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| Health Charity colour Logos  **confirmed Minutes of the Charitable Funds Committee**  **29 June 2021 9:00am – 10:30am**  **Via Microsoft Teams**   |  |  |  | | --- | --- | --- | | **Present:** |  |  | | Akmal Hanuk | AH | Committee Chair / Independent Member - Community | | Fiona Jenkins | FJ | Executive Director of Therapies and Health Science | | Sara Moseley | SM | Independent Member - Third Sector | | Mike Jones | MJ | Independent Member – Trade Union | | Ceri Phillips | CP | Vice Chair | | Ruth Walker | RW | Executive Nurse Director | | **In Attendance:** |  |  | | Joanne Brandon | JB | Director of Communications | | Julie Cassley | JC | Deputy Director of Workforce and OD | | Nicola Foreman | NF | Director of Corporate Governance | | Christopher Lewis | CL | Deputy Director of Finance | | **Secretariat:** |  |  | | Nathan Saunders | NS | Corporate Governance Officer | | **Apologies:** |  |  | | Rachel Gidman | RG | Executive Director of People and Culture | | John Union | JU | Independent Member - Finance | |
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| **CFC21/06/001** | **Welcome & Introductions**  The Committee Chair (CC) welcomed everyone to the meeting. | **Action** |
| **CFC21/06/002** | **Apologies for Absence**  Apologies for Absence were noted. |  |
| **CFC21/06/003** | **Declarations of Interests**  No declarations of interest were noted. |  |
| **CFC21/06/004** | **Minutes of the Committee Meeting held on 16th March 2021**  The Committee reviewed the minutes of the meeting held on 16th March 2021.  **Resolved that:**   1. The Committee approved the minutes of the meeting held on 16th March 2021 as a true and accurate record. |  |
| **CFC21/06/005** | **Committee Action Log**  The Committee reviewedthe Action Log and noted that all items were completed, included on the agenda or superseded.  **Resolved that:**   1. The Committee noted the Action Log. |  |
| **CFC21/06/006** | **Chairs Action**  No chairs actions had been taken since the previous meeting.  **Resolved that:**   1. The Committee noted the Chairs Action. |  |
| **CFC21/06/007** | **Health Charity Financial Position Update**  The Health Charity Financial Position Update was received.  The Deputy Director of Finance (DDF) shared the financial update report which provided information on the year to date financial performance of the Charity to the period 31st May 2021. The report also assessed the forecasted financial position of the Charity against commitments already made.  The DDF advised ME that an income resource of £152K had been brought forward with £208k being expended. Gains on investment assets were at £220K and with the value of the Charity increasing by £165K.  The DDF advised the committee that the Charity had changed its investment managers from Cazenove to Rathbone and it was noted that Rathbone would share a presentation at a future committee meeting to provide a detailed update on the work they had undertaken.  It was noted that the charity had a net worth of £9.312m which was split between undelegated and delegated funds with financial responsibility delegated to named fund holders and Heads of Service.  Within the funds there are general reserves with a value of £0.871m with commitments against this figure set at £0.817m.  Ongoing costs associated with fundraising were £360K per annum which the fundraising team would seek to cover in whole or part. £83k had been recovered during the previous year to reduce the commitment on general reserves.  The DDF advised the committee that dormant funds had been cleansed during the year and funds dating as far back as 2014 had been recovered.  The Independent Member – Third Sector (IMTS) asked the DDF to provide more information on the reserves and the reserves policy.  The DDF responded that the reserves policy was around £1m but added that it was based on the premise that the charity could, if needed, utilise unrestricted funds.  He added that reserves amounted to circa £500K and 10% of the CVUHB investment portfolio added together.  It was noted that moving forward the report would show what the general reserves were as opposed to the total reserve policy.  **Resolved that:**   1. The Committee noted the financial position of the charity. 2. The Committee noted the latest income position. 3. The Committee noted the commitments against general reserves and actions being taken to mitigate financial risks. | NS |
| **CFC21/06/008** | **Over £25K bids for approval**  The over £25K bids for approval were received.  The Director of Communications (DC) advised the committee that there were 4 bids to be discussed.   * **3.1.1 – Neurosciences – Electromyography (EMG) machine purchase**   The DC advised the committee that a request had been made for £17,700 for the Neuroscience Directorate to purchase an additional Sierra Summit Base Machine that would carry out specific diagnostic testing within neurophysiology.  It was noted that the cost would total £20,700 but the committee was advised that there was availability within Endowment Fund 9154 and a proposal from the Neurosciences Directorate to utilise £3,000 of the available balance to part-fund the equipment.  It was noted that there would be no additional cost or ongoing service/maintenance contracts as these would be provided from the directorate revenue budget.  