

# Charitable Funds Committee

Tue 21 June 2022, 09:00 - 12:00

## 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 1st March 2022

*Akmal Hanuk*

📄 1.4 CFC Minutes March 2022MD.NF.pdf (10 pages)

#### 1.5. Action Log following the Meeting held on 1st March 2022

*Akmal Hanuk*

📄 1.5 DRAFT Action Log.pdf (2 pages)

#### 1.6. Chairs Actions

- CFC approval for spend of £37,585.04 from existing Food Sense Wales Fund

📄 1.6 Chairs Action Emails.pdf (3 pages)

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### 2. Items for Review & Assurance

#### 2.1. Health Charity Financial Position & Detailed Investment Update.

*Robert Mahoney*

📄 2.1 Financial Position Report.pdf (7 pages)

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### 3. Items for Approval / Ratification

#### 3.1. Over £25k bids for approval

*Joanne Brandon*

##### 3.1.1. Improving the Environment of the Employee Wellbeing Service

📄 3.1.1 - Over 25k bid - Improving the Environment EWS.pdf (2 pages)

📄 3.1.1a - Appendix. 1 Images of EWS.pdf (2 pages)

📄 3.1.1b Appendix 2 - Bid Application Form EWS.pdf (4 pages)

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- 📄 3.1.1c - Appendix 3 - EWS quotation of works Grosvenor.pdf (3 pages)
- 📄 3.1.1d - Appendix 4 - Poppi Furniture Quote # 2495.pdf (2 pages)

### **3.1.2. Innovation Collision Space to support our People and Culture**

- 📄 3.1.2 - Bid for funding Innovation Collision Space.pdf (3 pages)
- 📄 3.1.2a - Appendix.1 - Bid Application Form RG approved.pdf (5 pages)

### **3.1.3. Employee Wellbeing Service**

- 📄 3.1.3 - Over £25k Bid - EWS - staff funding extension.pdf (2 pages)
- 📄 3.1.3a Appendix1 Bid Application EWS.pdf (9 pages)

## **3.2. Health Meadow Secured Funding Proposal**

*Joanne Brandon*

- 📄 3.2 - Our Health Meadow Covering Report.pdf (4 pages)
- 📄 3.2a Appendix 1 Our Health Meadow presentation. NEXT STEPS.pdf (10 pages)

## **3.3. Health Charity Therapy Puppy Proposal**

*Joanne Brandon*

- 📄 3.3 - Health Charity Puppy Proposal.pdf (3 pages)
- 📄 3.3a Guidance Regarding Assistance Dogs and Other Animals Attending Clinical Areas.pdf (11 pages)

## **3.4. Events Planner 2022 Update**

*Joanne Brandon*

- 📄 3.4 - Events Planner 2022 Update.pdf (2 pages)
- 📄 3.4a - Health Charity Events 2022.pdf (5 pages)

## **3.5. Third Sector Grants Scheme**

*Joanne Brandon*

- 📄 3.5 - Third Sector Grants Scheme.pdf (11 pages)

## **3.6. Proposal for CFC Awayday 1st Sept 2022**

*Joanne Brandon*

- 📄 3.6 - Proposal for CFC Awayday - Sept '22.pdf (3 pages)
- 📄 3.6a - Health Charity Strategy 2019 - 2025.pdf (11 pages)

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

### **4.1. Health Charity Fundraising Report**

*Joanne Brandon*

- 📄 4.1 - Health Charity Fundraising Report (June '22)(1).pdf (4 pages)

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

*Joanne Brandon*

- 📄 4.2 - Reporting Feedback on successful CFC bids (June '22).pdf (5 pages)
- 📄 4.2a - CFC Approved Bids - March 2018 - June 2022 Ongoing.pdf (1 pages)
- 📄 4.2b - CFC Approved Bids - March 2018 - June 2022 Completed.pdf (1 pages)

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

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*Rachel Gidman*

📄 4.3 Staff Benefits Group Report.pdf (3 pages)

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

*Joanne Brandon*

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

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

*Joanne Brandon*

- Prop Appeal

📄 4.5 - Prop Appeal Annual Report.pdf (5 pages)

#### **4.6. Committee Effectiveness Survey Results 2021-2022**

*Nicola Foreman*

📄 4.6 Committee Self Effectiveness Survey CFC.pdf (3 pages)

📄 4.6a Charitable Funds Committee Self Evaluation 2021-22.pdf (21 pages)

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### **5. Any Other Business**

*Akmal Hanuk*

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### **6. Review of the Meeting**

*Akmal Hanuk*

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

Tuesday 20th September 2022, 9am

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**Unconfirmed Minutes of the Charitable Funds Committee  
1 March 2022 9:00am – 11:00am  
Via Microsoft Teams**

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|-----------------------|----|--|
| <b>Present:</b>       |    |  |
| Akmal Hanuk           | AH | Committee Chair / Independent Member - Community   |
| Mike Jones            | MJ | Vice Chair / Independent Member – Trade Union      |
| Sara Moseley          | SM | Independent Member – Third Sector                  |
| <b>In Attendance:</b> |    |  |
| Joanne Brandon        | JB | Director of Communications                         |
| Nicola Foreman        | NF | Director of Corporate Governance                   |
| Mathew King           | MK | Head of Podiatry                                   |
| Hywel Pullen          | HP | Assistant Director of Finance                      |
| Ruth Walker           | RW | Executive Nurse Director                           |
| <b>Secretariat:</b>   |    |  |
| Nathan Saunders       | NS | Senior Corporate Governance Officer                |
| <b>Observers:</b>     |    |  |
| Hannah Stevenson      | HS | Graduate Trainee Manager                           |
| <b>Apologies:</b>     |    |  |
| Susan Elsmore         | SE | Independent Member – Local Council                 |
| Rachel Gidman         | RG | Executive Director of People and Culture           |
| Fiona Jenkins         | FJ | Executive Director of Therapies and Health Science |
| Christopher Lewis     | CL | Deputy Director of Finance                         |

| CFC22/03/001 | Welcome & Introductions   | Action |
|--------------|---|--------|
|              | The Committee Chair (CC) welcomed everyone to the meeting.  |        |
| CFC22/03/002 | <b>Apologies for Absence</b><br><br>Apologies for Absence were noted.   |        |
| CFC22/03/003 | <b>Declarations of Interests</b><br><br>The Independent Member – Third Sector (IMTS) declared that she was an elected member of the General Medical Council (GMC).<br><br><b>The Committee resolved that:</b><br><br>a) Save for the above declaration, no further Declarations of Interest were noted. |        |

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| <p><b>CFC22/03/004</b></p> | <p><b>Minutes of the Committee Meeting held on 7 December 2021</b></p> <p>The Committee reviewed the minutes of the meeting held on 7 December 2021.</p> <p><b>The Committee resolved that:</b></p> <p>a) The minutes of the meeting held on 7 December 2021 were approved as a true and accurate record.</p>  |  |
| <p><b>CFC22/03/005</b></p> | <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 had been superseded.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Action Log was noted.</p>   |  |
| <p><b>CFC22/03/006</b></p> | <p><b>Chairs Action</b></p> <p>The CC advised the Committee that 2 Chair's Actions had been approved offline which included:</p> <ul style="list-style-type: none"> <li>• £79,800 approved for expenditure of NHSCT Covid Recovery grant - Outdoor Staff Havens</li> <li>• £37,500 approved for expenditure for ECMO machine from Nephrology and Transplant Endowment funds</li> </ul> <p><b>The Committee resolved that:</b></p> <p>a) The Chair's Actions were noted</p>   |  |
| <p><b>CFC22/03/007</b></p> | <p><b>Health Charity Financial Position &amp; Investment Update</b></p> <p>The Health Charity Financial Position Update was received.</p> <p>The Assistant Director of Finance (ADF) advised the Committee that the report provided information on the year to date financial performance of the Charity to the period 31st January 2022 and assessed the forecast financial position of the Charity against commitments already made.</p> <p>It was noted that there were 3 key issues to report to the Committee which included:</p> <ul style="list-style-type: none"> <li>• The Charity's financial position decreased by £0.179 million for the period ending 31st January 2022.</li> <li>• The stock market had experienced a volatile period in January which had resulted in a minor fall in cumulative gains for the period ending 31st January 2022.</li> <li>• The value of general reserves was only just adequate to meet financial commitments.</li> </ul> |  |

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The ADF advised the Committee that the Health Charity had started the financial year with £9.147 million, that during the period reported, the income resources had been close to £1.4 million and the resources expended had been £1.950 million which had resulted in next expenditure of £0.569 million.

It was noted that during the period there had been gains on the investment assets of £0.390 million and that in overall terms there had been a net movement in the funds of £0.179 million.

The Committee received an analysis of the income that had been received by the Charity for the first ten months of the year.

It was noted that there had been a reduction in the donations received in comparison to the previous year.

It was further noted that the closing balance of the Charity had reduced by £0.179 million which had taken the balance to £8.968 million.

The Committee was presented with the investment portfolio's performance from September 2020 to January 2022.

It was noted that against the general reserves the Charity had approved a number of bids. That had resulted in significant financial commitments which were assessed at being circa £0.401 million.

The ADF summarised that value of the Charitable Funds had decreased by £0.179 million in the current year.

He added that the key financial risk to the Charity was the performance of the investment portfolio which was underpinning the year to date financial position and general reserves balance.

A discussion took place and the Committee Members noted the advice given by the ADF.

The Director of Communications added that the "reserves policy" stated that it had to remain within £1 million.

The END suggested that the Charity's reserves, in line with its reserves policies, was included as part of the work plan and was regularly reviewed by the Committee.

The CC advised the Committee that the Committee should be provided with up to date information regarding the investment portfolio.

The DC responded that the previous financial managers, Cazenove Capital, had provided the Committee with 6 monthly presentations regarding the investment portfolio. The ADF agreed to ask the new financial managers, Rathbone, to do the same.

