



**Comments received:**

- yes but i am not fully aware of this

**14.Has the committee reviewed whether the reports it receives are timely and have the right format and content to ensure its responsibilities are discharged?**



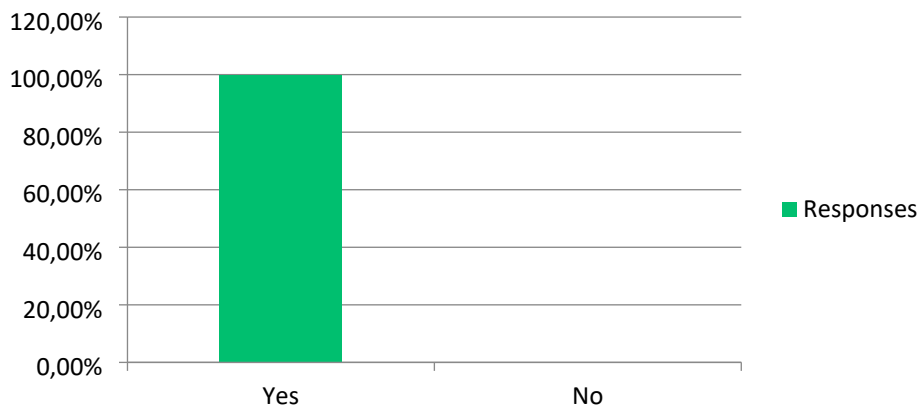
**Comments received:**

- Good scrutiny

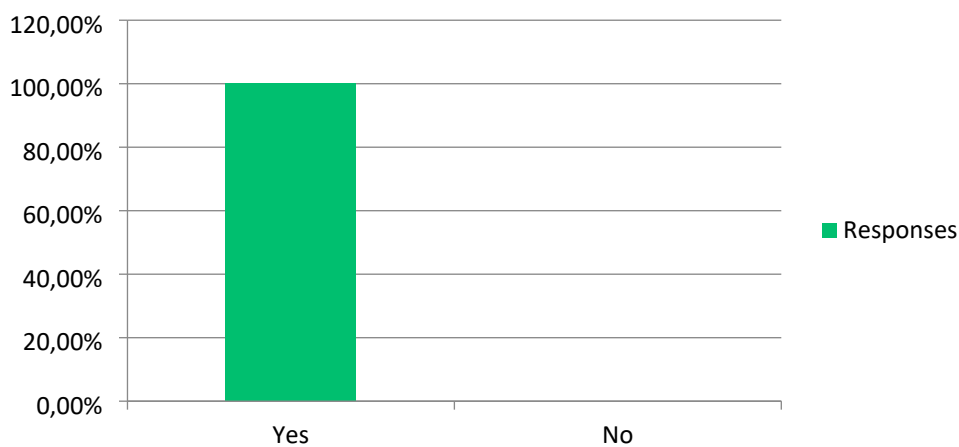
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**15.Does the Board ensure that Committee members have sufficient knowledge of the organisation to identify key risks and to challenge line management on critical and sensitive matters?**



**16.Is the committee satisfied that the Board has been advised that assurance reporting is in place to encompass all the organisations responsibilities?**