The DDF asked if the department had contacted the Assistant Director of Therapies (ADT) to request capital funding.  The DC responded that they had requested capital funding and had looked for identifiable capital and after exhausting those avenues they submitted the bid to the CFC.  The Executive Director of Therapies and Health Sciences (EDTHS) advised the committee that the capital equipment funds held by the ADT provided funds for replacement machines and not new machines.  The DC added that a debate had been had previously within the committee as to whether bids were for core or non-core business and advised that it had been agreed that if bids were for non-core items then the committee could consider approval.  The Executive Nurse Director (END) advised that as an organisation the committee would need to consider whether CVUHB should be providing the equipment to undertake its role and function properly. She queries whether the piece of equipment was vital for the service and if so, should the money come out of the core budget or not.  The Director of Corporate Governance (DCG) acknowledged the END’s comment and advised that if the equipment was not essential then consideration could be taken for charitable funds to provide funding.  The EDTHS advised the committee that the additional equipment would be supporting education and training which was a CFC core aim and would enhance the service.  The CC suggested that the bid be “parked” and advised that the DDF could then advise what funds were available.  The DCG advised the committee that the bids would need to be kept under review because of the lack of funding coming into the charity and the potential for an increase in bids being seen in future.  **Resolved that:**  a) The Committee declined the bid for charitable funds to purchase an additional Sierra Summit Base Machine for the Neuroscience Directorate.   * **3.1.2 – Endowment Funds – Integrated Medicine – Clinical Trials Manager.**   The DC advised the committee that Dr Benjamin Jelley, a consultant and research lead for the gerontology department had submitted the bid to request approval for the utilisation of £114,630 from fund no: 9153 - Geriatric Research, to fund a Band 7 Clinical Trials Manager for a period of 24 months.  It was noted that the post would increase research activity in the department by generating new research and commercial trials with potential to generate additional research income through said commercial trial research.  The DDF reminded the committee that any item of expenditure over £25,000 (even if delegated) had to be approved by the committee and he advised that whilst gerontology had a dedicated fund that could support the bid, the bid had been presented to the committee for ratification and did not request funding from general reserves.  **Resolved that:**  a) The Committee approvedthe spending of £114,630 from Fund no: 9153 - Geriatric Research to fund a Band 7 Clinical Trials Manager for a period of 24 months.   * **3.1.3 – Our Health Meadow – ongoing development and staffing costs**   The DC advised the committee that her team had undertaken a huge amount of work on this item and the bid submitted requested £65,000.  The DC advised the committee that some of the requested funds would be used to extend the secondment of a band 6 project manager already within her team.  The DCG asked if this was a one off bid or would additional requests be made in future. The DC responded that there could be future bids due to the ongoing development of the area.  The DCG highlighted that CVUHB’s partnership were being discussed and that the Head of Risk and Regulation would be meeting with the Chair that week.  The IMTS queried what would happen if the committee did not approve the bid and what would happen to investments already made.  The DC responded that the work undertaken by the band 6 project manager centred on finding additional funding to support the development of the project and failure to extend the secondment would curtail that activity and impede the areas in which additional funding could be provided.  The DDF asked the DC if it would be possible to part fund the bid due to the breakdown which specified the direct costs being incurred to enable submission of a Planning Application alongside the costs associated with staffing.  The DC responded that that the bid could be split but added that without the staff member involved the funding would not be found for the rest of the bid.  The DDF advised the committee that the totality of the bid exceeded the amount in general reserves and would put CVUHB into a position of over commitment position.  The END suggested that if the money was not there, it would be difficult to support the bid and advised the committee that further discussion would be required outside of the meeting around staffing of the DC’s team.  The CC advised the committee that although it was an important area, the bid would need to be split into 2 areas. One, the capital cost and two, the running cost.  The END asked if a dedicated meeting would be needed in future to prioritise bids which would help decision making in future.  The CC responded that it could be discussed at a future meeting around what process, if any could or would be put in place for prioritisation of bids.  