HP

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|                            | <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The financial position of the Charity was noted</li> <li>b) The performance of the investment portfolio was noted</li> <li>c) The commitments against general reserve was noted.</li> </ul>  |  |
| <p><b>CFC22/03/008</b></p> | <p><b>Charitable Funds Internal Costs</b></p> <p>The Charitable Funds Internal Costs report was received.</p> <p>The DC advised the Committee that the report had also been received by the Management Executives and noted that the request for internal costs had been raised by some of the Independent Members.</p> <p>It was noted that there were 4 elements covered in the report which included:</p> <ul style="list-style-type: none"> <li>• Return on investment of staffing resource, primarily the fundraising team.</li> <li>• Overview of roles and responsibilities.</li> <li>• Feedback on the current direction of travel of Cardiff &amp; Vale Health Charity.</li> <li>• Ensuring links to the Health Charity Strategy 2019-2025</li> </ul> <p>The Committee was advised that the Health Charity had expanded the team and developed the support provided, not just to the Health Charity, but to the Cardiff and Vale University Health Board (the Health Board) as well.</p> <p>It was noted that the work of the Health Charity team was not purely based on fundraising but had been agreed with the CFC and the Board of Trustees to encompass the following:</p> <ul style="list-style-type: none"> <li>• To be an integral part of the Health Board, tangibly improving Cardiff and Vale services over and above what the NHS could fund.</li> <li>• To improve the Health and Wellbeing of staff and services users and the communities of Cardiff and Vale University Health Board.</li> </ul> <p>The DC advised the Committee that those objectives did not always necessarily generate income but noted they added value in a number of different ways.</p> <p>It was noted that key income comparison between 2019/20 and 2020/21 showed an increase from £1.36 million to £2.199 million.</p> <p>The Committee was advised that a large proportion of Health Charity work was centred on the mission and objectives of the Health Board and added value in terms of staff benefits, engagement, improving the patient experience and the general wellbeing and morale of patients, staff and the wider community.</p> |  |

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The DC added that the Health Charity's engagement and promotion of business partnerships, staff discounts, and membership offers was of significant benefit to all staff across the Health Board and included areas such as:

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

The DC presented the Committee with the feedback on the current direction of travel for the Health Charity. She noted that the global pandemic had changed the way in which many charities operated and highlighted that the mainstream donations had started to decline.

She added that the Charity had increased its online presence and had started to table events for the forthcoming year in order to generate interest in health related charitable events.

It was noted that one of the key areas in which the Health Charity had invested was the Staff Lottery, which had resulted in continuous growth in income.

The Committee was advised that the Health Charity had invested in contactless donation devices to maximise opportunities to receive electronic payments and noted that the charitable funds sector was a very competitive market, which was why improvement in contactless donation was required.

The IMTS noted that some thought was required regarding what the Health Charity was trying to achieve in financial and growth terms. and noted that the investment plan would be a part of that.

The CC advised the Committee that the report received had opened up a good area for development and, thought around what the Health Charity wanted to achieve could be further considered with some costs added into future reports.

He added that the strategy would need to be reviewed again and that could be done via an away day for Independent Members and relevant Health Charity team members.

The END noted that the point raised by the IMTS was important and reiterated that "what the ask of the Health Charity team" needed to be identified.

The END advised the Committee that the strategy would be reviewed in light of where the economy currently stood and to make it clear what the Committee was expecting the Health Charity to do.

The DC responded that if the CFC wanted to increase the fundraising capacity and capability, the other areas of the strategy would need to be considered and hence a half-day away day session would be set up to review the strategy.

**JB**

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|                            | <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Charitable Funds Internal Costs paper was reviewed and assurance was provided in relation to the ongoing team management and development, and increased activity leading to fundraising and income generational opportunities.</li> <li>• The Health Charity Team’s hard work and diligence in supporting patients and staff across the UHB during a particularly challenging period, was noted.</li> </ul>  |  |
| <p><b>CFC22/03/009</b></p> | <p><b>Pennies from Heaven</b></p> <p>The Pennies from Heaven report was received.</p> <p>The DC advised the Committee the Chief Executive Officer of Pennies from Heaven had contacted the Health Charity in December 2021 expressing concern in relation to the Health Charity’s ‘In For A Penny’ fundraising scheme which had come to her attention via the Health Board’s website.</p> <p>It was noted that Pennies from Heaven had liaised with the Health Board in 2012 to set up a scheme, of the same name, with donations benefiting four charities chosen by the Health Board.</p> <p>The CEO of Pennies from Heaven had explained that since October 2017, they had not received donations and alleged that the Health Board had potentially breached its contract.</p> <p>It was noted that upon completion of further investigation, a discussion took place on 08.02.22 between the Health Charity and the CEO for Pennies in Heaven which had included the proposal of a goodwill payment of £500 being given to Pennies in Heaven.</p> <p>The proposed payment of £500 was accepted.</p> <p><b>The Committee resolved that:</b></p> <p>a) The contents of the report and the formal cancellation of the written agreement with Pennies from Heaven was noted.</p> |  |
| <p><b>CFC22/03/010</b></p> | <p><b>Over £25k bids for approval</b></p> <p>The over 25K bids for approval were received.</p> <p>The DC advised the Committee that the Solace Service, Mental Health Services for Older People had submitted a bid for funding of £12,500 for the following:</p> <ul style="list-style-type: none"> <li>• Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers (who were caring for someone with dementia now deceased) - 12 Month Pilot Project.</li> </ul>  |  |

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|              | <p>It was noted that although the bid was for less than £25k, the CFC Committee was the only Forum available to consider and approve bids of that value.</p> <p>The END supported the bid and noted that Older People’s Mental Health did not ask for much by ways of Charitable Funds.</p> <p>The Independent Member – Trade Union (IMTU) noted that it was proven that choirs increase patient wellbeing as well as staff wellbeing.</p> <p>The ADF advised the Committee there was £6.5 million in the investment portfolio and so the bid could be approved.</p> <p><b>The Committee resolved that:</b></p> <p>a) The application for funding of the project: Forget-me-not Family Choir: A Choir for Bereaved Dementia Carers (who were caring for someone with dementia now deceased) - 12 Month Pilot Project - £12,500 was discussed, considered and approved.</p> |  |
| CFC22/03/011 | <p><b>Arts Annual Report</b></p> <p>The Arts Annual Report was received.</p> <p>The DC advised the Committee that the Health Board was a trailblazer in Wales for the Arts and highlighted that the Arts Council for Wales continuously highlighted the Health Board as a leader of connecting physical and mental wellbeing with the arts.</p> <p><b>The Committee resolved that:</b></p> <p>a) The report was noted and the Committee agreed to continue to support the realization of the vision contained in the Arts for Health and Wellbeing Strategy; supporting wellbeing and collaborative working whilst improving lives with art.</p>   |  |
| CFC22/03/012 | <p><b>Events Planner</b></p> <p>The Events Planner was received.</p> <p>The DC advised the Committee that the report outlined all of the events that the Health Charity had confirmed throughout the 2022/23 financial year.</p> <p>She added that the list would be recirculated to Independent Members and the Executives.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Health Charity Events Planner 2022 was noted.</p>  |  |
| CFC22/03/013 | <p><b>Charitable Funds Committee Annual Report</b></p>   |  |

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|                     | <p>The Charitable Funds Committee Annual Report was received.</p> <p>The DCG advised the Committee that as part of the end of year arrangements, all Committees produced an Annual Report to demonstrate that they had undertaken the duties set out in their respective Terms of Reference in order to provide assurance to the Board.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The draft Annual Report 2021/22 of the Charitable Funds Committee was reviewed.</li> <li>b) It was recommended that the Annual Report go to the Board for approval.</li> </ul> |  |
| <b>CFC22/03/014</b> | <p><b>Charitable Funds Committee Terms of Reference</b></p> <p>The Charitable Funds Committee Terms of Reference were received.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Terms of Reference for the Charitable Funds Committee were (i) reviewed, (ii) ratified, and (iii) recommended that they went for approval to the Charity Trustee.</li> </ul>   |  |
| <b>CFC22/03/015</b> | <p><b>Charitable Funds Committee Work Plan</b></p> <p>The Charitable Funds Committee Work Plan was received.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Work Plan was (i) reviewed, (ii) ratified and (iii) recommended for approval to the Charity Trustee.</li> </ul>   |  |
| <b>CFC22/03/016</b> | <p><b>Fundraising Report</b></p> <p>The Fundraising Report was received.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The progress and activities of the Health Charity as advised, were noted.</li> </ul>  |  |
| <b>CFC22/03/017</b> | <p><b>Reporting Feedback on Successful CFC bids</b></p> <p>The Reporting Feedback on Successful CFC bids was received.</p> <p>The DC advised the Committee that there were Nil evaluation reports required for the period.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) There were Nil reports required during the quarter, was noted.</li> </ul>   |  |

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| <p><b>CFC22/03/018</b></p>  | <p><b>Staff Benefits Group Report</b></p> <p>The Staff Benefits Report was received.</p> <p>The DC advised the Committee that all benefits were placed onto the intranet and that it was hoped that all benefits could be put onto the StaffConnect application.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Staff Benefits Group report was noted.</p>  |                  |
| <p><b>CFC22/03/019</b></p> <p style="transform: rotate(-45deg); position: absolute; bottom: 10px; left: 10px; font-size: small;">Saunders, Nathan<br/>06/14/2022 13:22:03</p> | <p><b>Staff Lottery Bids Panel Report</b></p> <p>The Staff Lottery Bids Panel Report was received.</p> <p>The DC advised the Committee that at the July 2020 meeting of the Staff Lottery Bids Panel, the Vice Chair noted that as of 1st March 2021, the Chair of the Staff Lottery Bids Panel would step down to begin his new role as the Independent Member for Trade Unions with the Health Board.</p> <p>It was noted that panel members were invited to electronically submit an Expression of Interest to the Secretariat for the role of Chair.</p> <p>There was one expression of interest submitted and it was agreed that the Vice Chair of the Panel would take up the role of the Chair.</p> <p>The DCG advised the Committee that the Chair of the Staff Lottery Bids Panel was not a member of any Committees of the Board and so it would break the link between the Staff Lottery Bids Panel and the CFC. That was a potential issue as the Staff Lottery Bids Panel could approve bids of up to £10k.</p> <p>The END noted that the governance was unclear around the Staff Lottery Bids Panel and it would require a review.</p> <p>The IMTU advised the Committee that he had stepped down as Chair of the Staff Lottery Bids Panel because he had been appointed originally as a staff representative. He asked if he could be re-appointed as the Chair now that he was an Independent Member.</p> <p>The DCG responded that she would look at the Terms of Reference for the group and respond accordingly.</p> <p><b>The Committee resolved that:</b></p> <p>a) The content of the Staff Lottery Bids Panel Report was noted.<br/> b) The proposals for additional approvers for the Lottery Fast Track Scheme were noted.<br/> c) The proposals for the lottery prizes in 2022 were endorsed.</p> | <p><b>NF</b></p> |