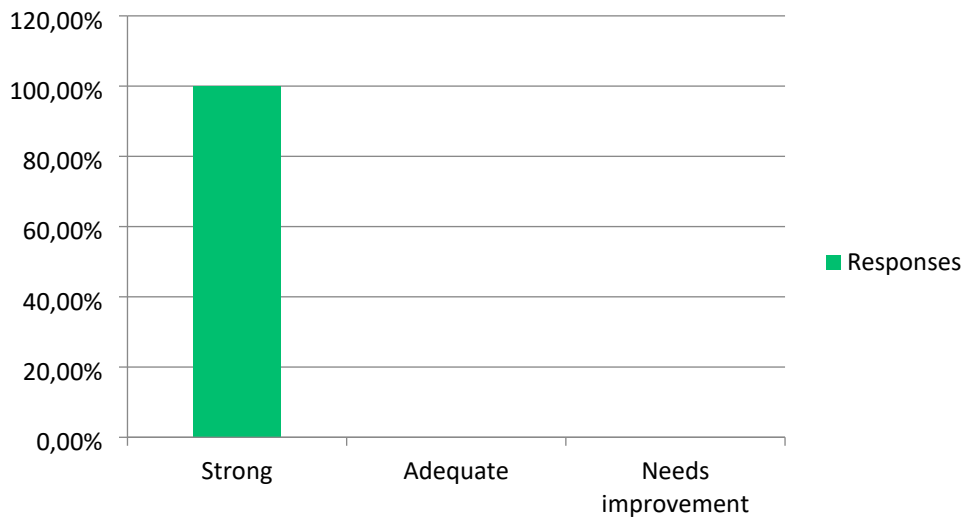


**Comments received:**

- opportunity at board for lead IM to raise key issues and minutes widely shared

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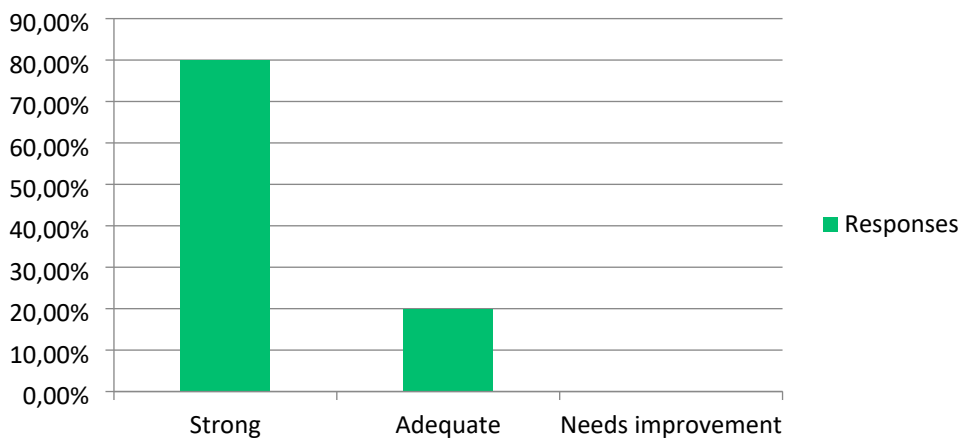
**17.The committee's self-evaluation process is in place and effective.**



**Comments received:**

- All able to input to this

**18.What is your overall assessment of the performance of the Committee?**



**Comments received:**

- Does good work with good governance

**Overall Self Evaluation comments:**

Much improved in last 2 years

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### Board Effectiveness – Self Assessment 2020-2021 Action Plan

The table below identified areas from the Annual Committee Effectiveness Survey 2020-2021 undertaken in April 2021, that suggested a need for Further Improvement

Question asked 2020-2021	Response and Action Required	Lead	Timescale to complete
<b><u>Board</u></b> <b>8. We Identify and Share Best Practice and benchmark</b>	<p>The Board are proactive in utilising business intelligence to support effective decision making and benchmarking is undertaken through the various NHS Wales professional peer groups, for example the NHS Wales Directors of Nursing Group, NHS Wales Board Secretaries Network etc.</p> <p><b>Action</b> Consider strengthening and developing sharing best practice and benchmarking at a future Board Development session.</p>	Executive Nurse Director, Executive Director for Strategic Planning Executive Medical Director, Chief Operating Officer, Executive Director of Workforce and OD.	Dec 2021
<b><u>Charitable Funds Committee</u></b> <b>4. Committee meetings packages are complete, received with enough lead time for members to give them due consideration and include the right information. Minutes are received as soon as possible after the meeting.</b>	<p>All Committee papers are issued in accordance with section 7.4.3 of the Standing Orders, specifically:  <i>"7.4.3 Board members shall be sent an Agenda and a complete set of supporting papers at least <b>10 calendar days</b> before a formal Board meeting."</i></p> <p><b>Action</b> - The Corporate Governance team will continue to adhere to internal performance standards for the review, approval and issuing of minutes, and will ensure that all minutes are issued swiftly.</p> <p>A review of the timeliness of papers being issued against the internal targets set will be undertaken to monitor effectiveness.</p>	Director of Corporate Governance	Dec 2021

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	Agenda planning meetings will confirm that minutes have been approved by the Chair and circulated to Members as required.		
<b><u>Health &amp; Safety Committee</u></b> <b>2. The Board is active in its consideration of the Committee's composition</b>	<p>The Composition of the Health &amp; Safety Committee is outlined in its Terms of Reference which are agreed by the Board.</p> <p>The DCG will liaise with the Chair and review the composition of all Committees and the scheme of delegation within the Standing Orders will be updated.</p>	Director of Corporate Governance	Sept 2021
<b><u>Health &amp; Safety Committee</u></b> <b>4. Committee meetings packages are complete, received with enough lead time for members to give them due consideration and include the right information. Minutes are received as soon as possible after the meeting.</b>	<p>All Committee papers are issued in accordance with section 7.4.3 of the Standing Orders, specifically:  <i>"7.4.3 Board members shall be sent an Agenda and a complete set of supporting papers at least <b>10 calendar days</b> before a formal Board meeting."</i>  <b>Action</b> - The Corporate Governance team will continue to adhere to internal performance standards for the review, approval and issuing of minutes, and will ensure that all minutes are issued swiftly.  A review of the timeliness of papers being issued against the internal targets set will be undertaken to monitor effectiveness.</p> <p>Agenda planning meetings will confirm that minutes have been approved by the Chair and circulated to Members as required.</p>	Director of Corporate Governance	Dec 2021
<b><u>Quality, Safety, Experience Committee</u></b> <b>The Committee agenda setting process is thorough and led by the Committee Chair.</b>	All Board/Committee meetings are supported through an agenda planning meeting which reviews the agenda, minutes, action log and length of the meeting. The Committee Chair attends the meeting and is involved in setting	Director of Corporate Governance	May 2021

	<p>the agenda with the Director of Corporate Governance.</p> <p>A meeting guidance document will be produced and issued to Officers and Independent Members and all agenda planning meetings will consider the length of the agenda, items for the agenda, time allowed for agenda items, approval of minutes and action logs, terms of reference, quoracy, Chairs report for Board etc</p>		
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