He concluded that the bid should be parked as no outcome could be reached, unless the bid was broken down into 2 areas.  **Resolved that:**  a) The Committee declined the bid for charitable funds for the ongoing development and staffing costs of the Our Health Meadow project.   * **3.1.4 - Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project.**   The DC advised the committee that the bid had been received from Dr Richard Cuddihy and Dr Julie Highfield for £25k to provide an additional clinical psychologist for 12 months to establish a visible psychological care model to high care covid wards.  It was noted that the psychologist would support Covid patients who had not come through ICU and it was highlighted that this would be a pilot post with data and feedback to be collected pertaining to the utility of the post, and the potential for extension beyond 12 months.  The DC advised the committee that upon speaking to the doctors and upon reading the bid, the immediacy of the additional support was highlighted and she commented that the priority required for the bid was more apparent.  The END advised the committee that she would support the bid and she added that the whole top floor of UHW had been Covid high care areas and the pilot was needed in addition to the current wellbeing service being provided.  The DDF suggested that following the difficult juggling of money, it may have been better position to underwrite the bid, to support it and try to source funding from NHS Charities together.  The committee agreed.  **Resolved that:**  a) The Committee discussed the bid for charitable funds for a covid specific project and approved the bid with the intention to backfill the funding committed. | RW / NF |
| **CFC21/06/009** | **4.1 Fundraising Report**  The DC advised the committee that the report could be taken as read.  **Resolved that:**  a) The committee reviewed the Fundraising Report for information.  b) The committee noted the recommendation of the Orchard Steering Group rebranding from ‘Our Orchard’ to ‘Our Health Meadow’ |  |
| **CFC21/06/010** | **Reporting Feedback on Successful CFC bids**   * **4.2.1 – Disposal of Rookwood Hospital**   The EDTHS advised the committee that the spinal injuries unit had moved to University Hospital Llandough (UHL) which meant that Rookwood Hospital was now surplus to requirement.  It was noted that legal advice had been provided by Geldards LLP on the proposed disposal.  The EDTHS advised the committee that the disposal options previously submitted to the Board of Trustee were:  1) To enter into negotiations with Cardiff Council who had expressed an interest in the site for housing, and potentially a shared health and care facility. The Council had indicated interest in purchasing the site at full market rate.    2) To pursue a sale on the open market which would be a two staged process. Firstly to invite expressions of interest for the property from a wide market audience and for this to be lotted for various parts of the site. This would establish the full level of interest in the property and structure a sale which maximised net sale receipts.  It was noted that before proceeding with either course of action it was recommended that the following actions were taken:   * Obtain specialist advice from a Surveyor in relation to advertising the sale on the open market and for what period. * If the sale proceeds were to be used for a purpose other than the acquisition of replacement land, then a Public Notice be issued inviting representations to be made within a time specified in the notice. * To make an application to the Charity Commission for a Cy Pres Scheme to amend or modernise the charitable objects attached to the land to enable the proceeds to be used for their intended purpose(s).   The EDTHS advised the committee that if the above points were agreed then the Geldards LLP advice would be accepted and followed.  The DDF asked if the Charity Commissioner should be approached prior to advertising the land.  The EDTHS responded that the reason it was done in the way it had been was that the Charity Commissioner would only be involved when the Charity needed to decide where the money received from the sale of the land would be spent.  The DCG asked if Welsh Government (WG) approval would be needed because the disposal would be for over £1m.  The DDF responded that he was unsure of the answer and would find out.  **Resolved that:**   1. The committee agreed and noted the legal advice of Geldards LLP; 2. The committee agreed to recommend to the Board of Trustees that the courses of action detailed at points I to III of the report were followed.  * **4.2.2 – Employee Wellbeing Service**   The DC advised the committee that in June 2019, the Board of Trustees had approved a bid for £352,586 over a two year period which doubled the number of counsellors within the service and introduced a new Assistant Psychological Therapy Practitioner (APTP) role within the Employee Wellbeing Service (EWS).  The arrival of Covid 19 had a significant impact on all of UHB activity including the EWS. This resulted in a change of EWS service delivery from face to face, to telephone and virtual consultation. A temporary collaboration with the Psychology directorate provided rapid access for Covid19 related referrals and an extended wellbeing service over a six week period until the end of May 2020.  The midpoint review in June 2020 highlighted an underspend of approximately £10,000 and approval was given by the Charity Trustees to use the underspend to increase the WTE counselling provision by 0.2 WTE.  **Resolved that:**  The Charitable Funds Committee accepted the report as assurance of the use of the allocated funding to the EWS. | **CL** |