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| CFC22/03/020 | <p><b>Health Charity Updates:</b></p> <p><b>The Health Charity Updates were received.</b></p> <ul style="list-style-type: none"> <li>• <u>Health Meadow</u></li> </ul> <p><b>The Committee resolved that:</b></p> <p>a) The progress and activities of the Health Meadow Appeal were noted.</p> <ul style="list-style-type: none"> <li>• <u>Legacies.</u></li> </ul> <p><b>The Committee resolved that:</b></p> <p>a) The report on legacy income received and the ongoing Legacy Fundraising awareness and fundraising campaign was noted.</p> <ul style="list-style-type: none"> <li>• <u>Food Sense</u></li> </ul> <p>The Head of Podiatry (HP) advised the Committee that Food Sense Wales was about Co-creating a food system for Wales that was good for people and the planet – through good food advocacy and the development of a good food movement.</p> <p>It was noted that Food Cardiff was awarded Silver Sustainable Food Places status, becoming the first place in Wales and one of only six places in the UK to achieve the prestigious accolade.</p> <p><b>The Committee resolved that:</b></p> <p>a) The report on activity for the past 12 months of Food Sense was noted.</p> |  |
| CFC22/03/021 | <p><b>Any Other Business</b></p> <p>The DC advised the Committee that the END would be retiring from the Health Board prior to the next meeting and asked to note her formal thanks for everything the END had done for the Health Charity.</p> <p>She added that the END's commitment and willingness to speak to the Health Charity team and her involvement had been hugely appreciated.</p> <p><b>The Committee resolved that:</b></p> <p>a) All other business was noted and agreed.</p>   |  |
| CFC22/03/022 | <p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 21 June 2022, 9:00am</p>   |  |

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**Action Log**  
**Following Charitable Funds Committee Meeting**  
**1 March 2022**  
**(Updated for 21 June 2022 Meeting)**

| MINUTE REF                 | SUBJECT   | AGREED ACTION   | COMPLETION DEADLINE | LEAD           | STATUS   |
|----------------------------|---|---|---------------------|----------------|--|
| <b>Actions Completed</b>   |   |   |                     |                |  |
| CFC22/03/008               | Health Charity Strategy Review                        | Strategy Review – Away Day  | 21/06/2022          | Joanne Brandon | <b>COMPLETED</b><br><b>June Meeting - Agenda item 3.7</b>                                    |
| CFC22/03/019               | <b>Staff Lottery Bids Panel Report - Chair Update</b> | The DCG responded that she would look at the Terms of Reference for the group and respond accordingly as to whether the Chair needed to be part of a Health Board Committee of the Board.   | 21/06/2022          | Nicola Foreman | <b>COMPLETED</b><br><br>Verbal update to be provided by the DCG at June's Committee meeting. |
| CFC22/03/007               | Health Charity Financial Position & Investment Update | <ol style="list-style-type: none"> <li>1) The DC advised the Committee that the old finance management (Cazenove) provided the Committee with 6 monthly presentations and asked if that could be done with Rathbone.</li> <li>2) The END advised the Committee that they would need to consider what the reserve was for the Health Charity and to make sure that it was regularly reviewed.</li> </ol> | 21/06/2022          | Robert Mahoney | <b>COMPLETED</b><br><b>June Meeting – Agenda item 2.1</b>                                    |
| <b>Actions In Progress</b> |   |   |                     |                |  |
|                            |   |   |                     |                |  |

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| MINUTE REF   | SUBJECT | AGREED ACTION | COMPLETION DEADLINE | LEAD | STATUS |
|--|---------|---------------|---------------------|------|--------|
| <b>Actions referred to committees of the Board</b> |         |               |                     |      |        |
|  |         |               |                     |      |        |


Saunders, Nathan  
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Thu 09/06/2022 23:38

Akmal Hanuk <akmalhanuk@hotmail.com>

RE: PHW PT36 recharge

To  Nathan Saunders (Cardiff and Vale UHB - CORPORATE GOVERNANCE)

Cc  Akmal Hanuk (Cardiff and Vale UHB - Chairs Office);  Marcia Donovan (Cardiff and Vale UHB - Corporate Governance)

**From:** Nathan Saunders (Cardiff and Vale UHB - CORPORATE GOVERNANCE)

**Sent:** 18 March 2022 10:00

**To:** Akmal Hanuk <[akmalhanuk@hotmail.com](mailto:akmalhanuk@hotmail.com)>; Akmal Hanuk (Cardiff and Vale UHB - Chairs Office) <[Akmal.Hanuk@wales.nhs.uk](mailto:Akmal.Hanuk@wales.nhs.uk)>

**Cc:** Mike Jones (Cardiff and Vale UHB - Unison) <[Mike.Jones5@wales.nhs.uk](mailto:Mike.Jones5@wales.nhs.uk)>; Sara Moseley Personal <[sara.moseley66@gmail.com](mailto:sara.moseley66@gmail.com)>;

Sara Moseley (Cardiff and Vale UHB - Headquarters) <[Sara.Moseley@wales.nhs.uk](mailto:Sara.Moseley@wales.nhs.uk)>; Barbara John (Cardiff and Vale UHB - CARDIFF AND VALE HEALTH CHARIT) <[Barbara.A.John@wales.nhs.uk](mailto:Barbara.A.John@wales.nhs.uk)>

**Subject:** FW: PHW PT36 recharge

**Importance:** High

Good Morning Akmal

I've been asked to get the attached documents approved as a Chairs Action for the Charitable Funds Committee.

I've liaised with Nicola Foreman who has advised me that I need to send the information to yourself and **2 other members** of the Committee and so I have copied in Mike Jones and Sara Moseley.

This information can be "signed off" via email so all we need is a confirmation from everybody that you're happy to approve.

This will then be taken to the next Charitable Funds Committee in June 2022.

If you have any queries, please let me know.

Best wishes,

Nathan

Saunders, Nathan  
06/14/2022 13:22:03



Sun 20/03/2022 09:59

Sara Moseley <sara.moseley66@gmail.com>

Re: PHW PT36 recharge

To  Nathan Saunders (Cardiff and Vale UHB - CORPORATE GOVERNANCE)

Cc  Akmal Hanuk;  Akmal Hanuk (Cardiff and Vale UHB - Chairs Office);  Mike Jones (Cardiff and Vale UHB - Unison);  Sara Moseley (Cardiff and Vale UHB - Headquarters);  Barbara John (Cardiff and Vale UHB - CARDIFF AND VALE HEALTH CHARIT)

This message was sent with High importance.

Good morning all and thanks Nathan

I am content to sign these off

All the best

Sara



Tue 22/03/2022 05:04

Mike Jones (Cardiff and Vale UHB - Unison)

RE: PHW PT36 recharge

To  Sara Moseley;  Nathan Saunders (Cardiff and Vale UHB - CORPORATE GOVERNANCE)

Cc  Akmal Hanuk;  Akmal Hanuk (Cardiff and Vale UHB - Chairs Office);  Sara Moseley (Cardiff and Vale UHB - Headquarters);  Barbara John (Cardiff and Vale UHB - CARDIFF AND VALE HEALTH CHARIT)

Hi Nathan,

I'm also happy to sign them off.

Regards Mike

**Mike Jones**  
**Independent Member (Trade Union)**  
**Branch Secretary - Unison**

BRANCH WEBSITE: [www.cavunison.co.uk](http://www.cavunison.co.uk)

Tel: 02920 74 8280


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Thu 09/06/2022 23:38

Akmal Hanuk <akmalhanuk@hotmail.com>

**RE: PHW PT36 recharge**

To  Nathan Saunders (Cardiff and Vale UHB - CORPORATE GOVERNANCE)

Cc  Akmal Hanuk (Cardiff and Vale UHB - Chairs Office);  Marcia Donovan (Cardiff and Vale UHB - Corporate Governance)

**WARNING: This email originated from outside of NHS Wales. Do not open links or attachments unless you know the content is safe.**

Hi Nathan,

Based on the information sent to me, I am happy to approve and sign as Chairs Action.

Many thanks,

Akmal

Saunders, Nathan  
06/14/2022 13:22:03

|  |  |         |          |                 |          |
|--|--|---------|----------|-----------------|----------|
| Report Title:                            | <b>Health Charity Financial Position &amp; Detailed Investment Update.</b> |         |          | Agenda Item no. | 2.1      |
| Meeting:                                 | <b>Charitable Funds Committee</b>  | Public  | X        | Meeting Date:   | 21.06.22 |
|  |  | Private |          |                 |          |
| Status<br><i>(please tick one only):</i> | Assurance  | x       | Approval | Information     |          |
| Lead Executive:                          | <b>Executive Director of Finance</b>                                       |         |          |                 |          |
| Report Author<br>(Title):                | <b>Deputy Director of Finance</b>  |         |          |                 |          |

## Main Report

### Background and current situation:

#### Background and current situation:

The Charitable Funds Committee has delegated authority to oversee the financial management and stewardship of the charitable funds. The financial update report aims to:

- Provide information on the year to date financial performance of the Charity for the period February to March (Draft position).
- Provide information on the year to date financial performance of the Charity for the period ending 30<sup>th</sup> April 2022.
- Assess the forecast financial position of the Charity against commitments already made.

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

There are three key issues to bring to the attention of the Charitable Funds Committee for the period ending March 2022. These are:

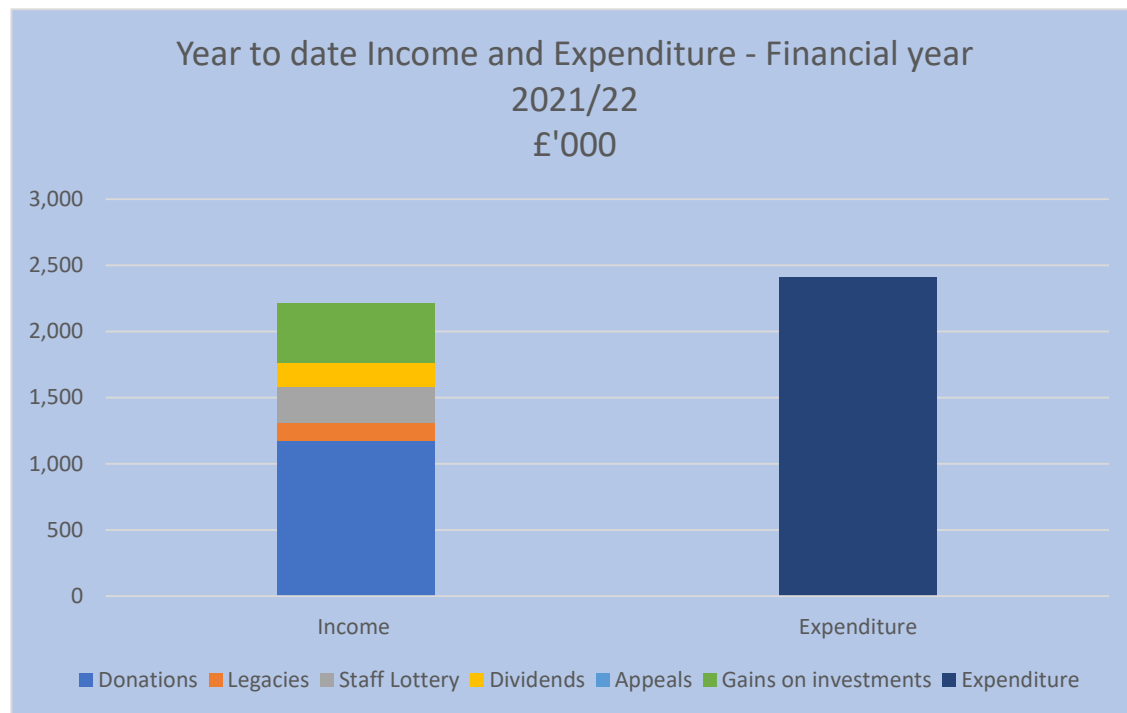
- The Charity's financial position decreased by £0.023m from the previous reported position at the end of January to £8.945m for the period ending March 2022.
- Investment Gains rose slightly from January to March by £0.061m resulting in a cumulative gain of £0.451m for the full year.
- The March position is draft and subject to a full review from Wales Audit, and therefore the figures may be subject to change. The audit review is estimated to commence in October 2022 concluding in January 2023.

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

**Table 1: Financial Performance for the period February to March 2022**

|   | Unrestricted Funds<br>£'000 | Restricted Funds<br>£'000 | Endowment Funds<br>£'000 | Total Funds<br>£'000 |
|---|-----------------------------|---------------------------|--------------------------|----------------------|
| <b>Fund Balances brought forward January 2022</b> | <b>4,745</b>                | <b>1,745</b>              | <b>2,478</b>             | <b>8,968</b>         |
| Total Income Resources                            | 238                         | 136                       |                          | 374                  |
| Total Resources Expended                          | -361                        | -97                       |                          | -458                 |
| <b>Net Incoming/( Outgoing) Resources</b>         | <b>-123</b>                 | <b>39</b>                 | <b>0</b>                 | <b>-84</b>           |
| Gains / ( Losses) on Investment Assets            | 61                          |                           |                          | 61                   |
| <b>Fund Balances carried forward March 2022</b>   | <b>4,683</b>                | <b>1,784</b>              | <b>2,478</b>             | <b>8,945</b>         |
| <b>Net Movement in Funds</b>                      | <b>-62</b>                  | <b>39</b>                 | <b>0</b>                 | <b>-23</b>           |

Table 1 shows the movement from the previous reported position in January to March 2022. In summary for the full year the Charity generated Income of £1.761m and spent for £2.413m. This has resulted in net expenditure of £0.652m. In addition, the Charity also had market value gains of £0.451m on its investments for the period ending March 2022. The combined effect of these results is a net decrease in fund balances of £0.202m from the opening position of £9.147m to the period ending March 2022 figure £8.945m. This is shown in the following chart.



An analysis of the income received by the charity for the full 12 months of the year is contained in Table 2. This also show the comparison of income received for the same period over the previous two years.

Table 2: Schedule of Income for the period to March 2022.

| Income              | Unrestricted<br>£000 | Restricted<br>£000 | 21/22<br>£000 | 20/21<br>£000 | 19/20<br>£000 |
|---------------------|----------------------|--------------------|---------------|---------------|---------------|
| Legacies            | 119                  | 15                 | 134           | 147           | 127           |
| Donations           | 1,054                | 1                  | 1,055         | 1,564         | 709           |
| Staff Lottery       |                      | 278                | 278           | 263           | 245           |
| Appeals             |                      | 120                | 120           | 78            | 88            |
| Dividend Income     | 123                  | 51                 | 174           | 147           | 199           |
| <b>Total Income</b> | <b>1,296</b>         | <b>465</b>         | <b>1,761</b>  | <b>2,199</b>  | <b>1,368</b>  |

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

Saunders Nathan  
 06/14/2022 13:22:03

The closing (Draft) balance sheet for the period ending March 2022 is shown in Table 3.

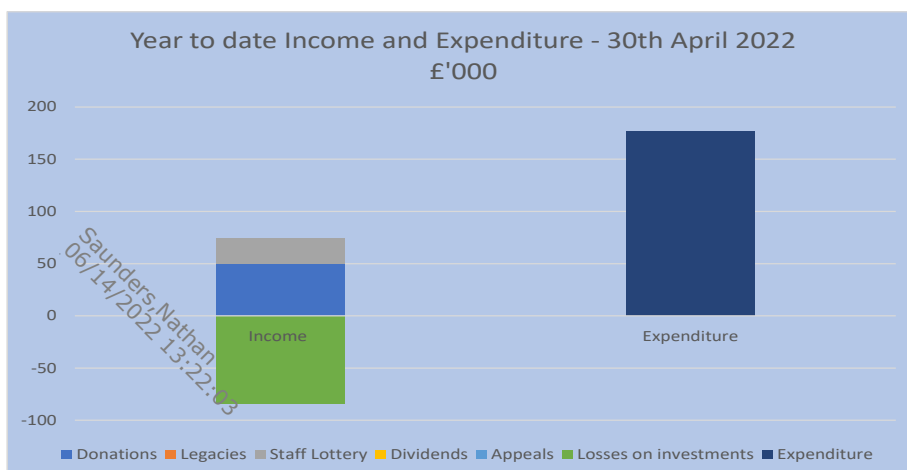
|                                | Opening<br>Balance<br>£000<br>01.04.21 | Closing<br>Balance<br>£000<br>31.03.22 |
|--------------------------------|--|--|
| Fixed Assets                   | 8,804                                  | 9,005                                  |
| Net Current Assets/Liabilities | 343                                    | -60                                    |
| <b>Total Net Assets</b>        | <b>9,147</b>                           | <b>8,945</b>                           |
| Unrestricted Funds             | 4,958                                  | 4,683                                  |
| Restricted Funds               | 1,711                                  | 1,784                                  |
| Endowment Funds                | 2,478                                  | 2,478                                  |
| <b>Total Funds</b>             | <b>9,147</b>                           | <b>8,945</b>                           |

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

**Table 4: Financial position of the Charity for the period to 30<sup>th</sup> April 2022**

|   | Unrestricted<br>Funds<br>£'000 | Restricted<br>Funds<br>£'000 | Endowment<br>Funds<br>£'000 | Total<br>Funds<br>£'000 |
|---|--------------------------------|------------------------------|-----------------------------|-------------------------|
| <b>Fund Balances brought forward March 2022</b> | <b>4,683</b>                   | <b>1,784</b>                 | <b>2,478</b>                | <b>8,945</b>            |
| Total Income Resources                          | 44                             | 30                           |                             | 74                      |
| Total Resources Expended                        | -98                            | -59                          |                             | -157                    |
| <b>Net Incoming/( Outgoing) Resources</b>       | <b>-54</b>                     | <b>-29</b>                   | <b>0</b>                    | <b>-83</b>              |
| <b>Gains / ( Losses) on Investment Assets</b>   | <b>-84</b>                     |                              |                             | <b>-84</b>              |
| <b>Fund Balances carried forward April 2022</b> | <b>4,545</b>                   | <b>1,755</b>                 | <b>2,478</b>                | <b>8,778</b>            |
| <b>Net Movement in Funds</b>                    | <b>-138</b>                    | <b>-29</b>                   | <b>0</b>                    | <b>-167</b>             |

Table 4 shows the Charity generated £0.074m of income and spent £0.157m for the first month of the financial year. This has resulted in net expenditure of £0.083m. In addition, the charity also had market value loss on its investments of £0.084m for the period compared to the March 2022 valuation. This considers the cash withdrawal of £0.350m in April. The combined effect of these results is a net decrease in fund balances for the period ending April 2022 of £0.167m. This is shown in the following chart.



An analysis of the income received by the charity for the first month of the year, is contained in Table 5. This also shows the comparison of income received for the same period over the previous 2 years.

**Table 5: Schedule of Income for the period to April 2022**

| Income              | Unrestricted<br>£000 | Restricted<br>£000 | 22/23<br>£000 | 21/22<br>£000 | 20/21<br>£000 |
|---------------------|----------------------|--------------------|---------------|---------------|---------------|
| Legacies            |                      |                    |               |               | 11            |
| Donations           | 44                   | 6                  | 50            | 64            | 610           |
| Staff Lottery       |                      | 24                 | 24            | 23            | 22            |
| Appeals             |                      |                    |               | 11            | 6             |
| Dividend Income     |                      |                    |               |               |               |
| <b>Total Income</b> | <b>44</b>            | <b>30</b>          | <b>74</b>     | <b>98</b>     | <b>649</b>    |

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

The closing balance sheet for the period to date is shown in Table 6.

**Table 6: Summary Balance Sheet as at 30<sup>th</sup> April 2022**

|                                  | Opening<br>Balance<br>£000<br>01.04.22 | Closing<br>Balance<br>£000<br>30.04.22 |
|----------------------------------|--|--|
| Fixed Assets                     | 9,005                                  | 8,571                                  |
| Net Current Assets / Liabilities | -60                                    | 207                                    |
| <b>Total Net Assets</b>          | <b>8,945</b>                           | <b>8,778</b>                           |
| Unrestricted Funds               | 4,683                                  | 4,545                                  |
| Restricted Funds                 | 1,784                                  | 1,755                                  |
| Endowment Funds                  | 2,478                                  | 2,478                                  |
| <b>Total Funds</b>               | <b>8,945</b>                           | <b>8,778</b>                           |

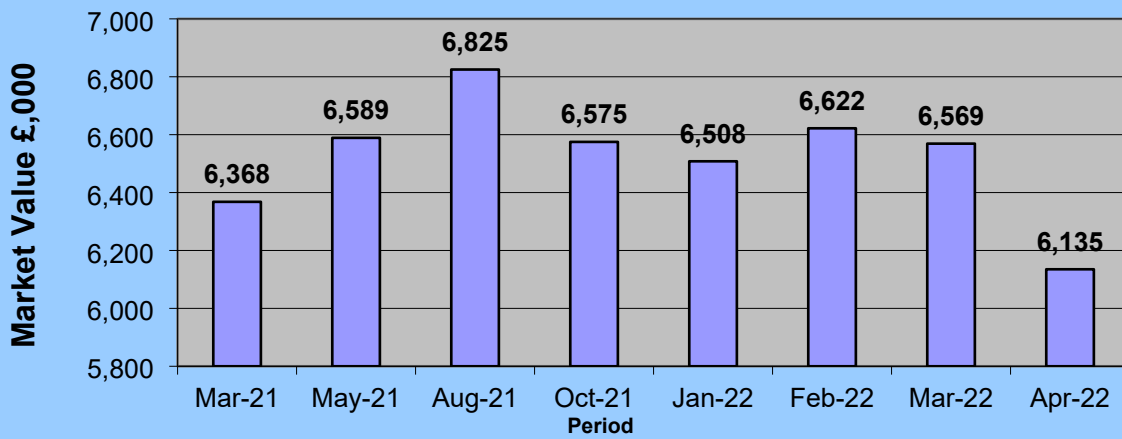
The fund balances have decreased by £0.168m in the period to £8.778m. Of the closing fixed asset balance, £2.436m relates to Rookwood Hospital with the balance of £6.135m relating to the investment portfolio. Of the net current assets closing balance of £0.207m, some £0.461m is supported with cash (which includes the cash withdrawal of £0.350m from the investment portfolio), with the balance being net current liabilities of £0.254m.