| **CFC21/06/011** | **Staff Benefits Report**  The Deputy Director of Workforce and OD advised the committee that the Executive Director of People and Culture had only attended one meeting since being in post and recommended that she would bring a more detailed update at the next committee meeting.  It was noted that 3 schemes had been put forward:   * The Stock Shop, Concourse, UHW which has been approved. * Gillian Bishop – An approach on behalf of a personal trainer to provide personal training to staff – The proposal was rejected as the Staff Benefits Group (SBG) agreed not to proceed or endorse individual proposals. * Sarah Hall/Shiatsu Cardiff – An offer of Shiatsu massage sessions to staff either at her own clinic in Cardiff or on-site (when regulations allowed). The proposal was rejected as the SBG had previously agreed not to proceed with or endorse individual proposals.   **Resolved that:**   1. The committee noted the Staff Benefits Group report |  |
| **CFC21/06/012** | **Staff Lottery Bids Panel Report**  The DC advised the committee that the report highlighted success stories for the Health Charity and identified how it continued to grow from strength to strength.  The following lottery draws were noted:   * 25th June - £5K * Winter draw - £21K   The DC advised the committee that the Independent Member – Trade Union (IMTU) had stepped down as chair of the Staff Lottery Bids Panel and she requested a steer from the committee on a new chair.  The DCG advised the committee that the recommendation outlined would be to write to three individuals and invite expressions of interest in the role which could then be voted on by the panel.  The DC requested that any specific recommendations be notified to her directly.  **Resolved that:**   1. The content of the report was acknowledged. 2. Recommendations for a new Chair for the Staff Lottery Bids Panel would be notified to the DC offline. |  |
| **CFC21/06/013** | **Health Charity Update Reports**   * 4.5.1 - Covid Income and Expenditure update   The DC advised the committee that Cardiff & Vale Health Charity had received an exceptional amount of support since the start of the COVID-19 pandemic.  It was noted that the Health Charity had received support from within the UHB and from external fundraisers and supporters. It had also received several grants from NHS Charities Together. The Health Charity had received £1,245,044 in covid related grants, awards and donations to the end of March ’21.  The DC highlighted that in its 2020/21 review, the Audit and Assurance Services, NHS Shared Services Partnership,  awarded Substantial Assurance to Cardiff & Vale Health Charity in respect of the financial and administrative control put in place and included a specific audit remit to ensure:   * Up to date policies and procedures were in place for the management of charitable funds. * All Covid-19 donations and expenditure received were appropriate and accounted for in compliance with approved Health Board guidance. * Effective governance arrangements were in place for dormant funds.   **Resolved that:**   1. The committee received the report as assurance of the appropriate management and administration of covid income and expenditure by Cardiff & Vale Health Charity.  * 4.5.2 - Supporting Staff Wellbeing Report   The DC advised the committee that the report particularly focussed on how monies were spent to support the emotional and physical health and wellbeing of staff throughout Cardiff and Vale University Health Board.  **Resolved that:**   1. The committee received the Supporting Staff Wellbeing Report for information |  |
| **CFC21/06/014** | **Prop Appeal**  The DC advised the committee that the report should be taken as read.  **Resolved that:**   1. The committed noted the continued success of the Prop Appeal and associated fundraising events/activities undertaken during 2020/21. 2. the suspension of fundraising activities due to Covid-19 was noted. |  |
| **CFC21/06/015** | **Committee Effectiveness Survey results 2020-2021**  The DCG advised the committee that the results from the Charitable Funds Committee Effectiveness review undertaken by Committee Members showed that the Committee had maintained standards and achieved improvement in a number of aspects of Committee effectiveness.  **Resolved that:**   1. the results of the Charitable Funds Committee’s self-assessment Effectiveness Review for 2020-21 were noted. |  |
| **CFC21/06/016** | **Induction Support for new Committee Members**  The DCG provided a verbal updated and advised the committee that support had been offered to the 2 new members of the committee.  **Resolved that:**   1. the update provided by the DCG was noted. |  |
| **CFC21/06/017** | **Items to bring to the attention of the Board / Trustee**  No items were raised for referral to the UHB Board or Board of Trustees |  |
| **CFC21/06/018** | **Any Other Business**  No other business was raised. |  |
| **CFC21/06/019** | **Date and Time of Next Meeting**  Tuesday 21st September 2021, 9:00am – 12:00pm |  |