The following graph shows the investment portfolio's performance from March 2021 to April 2022.

**Table 7: Summary of Investment Portfolio Performance**

Saunders, Nathan  
06/14/2022 13:22:03

### Investment Portfolio



The investment portfolio started the financial year with a market value of £6.569m. The value has decreased to £6.135m at the end of April 2022 (after withdrawal of £0.350m cash), resulting in a market value loss of £0.084m.

In summary the value of the Charitable Funds has decreased by £0.167m in the current year to £8.778m. This increase represents net expenditure of £0.083m and market value losses of £0.084m.

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

Whilst the charity has a net worth of £8.778m, 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 £0.345m made up of the following:

- Consolidated general reserve fund balance of £0.429m
- Year to date investment losses of £0.084m;

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 **£0.712m** and are summarised below.

**Table 8: Outstanding commitments against General Reserves**

| Commitments                 | £'000      | Comment  |
|-----------------------------|------------|--|
| UHB Transport Solutions     | 62         |  |
| Staff Recognition Awards    | 20         | £5k per year - 4 years outstanding   |
| Fundraising Costs           | 407        | Full year based on April 2022 Salaries plus Non-Staff.<br>This is a net figure, accounting for known recharges to "other" funds. |
| Forget-me not Choir         | 13         |  |
| Welsh Transplant Team       | 40         | Up to 8 k per year for 5 years   |
| Neurological Gardens        | 145        |  |
| Clinical Psychology Support | 25         |  |
| <b>Total</b>                | <b>712</b> |  |

This means that general reserves are over committed by circa £0.367m. A key driver for this is the year to date performance of the investment portfolio, which has achieved losses of £0.084m for the period ending April 2022.

**Further financial opportunities include:**

**Utilisation of Dormant Funds:**

The finance charity team will continue to monitor dormant funds and will transfer to general reserve where appropriate in line with the financial control procedure. The next review is due to conclude in 2022/23 for the period ending March 2022.

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

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the make it better fund.

**Fundraising costs outlined in table 5 take into consideration known staff recharges of £0.088m to “other” funds.**

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

**Recommendation**

The Committee is requested to:

- **NOTE** the financial position of the Charity;
- **NOTE** the performance of the investment portfolio;
- **NOTE** the commitments against general reserve.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

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

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

*Please tick as relevant*

|            |           |   |             |  |               |  |             |  |
|------------|-----------|---|-------------|--|---------------|--|-------------|--|
| Prevention | Long term | X | Integration |  | Collaboration |  | Involvement |  |
|------------|-----------|---|-------------|--|---------------|--|-------------|--|

**Impact Assessment:**

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

|                                 |       |
|---------------------------------|-------|
| Risk: Yes/No                    |       |
| n/a                             |       |
| Safety: Yes/No                  |       |
| n/a                             |       |
| Financial: Yes/No               |       |
| n/a                             |       |
| Workforce: Yes/No               |       |
| n/a                             |       |
| Legal: Yes/No                   |       |
| n/a                             |       |
| Reputational: Yes/No            |       |
| n/a                             |       |
| Socio Economic: Yes/No          |       |
| n/a                             |       |
| Equality and Health: Yes/No     |       |
| n/a                             |       |
| Decarbonisation: Yes/No         |       |
| n/a                             |       |
| <b>Approval/Scrutiny Route:</b> |       |
| Committee/Group/Exec            | Date: |
|                                 |       |
|                                 |       |
|                                 |       |

Saunders, Nathan  
06/14/2022 13:22:03

|  |   |          |   |                 |                 |
|--|---|----------|---|-----------------|-----------------|
| Report Title:                            | <b>Over 25k Bids for Approval - Improving the Environment of the Employee Wellbeing Service</b> |          |   | Agenda Item no. | <b>3.1.1</b>    |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>   | Public   | √ | Meeting Date:   | <b>21.06.22</b> |
|  |   | Private  |   |                 |                 |
| Status<br><i>(please tick one only):</i> | Assurance   | Approval | √ | Information     |                 |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>  |          |   |                 |                 |
| Report Author (Title):                   | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>          |          |   |                 |                 |

## Main Report

### Background and current situation:

The Employee Wellbeing Service (EWS) of Cardiff and Vale University Health Board provides the following services, which are available to its 17,500 (approx.) employees:

- **Occupational Health** - Provides a confidential service to all staff and delivers specialist occupational health advice to management.
- **Occupational Physiotherapy** - Self-referral Physiotherapy service to get early help with any musculoskeletal problems.
- **Employee Wellbeing and Health Intervention** - To help staff access the support they need: a Resource Appointment, to talk through an issue or situation and recommend the best support; up to 6 sessions of Counselling; Guided Self-help; workshops and other Mental health resources.
- **Nutrition and Dietetics Service** - Self-referral Dietician service for advice on eating healthy and its impact on Gastrointestinal conditions.

The main base for the EWS is at Denbigh House, University Hospital of Wales site. The current environment is extremely poor (Appendix 1 – photos of EWS offices, Denbigh House) and does not reflect the values of the Health Board in terms of respecting, valuing and looking after its staff.

Approval of this bid application (Appendix 2) to the Health Charity for charitable funds would support the department to improve the environment and create a far more amenable working space for staff and a more welcoming space for the delivery of wellbeing services to employees who either self-refer or are referred by their line manager.

The Charitable Funds Committee and Board of Trustees is asked to consider the funding of these improvements - see attached costs (Appendices 3/4) and estimates, totalling: **£60,000**.

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

It is vital that as a forward thinking NHS organisation that values its staff, we do our utmost to look after them and their wellbeing.

We invest significant amounts in recruitment, but the wellbeing of our staff is a known intervention and preventative measure to encourage staff to stay with us. This also very much feels like the right thing to do to make not only the staff who use our services feel at ease and welcomed in a much more calming and aesthetically pleasing environment but also the staff who are providing these services to feel at ease and in turn deliver more effective support.

### Recommendation:

**The Committee is requested to:**

- a) Consider the attached bid for charitable funds and, as per delegation of approval limits, recommend approval of the said bid to the Board of Trustees.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec      Date:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

Approved by: Nathan  
Date: 16/04/2022 13:22:03

# Images of EWS



Saunders, Nathan  
06/14/2022 13:22:03



Saunders, Nathan  
06/14/2022 13:22:03

CFC 3.1.1 App. 2 **CHARITABLE FUNDS BID APPLICATION FORM**

|   |
|---|
| <p><b>1. Please state the name of the project/bid:</b><br/>Improving the Environment/ Milieu of the Employee Wellbeing Service</p>  |
| <p><b>2. Please state the overall amount you are requesting: £60,000.00</b></p>   |
| <p><b>3. Please state the duration of the project/bid: 6 months</b></p>   |
| <p><b>4. Please provide an overall summary of what your bid is about and what it will achieve?</b></p> <p>The Employee Wellbeing Service (EWS) of Cardiff and Vale University Health Board provides the following services, which are available to its 17,500 (approx..) employees:</p> <ul style="list-style-type: none"> <li>• <b>Occupational Health</b> - Provides a confidential service to all staff and delivers specialist occupational health advice to management.</li> <li>• <b>Occupational Physiotherapy</b> - Self-referral Physiotherapy service to get early help with any musculoskeletal problems.</li> <li>• <b>Employee Wellbeing and Health Intervention</b> - To help staff access the support they need: a Resource Appointment, to talk through an issue or situation and recommend the best support; up to 6 sessions of Counselling; Guided Self-help; workshops and other Mental health resources.</li> <li>• <b>Nutrition and Dietetics Service</b> - Self-referral Dietician service for advice on eating healthy and its impact on Gastrointestinal conditions.</li> </ul> <p>The main base for the EWS is at Denbigh House, University Hospital of Wales site. The current environment is extremely poor (APP 1 – photos of EWS offices, Denbigh House) and does not reflect the values of the Health Board in terms of valuing and looking after its staff.</p> <p>It is noted that the poor condition of the current EWS environment could potentially deter employees from engaging with the service. Also of significance is that the WBS provides support to employees who may be experiencing stress related conditions, which require empathetic approaches and a private and pleasant environment to facilitate sensitive discussions.</p> <p>The EWS believes high-quality patient care relies on a motivated and skilled workforce who are physically and mentally well enough to do their jobs, but also feel valued, well supported, and engaged.</p> <p>It is more important than ever that NHS workplaces become environments that encourage and enable staff to lead healthy and fulfilling lives and make choices that support positive wellbeing. Everyone should feel able to thrive at work.</p> <p>In addition to having a positive impact on colleagues, staff wellbeing can improve performance and job satisfaction, which can lead to reduced staff turnover. It can</p> |

Saunders, Nathan  
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**CFC 3.1.1 App. 2 CHARITABLE FUNDS BID APPLICATION FORM**

also help to reduce absence (both short and long term), increase productivity and promote staff engagement.

Investing in wellbeing in the workplace sends a powerful message about values and ethics and can help attract and retain a high-quality workforce, who are happy and well in the workplace.

This bid for charitable funds would facilitate the work required to improve the environment and create a far more amenable working space for staff in this department and a more welcoming space for the delivery of employee wellbeing services to employees.

The Charitable Funds Committee and Board of Trustees is asked to consider the funding of these improvements - see attached costs (APPS 2 and 3) and estimates below totalling £60,000.

|  |                              |                     |   |
|--|------------------------------|---------------------|---|
| <b>5. What are the breakdown of total funds requested:</b> | <b>£60,000.00</b>            |                     |   |
| (a) Direct Costs:  | Water station                | £6,000              | Machine and installation                      |
|  | Grosvenor vinyl's            | £21,285.76          | <b>Grosvenor quote attached</b>               |
|  | Decoration and flooring      | £20,000.00 Estimate | Capital, Planning and Facilities quote        |
|  | Furniture                    | £7,240.80           | <b>Poppi quote attached</b>                   |
|  | Art and QR information board | £3,000.00           | Bespoke Staff member piece to be commissioned |
|  | Contingency                  | £2,474.44           |   |
|  |                              |                     |   |
|  | <b>TOTAL</b>                 | <b>£60,000.00</b>   |   |

**6. Could funding from an Endowment Fund support this bid?** No  
(If no, please advise what (if any) endowment funds you have access to and why these are unable to be utilised in support of your bid). **None available**

Saunders, Nathan  
06/14/2022 13:22:03

**CFC 3.1.1 App. 2 CHARITABLE FUNDS BID APPLICATION FORM**

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

|  |   |
|--|---|
| <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>                                  |   |
| (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  | ✓ |

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

Saunders-Nelson  
06/14/2022 13:22:03



**CFC 3.1.1 App. 2 CHARITABLE FUNDS BID APPLICATION FORM**

To improve the environment of the service provided by Cardiff and Vale University Health Board where its employees attend to receive health and wellbeing advice and support.

**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)**

Monies will be spent within 6 months to improve the environment, following which no further funding will be 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)**

These improvements will benefit both the staff working in the EWS and all employees who visit the department.

This will be measured by staff and visitor feedback, improved productivity and engagement with EWS.

**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?)**

It is considered that this bid meets the Public perception test as it demonstrates that when donations are made to the Health Charity to support staff of Cardiff and Vale University Health Board, the funds are being utilised accordingly.

Funding of this project would enhance the reputation of the Health Charity, as it will be seen to be working collaboratively with Cardiff and Vale University Health Board to enhance working environments and value and respect its employees.

Name: Simone Joslyn (on behalf of Workforce / People and Culture)  
Position: Head of Arts and Health Charity

Bid approved by:

Position:

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

Date: 31.05.22

Saunders N. M. J.  
06/14/2022 15:22:33

| GROSVENOR INTERIORS   |  | Desk Top Budget - REV A Furniture options removed                                       |             |
|---|--|---|-------------|
| PROJECT NAME  |  | Cardiff & Vale - Denbigh House Employee Wellbeing - Counselling Rooms Spec & Cost Sheet |             |
| AREA  | DESCRIPTION  | QTY   | FINAL TOTAL |
| Enabling work by others   | Possibly paint & decorate?<br>Remove unwanted wall mounted items, Old pattress boards, notice boards etc |   |             |
| Ground Floor Corridor Area  |  |   |             |
|   | Welcome Banner   | 1   | £592.02     |
|   | Notice style Banner - Info area  | 1   | £296.01     |
|   | Circular Decals/Banners  | 2   | £384.81     |
| Corridor/lobby to counselling Rooms   | Banner   | 1   | £384.81     |
| Room 1 GF03   | Door Sign  | 1   | £10.25      |
|   | Mural  | 2   | £1,184.04   |
|   | Circular Decals/Banners  | 1   | £192.41     |
|   | Glazing manifestation - (obscure view )  | 1   | £136.62     |
| Room 2 GF02   | Door Sign  | 1   | £10.25      |
|   | Mural  | 1   | £532.82     |
|   | Mural  | 1   | £1,065.64   |
|   | Circular Decals/Banners  | 1   | £192.41     |
| 1st Floor landing/lobby to counselling Rooms  | Banner   | 1   | £384.81     |
| Room 3 135A   | Door Sign  | 1   | £10.25      |
|   | Mural  | 1   | £888.03     |
|   | Circular Decals/Banners  | 1   | £192.41     |
| Room 4  | Door Sign  | 1   | £10.25      |
|   | Mural  | 1   | £592.02     |
|   | Circular Decals/Banners  | 1   | £192.41     |
| Lead Counsellor's office 134  | Door Sign  | 1   | £10.25      |
|   | Mural  | 1   | £1,184.04   |
|   | Circular Decals/Banners  | 1   | £192.41     |
| Office 135  | Door Sign  | 1   | £10.25      |
|   | Mural  | 1   | £592.02     |
|   | Circular Decals/Banners  | 1   | £192.41     |
| <b>Cardiff &amp; Vale - Denbigh House Employee Wellbeing - Counselling Waiting Room Spec &amp; Cost Sheet</b> |  |   |             |
| Enabling works by others  | Strip Out<br>Remove Existing Furniture, Remove notice boards, remove leaflet racks etc.                  |   |             |

Sanders Nathan  
 06/04/2022 13:22:03

| GROSVENOR INTERIORS |  | Desk Top Budget - REV A Furniture options removed                                       |                   |
|---------------------|--|---|-------------------|
| PROJECT NAME        |  | Cardiff & Vale - Denbigh House Employee Wellbeing - Counselling Rooms Spec & Cost Sheet |                   |
| AREA                | DESCRIPTION  | QTY   | FINAL TOTAL       |
|                     | Remove/strip out old Flooring  |   |                   |
|                     | New Polyflor Forest FX Flooring  |   |                   |
|                     | Prepare walls, repair any damage, Fill and sand  |   |                   |
|                     | Paint & Decorate   |   |                   |
|                     | Replace luminaires or bulbs  |   |                   |
|                     | Remove old bump rail- Replace with Low profile wall protection strip if required.  |   |                   |
| Paint               | Paint colours TBC  |   |                   |
| Flooring            | Polyflor Forest FX - Oiled Oak   |   |                   |
| Wallglamour         | Lobby entrance Mural   | 1   | £651.22           |
|                     | Welcome Banner opposite entrance door  | 1   | £309.67           |
|                     | Notice Style Banner - Information area   | 1   | £387.09           |
|                     | Horizontal Banner above bump rail height   | 1   | £967.73           |
|                     | Circular Decals/ Banners   | 2   | £384.81           |
|                     | Design   |   | £2,090.00         |
|                     | Design amend time if applicable  |   | £110.00           |
|                     | Survey, admin, RAMS & Compliance and installation  |   | £3,404.00         |
|                     | <b>Subtotal</b>  |   | <b>£17,738.13</b> |
|                     | VAT @ 20 %   |   | £3,547.63         |
|                     | <b>TOTAL</b>   |   | <b>£21,285.76</b> |
|                     | Terms: 50% deposit with order, balance on completion   |   |                   |
|                     | This quote is valid for 30 days  |   |                   |
|                     | All walls to receive wall glamour must have been painted for a minimum of 14 days prior to fitting and paint must be soundly adhered to the wall                     |   |                   |
|                     | Wall mounted accessories on walls for wallglamour should be removed prior to our attendance, we may elect to remove fittings to ease fitting but will not refix them |   |                   |

Saunders Nathan  
06/04/2022 13:22:03

CLIENT: Cardiff and Vale Charity



PROJECT: Denbigh House Employee Counselling Rooms

DATE: 13th May 2022

| GROSVENOR INTERIORS | Desk Top Budget - REV A Furniture options removed  |     |             |
|---------------------|--|-----|-------------|
| PROJECT NAME        | Cardiff & Vale - Denbigh House Employee Wellbeing - Counselling Rooms Spec & Cost Sheet  |     |             |
| AREA                | DESCRIPTION  | QTY | FINAL TOTAL |
|                     | For WallGlamour wall preparation is very important, WallGlamour will not improve the surface condition of your walls, we do not undertake any surface preparation and assume this has been done and checked before our fitting commences. WallGlamour will not stick to silicone or mastic |     |             |
|                     | Our costs assume we are afforded access to undertake fitting in one operation, if site operations / progress mean we are unable to complete we may charge for a return visit   |     |             |
|                     | Excludes any enabling works by estates / others  |     |             |
|                     | We have only included for items specifically mentioned in this estimate, if's it's not mentioned, we aren't supplying or fitting it  |     |             |

Saunders Nathan  
06/14/2022 13:22:03

# QUOTE

Cardiff & Vale UHB  
PO Box 110  
Pontypool  
NP4 4DE

**Date**  
1 May 2022

**Expiry**  
31 May 2022

**Quote Number**  
2495

**Reference**  
Denbigh House

**VAT Number**  
255835970

Poppi Contract Furniture Ltd  
3 Park Square East  
Leeds  
LS1 2NE  
sales@poppifurniture.co.uk  
Tel: 01226 722139  
Tel: 07446 192495

## Denbigh House Employee Wellbeing

| Item    | Description   | Quantity | Unit Price | VAT | Amount GBP |
|---------|---|----------|------------|-----|------------|
| Ella    | Ella Side Chair<br>Agua paint Pot Marine<br>Oak Legs<br>Upstairs & Downstairs<br>Small Meeting Rooms x 4 each       | 8.00     | 299.00     | 20% | 2,392.00   |
| BOW1WS  | Bowden Tub chair standard<br>Paint Pot Lime<br>Oak Legs<br>Upstairs corridor  | 1.00     | 313.00     | 20% | 313.00     |
| AME1WS  | Amersham Chair Standard FSC Mix 70% FSC*<br>C109654<br>Agua Paint Pot Teal<br>Oak Legs<br>Downstairs Waiting Area 1 | 3.00     | 369.00     | 20% | 1,107.00   |
| BOW1WS  | Bowden Tub chair standard<br>Agua Paint Pot Mustard<br>Oak Legs<br>Downstairs Waiting Area 1                        | 4.00     | 313.00     | 20% | 1,252.00   |
| ACAD26T | ACAD26T Coffee Table 600mm Diam<br>Montana Oak Colour<br>Downstairs Waiting Area 1                                  | 1.00     | 159.00     | 20% | 159.00     |
| ACAD18  | ACAD18 Havana Bookcase<br>Montana Oak<br>Downstairs Waiting Area 1  | 1.00     | 185.00     | 20% | 185.00     |
| BOW1WS  | Bowden Tub chair standard<br>Agua paint Pot Lime<br>Oak Legs<br>Downstairs Waiting Area 2                           | 2.00     | 313.00     | 20% | 626.00     |
| MISC    | Deliver<br>UHW CARDIFF<br>Denbigh House   |          |            |     |            |

| Item | Description                                 | Quantity | Unit Price | VAT              | Amount GBP      |
|------|---|----------|------------|------------------|-----------------|
|      | Employee Wellbeing Service<br>Simone Joslyn |          |            |                  |                 |
|      |   |          |            | Subtotal         | 6,034.00        |
|      |   |          |            | TOTAL VAT 20%    | 1,206.80        |
|      |   |          |            | <b>TOTAL GBP</b> | <b>7,240.80</b> |

#### Terms

##### IMPORTANT INFORMATION:

All our furniture is made to order and it is therefore important that fabric and cabinet colours are to your satisfaction.

Every effort is made to ensure colours shown in our literature and website are as accurate as possible. However due to the limitations of the printed process and digital visuals these can sometimes appear different to the actual finished product. If you have any concerns we would recommend you request your preferred colour sample prior to ordering. We can post this out 1st class or arrange for our area manager to visit you to go through your selections.

All orders received will assume that you are fully happy with your choices and agree that no return or refund will be made. This quotation is valid for 60 days from date of issue.

Saunders, Nathan  
06/14/2022 13:22:03

|  |   |                          |                                     |                                     |                 |                          |
|--|---|--------------------------|-------------------------------------|-------------------------------------|-----------------|--------------------------|
| Report Title:                            | <b>Over £25K bids for approval - Innovation Collision Space to support our People and Culture</b> |                          |                                     | Agenda Item no.                     | <b>3.1.2</b>    |                          |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>   | Public                   | <input checked="" type="checkbox"/> | Meeting Date:                       | <b>21.06.22</b> |                          |
|  |   | Private                  | <input type="checkbox"/>            |                                     |                 |                          |
| Status<br><i>(please tick one only):</i> | Assurance   | <input type="checkbox"/> | Approval                            | <input checked="" type="checkbox"/> | Information     | <input type="checkbox"/> |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>  |                          |                                     |                                     |                 |                          |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>            |                          |                                     |                                     |                 |                          |

## Main Report

### Background and current situation:

Cardiff and Vale University Health Board has successfully bid for a Cardiff Capital Region Grant to create an **'Innovation and Improvement Collision Space'**.

The bid is for a pilot project to develop this. Evaluate before potentially rolling this project on to all staff.

This area will consist of 3 specific areas:

- **A bookable meeting space:**

Where we can invite Industry, Welsh Government, other Health boards and our own staff, to develop ideas, innovative projects, benchmark and collaborate to improve and develop C&V UHB services for the benefit of our public and staff.

- **A general 'Collision space':**

Where staff will be encouraged to share ideas, ask for help, learn from each other, build collaborations and networks. We will be providing innovative solutions to sharing the expertise that we already had in order to Spread and Scale it across the Health Board and beyond and ensure that everyone has a voice and will be heard Supported by the Health Charity:

### **The cost of the above is supported by the Cardiff Capital Region Grant.**

The application for charitable funds of **£24,000** (bid attached) would allow us to purchase a marquee to provide:

- **A Camerados Public Living Room:** A comfortable area for all C&V UHB staff where they can relax, support each other, share experiences and build the C&V UHB Camerados culture.

The aim is that by creating this space we can:

- Support the mental health and wellbeing of our staff
- Create an area that can be used by all where our staff can feel removed from the strains of the clinical /working environments and relax.
- Develop the culture of an authentic compassionate workforce
- Access to the expertise of the Innovation and Improvement teams
- Support our staff development
- Connect people with the correct experience already within our gift
- Develop and explore working relationships with external stakeholders and Health Boards
- Encourage stakeholders to invest in CAV UHB
- Develop a culture of continued learning and development.

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

This is an innovative pilot and aligns with the Health Charity pillars of work and strategy and also the values of the Board of Trustees in developing our staff as well as maintaining their wellbeing. It will further support the original grant from the Cardiff Capital Region Grant (CCRG) to generate income at a later date.

**Recommendation:**

The Committee are requested to:

- a) **Approve** the further funding for the pilot.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec | Date:

Saunders, Nathan  
06/14/2022 13:22:03

## CHARITABLE FUNDS BID APPLICATION FORM

1. Please state the name of the project/bid: **Innovation Collision Space to support our People and Culture**

2. Please state the overall amount you are requesting: **£24K**

3. Please state the duration of the project/bid: **1 Year**

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

C&V UHB have been successful in bidding for a Cardiff Capital Region Grant to create an 'Innovation and Improvement Collision Space' This area will consist of 3 specific areas:

Supported by the CCR Grant:

- **A bookable meeting space.**  
Where we can invite Industry, Welsh Government, other Health boards and our own staff, to develop ideas, innovative projects, benchmark and collaborate to improve and develop C&V UHB services for the benefit of our public and staff.
- **A general 'Collision space'**  
Where staff will be encouraged to share ideas, ask for help, learn from each other, build collaborations and networks. We will be providing innovative solutions to sharing the expertise that we already had in order to Spread and Scale it across the Health Board and beyond and ensure that **everyone** has a voice and will be heard

Supported by the Health Charity:

- **A Camerados Public Living Room**  
A comfortable area for ALL C&V UHB staff where they can relax, support each other, share experiences and build the C&V UHB Camerados culture.

The aim is that by creating this space we can:

- Support the mental health and wellbeing of our staff
- Create an area that can be used by all where our staff can feel removed for the strains of the clinical /working environments and relax.
- Develop the culture of an authentic compassionate workforce
- Access to the expertise of the Innovation and Improvement teams.
- Support our staff development,
- Connect people with the correct experience already within our gift
- Develop and explore working relationships with external stakeholders and Health boards
- Encourage stakeholders to invest in C&V UHB
- Develop a culture of continued learning and development.

Saunders, Nathan  
06/14/2022 13:22:03

## CHARITABLE FUNDS BID APPLICATION FORM

|  |                          |
|--|--------------------------|
| <b>5. What are the breakdown of total funds requested:</b> |                          |
| (a) Direct Costs:  | Cost of the Marquee £24K |
| (b) Staff:   |                          |
| (c) Consumables:   |                          |
| (d) Equipment:   |                          |
| (e) Travel:  |                          |
| (f) Other:   |                          |
| (g) Indirect Costs:  |                          |

|   |
|---|
| <p><b>6. Could funding from an Endowment Fund support this bid? Yes / No</b><br/>         (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>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  | Yes | (h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity    | Yes |
| (c) The advancement of religion   |     | (h) The advancement of environmental protection or improvement  | Yes |
| (d) The advancement of health or saving of lives  | Yes | (j) The relief of those in need because of youth, age, ill health, disability, financial hardship   |     |
| (e) The advancement of citizenship or community development   | Yes | (k) The advancement of animal welfare   |     |
| (f) The advancement of the arts, culture, heritage or science   | Yes | (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 |     |

Saunders, Nathan  
 06/14/2022 13:22:03

## CHARITABLE FUNDS BID APPLICATION FORM

|  |     |
|--|-----|
| <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>                                  |     |
| (a) Promotion of a health service designed to secure improvement:-   |     |
| - in the physical and mental health of people in Wales   | Yes |
| - in prevention, diagnosis and treatment of illness  | Yes |
| (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  | yes |
| - Services or facilities as are required for the diagnosis and treatment of illness  |     |

|  |
|--|
| <p><b>9. Please explain how your bid is wholly/mainly for the service provided by Cardiff and Vale UHB?</b></p> <p>This area will have open access for <b>ALL</b> C&amp;V UHB employees. External partners can access it via invitation only.</p> <p>Ideally this project will be rolled out across other sites in C&amp;V UHB and beyond. However, the current grant will not allow this. It is important for us to pilot this project and prove it worth over the next year.</p> |
|--|

Saunders, Nathan  
06/14/2022 13:22:03

## CHARITABLE FUNDS BID APPLICATION FORM

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

We are planning to regularly review this project over the next year and liaise with the executive team and estates in regards to its benefit to our staff and public.

We have discussed working with the Health Charity in regards to spreading Camerados and collision aspect of the project to the University Hospital of Llandough and beyond. The staff required to run this project for the next year are currently already in post and we are intending that the I&I Team will hot desk through the area.

We are hoping that the collision area will create collaborations with external stakeholders that will bring money into C&V UHB.

**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)**

- Staff survey (to be repeated and results compared)
- Utilization of the booking area
- Collaborations made as a result of the work space.

Saunders, Nathan  
06/14/2022 13:22:03



## 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?)*

This money will be used to help improve the wellbeing of an exhausted workforce, but also amplify the voices of those staff in delivering better services. The area will encourage our entire workforce to shar their wins and fails, benchmark from each other, share good practice and ask for help. An essential addition to supporting our phenomenal workforce and creating a culture of collaborative working, support and communication.

Name: **Zoe Hilton** .....

Position: **Innovation Program Manager** .....

Bid approved by:  Position: **Executive Director of People and Culture**  
**Rachel Gidman**

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

Date: **27 May 2022** .....

Saunders, Nathan  
06/14/2022 03:22:03

|  |  |  |   |                 |                 |
|--|--|--|---|-----------------|-----------------|
| Report Title:  | <b>OVER £25k BIDS FOR APPROVAL – EMPLOYEE WELLBEING SERVICE</b>                        |  |   | Agenda Item no. | <b>3.1.3</b>    |
| Meeting:   | <b>CHARITABLE FUNDS COMMITTEE</b>  | Public                                       | <input checked="" type="checkbox"/>             | Meeting Date:   | <b>21.06.22</b> |
|  |  | Private                                      | <input type="checkbox"/>                        |                 |                 |
| Status<br><i>(please tick one only):</i>   | Assurance <input type="checkbox"/>   | Approval <input checked="" type="checkbox"/> | Information <input checked="" type="checkbox"/> |                 |                 |
| Lead Executive:  | <b>Catherine Phillips, Executive Director of Finance</b>                               |  |   |                 |                 |
| Report Author<br>(Title):  | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |  |   |                 |                 |
| <b>Main Report</b>   |  |  |   |                 |                 |
| <b>Background and current situation:</b>   |  |  |   |                 |                 |
| <p>In June 2019, the Board of Trustees of Cardiff &amp; Vale Health Charity approved a bid which increased (doubled) the number of counsellors within the Employee Wellbeing Service (EWS), and supported the introduction of a new Assistant Psychological Therapy Practitioner (APTP) role.</p> <p>The charitable funding was approved on a fixed term basis, ending on 28<sup>th</sup> February 2022, with fixed term contracts ending between December 2021 - February 2022.</p> <p>The EWS submitted an application to extend the funding for a further 2 years to the Charitable Funds Committee meeting held on 7<sup>th</sup> December 2021. The CFC decision was to support temporary funding for a three-month period, whilst the service explored alternative revenue options to fund this resource.</p> <p>The EWS made a submission for IMTP funding 2022/23, which was unsuccessful, however discussions to identify sustainable, long-term resource funding have taken place, and the UHB has agreed to support the posts from April 2023, and 'pre-investment' funds have been set aside.</p> <p>Although this is good news for future services provision, the existing service is currently under threat as it manages the resource situation between July 2022 and March 2023, and we are therefore approaching Charitable Funds to request further funding* as follows:</p> <p><b>Project period: 1<sup>st</sup> July 2022 – 31<sup>st</sup> March 2023 (9 months)</b></p> <p><b>Project Value: £194,864</b></p> <p><b>*Appendix 1 - Charitable Funds Bids Application Form - EWS request for extension of funding.</b></p> |  |  |   |                 |                 |
| <b>Executive Director opinion and Key Issues to bring to the attention of the Board/Committee:</b>   |  |  |   |                 |                 |
| <p>I fully support the extended financial support to a service that through detailed evaluation and impact on staff has demonstrated its worth to the organization but also by keeping staff as well as the communities we serve.</p> <p>I fully support the further funding application.</p>  |  |  |   |                 |                 |
| <b>Recommendation:</b>   |  |  |   |                 |                 |
| <p>The Committee is requested to:</p> <p>a) Consider the attached bid for charitable funds and, as per delegation of approval limits, recommend approval of the said bid to the Board of Trustees.</p>   |  |  |   |                 |                 |

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

|                         |
|-------------------------|
| Risk: No                |
| Safety: No              |
| Financial: No           |
| Workforce: No           |
| Legal: No               |
| Reputational: No        |
| Socio Economic: No      |
| Equality and Health: No |
| Decarbonisation: No     |

**Approval/Scrutiny Route:**

|                      |       |
|----------------------|-------|
| Committee/Group/Exec | Date: |
|                      |       |

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### CFC 3.1.3. Appendix 1 CHARITABLE FUNDS BID APPLICATION FORM

|  |
|--|
| <p><b>1. Please state the name of the project/bid:</b> Employee Wellbeing Service (EWS)</p>  |
| <p><b>2. Please state the overall amount you are requesting:</b> £194,864</p>  |
| <p><b>3. Please state the duration of the project/bid:</b> 01<sup>st</sup> July 2022 to 31<sup>st</sup> March 2023 (9months)</p>   |
| <p><b>4. Please provide an overall summary of what your bid is about and what it will achieve?</b></p> <p>In June 2019, the Board of Trustees of the Cardiff &amp; Vale Health Board Charity approved a bid which increased (doubled) the number of counsellors within the Employee Wellbeing Service (EWS), and supported the introduction of a new Assistant Psychological Therapy Practitioner (APTP) role.</p> <p>The charitable funding was due to come to an end by February 2022 with fixed term contracts ending between December 2021 – February 2022.</p> <p>The Health Charity has recently agreed to extend the funding arrangement until July 2022 while discussions were taking place around funding options including a bid submission for IMTP funding 2022/23. Due to organisational priorities elsewhere, this bid was unfortunately unsuccessful. However, discussions to identify sustainable, long-term resource funding have taken place, and the UHB has agreed to support the posts from April 2023, and ‘pre-investment’ funds have been set aside.</p> <p>Although this is good news for future services provision the existing service is currently under threat as it manages the resource situation between July 2022 and March 2023 and we are approaching Charitable Funds to extend support over this period.</p> <p>This is a time when Cardiff and Vale UHB and its staff are facing unprecedented pressures and the risks to staff wellbeing and the UHB will continue to be significant.</p> <p>Evidence indicates that demand for wellbeing and psychological support will continue to increase over the next 5-10 years as a result of the pandemic. Without funding between July 2022 and March 2023 the service will lose experienced counsellor and APTP practitioners and posts, resulting in increased waiting times. Waiting times are likely to revert back to those seen in 2019 of 22 weeks plus, and it is estimated to be even longer due to the increase in the number, and complexity of referrals being received.</p> <p>In addition, the expanded range of services such as ‘Guided Self-help’, ‘Wellbeing champion training’, ‘extended workshops’ and ‘managers support’ will also have to be withdrawn which will reduce the resources available to support wellbeing.</p> <p>With the funding set to end in June this will present a level of uncertainty for the staff members providing the service with a real risk of losing the experienced practitioners to external opportunities. This will result in the need for the service to go through a further lengthy recruitment campaigns and training which will also incur additional costs.</p> <p>There is clear evidence to support the effectiveness of the additional funding and the impact it has had over the past 3 years. The funding into the additional roles and posts has made a significant positive difference on waiting times within EWS. This can be seen in relation to the number of days</p> |

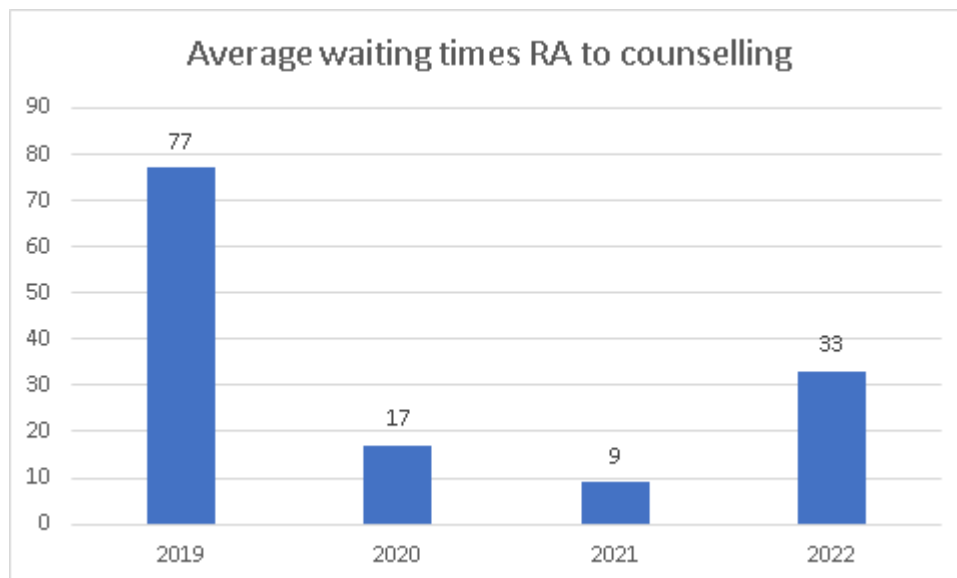
### CFC 3.1.3. Appendix 1 CHARITABLE FUNDS BID APPLICATION FORM

employees were waiting from 'referral received' to their 'Resource Appointment' (RA) i.e. in 2019 the total number seen within 5 working days were 8 (16%) in comparison with 2021, following investment in resources, the number of employees seen within 5 working days increased to 28 (59%).

An even greater positive impact, has been seen in waiting times for counselling. Since October 2020 staff requiring counselling are on average given an appointment within thirty-three days of their initial Resource Assessment (RA) which remains an improvement in comparison with the seventy-seven days in 2019 and remains below the Welsh Government target of 26 weeks or 182 days.

There was a significant reduction in waiting times for counselling during 2020-21 when the extra funding enabled the service to increase its counselling hours and introduce the new APTP role. It is important to note that uncertainty over funding has resulted in two of the counsellors leaving the service at the end of 2021 which has slightly increased waiting times.

|  | 2019 | 2020 | 2021 | 2022 |
|--|------|------|------|------|
| <b>Average waiting times-<br/>*RA to counselling<br/>appointment (in days)</b> | 77   | 17   | 9    | 33   |



\*RA=Resource Assessment

As can be seen above, there was a significant reduction in waiting times following the Health Charity's investment in EWS, had the two counsellors been retained we would anticipate that the downward trend would have continued. The recent increase in waiting times is linked to an increase in staff turnover which is associated with employment uncertainty within the team and staff have left for permanent jobs in other services.

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Despite an increase in the complexity of mental health reasons for referral, since 2019 there has been a decrease in the percentage of staff who remain off work following their intervention with EWS, from 17% in 2019 to 12% in 2021.

|      | Total referrals received | % off work at time of referral | % of off work following Counselling |
|------|--------------------------|--------------------------------|-------------------------------------|
| 2019 | 581                      | 25%                            | 17%                                 |
| 2020 | 601                      | 26%                            | 11%                                 |
| 2021 | 641                      | 27%                            | 12%                                 |

#### Impact of Assistant Psychological Therapy Practitioner Role

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

The AFTPs 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. However, in response to the nature of the greater level of referrals being identified as 'High Risk' the counsellors have increased the number of resource assessments appointments being offered.

The AFTPs have also expanded and improved service delivery by introducing guided self-help which is a low intensity therapeutic intervention. Since January 2020, the AFTPs have supported 157 staff members to access guided self-help resources including worry and rumination, depression, and anxiety.

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

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

Since January 2020 until March 2022 the AFTPs have delivered training to 810 staff and managers on the following courses

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

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The APTPs have also taken the lead on developing the well-being champion model within the UHB. Over 250 well-being champions have been trained to offer wellbeing support and signposting to resources 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 APTPs also provide monthly newsletters and run quarterly 'wellbeing champion' support groups where concerns can be raised, peer support sought and best practice shared.

#### **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 Covid19, approximately 30-40% of referrals were discharged after the initial assessment, this has now decreased to approx. 10-15%. 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, suicidal ideation 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, although with the loss of two of the counsellors at the end of 2021 the number of days has been steadily increasing from Jan 2022:

- 2021 2 to 3 working days
- Jan '22 5 working days
- Feb 6 working days
- March 7 working days

The above is being monitored closely by the team.

Having the additional resources supported by Charitable Funds 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 has provided over 75 'drop in' Q&A sessions on a variety of topics including sleep, anxiety, depression and stress for staff, line managers and doctors.

The introduction of a wellbeing practitioner role has also enabled EWS to provide support directly to teams by providing training and group support sessions for staff working in areas acutely affected by COVID. As part of the recovery plan this role will work alongside the lead EWS counsellor to develop and implement a variety of resources to support the mental wellbeing of teams.

The wellbeing practitioner has been able to engage with 3.5% of the CAV workforce, having visited 43 wards within the organisation. The practitioner has worked across medical, surgical and other specialist clinical boards visiting multiple departments within the Children's Hospital of Wales, ten wards within the University of Llandough, the surgical team in CAVOC as part of their 'audit' days as well as each of the community hospitals, St Davids, Barry and CRI to engage with the numerous staff members.

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#### 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 care 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'.*

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#### Recommendation

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

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

The risks of not securing funding have been identified as:

- A significant disruption of the service with a 71% reduction in clinical capacity
- The withdrawal of services available to both staff and line managers at a time when they are increasingly vulnerable.
- The inability to provide rapid assessment for staff reporting higher risk of emotional distress, self-harm or suicidal ideation.

This decline of services will in turn impact upon:

- Staff attendance, with a likely increase in sickness absence and decrease in percentages returning to work following an intervention, leading to;
- A financial impact on the UHB and decline in the quality of patient experience.
- A decline in staff engagement and UHB reputation as an employer of choice due to perceived contradiction of the UHB stance that staff are our greatest asset and staff wellbeing deemed a priority.

To prevent all of the above, it is recommended that the Health Charity provide temporary financial support of approx. £194,864 until the long term central funding is secured from April 2023

|  |   |                |
|--|---|----------------|
| <b>5. What are the breakdown of total funds requested:</b> |   |                |
| (a) Direct Costs:  |   |                |
| (b) Staff:   | £194,864                                |                |
|  | Post                                    | WTE/ Band      |
|  | Clinic Co-ordinator                     | 0.5 wte Band 4 |
|  | Asst Psychological Therapy Practitioner | 2.0 wte Band 4 |
|  | Counsellors                             | 2.4 wte Band 6 |
|  | Wellbeing Practitioner                  | 1 wte band 7   |
|  | Clinical Supervisor                     | 0.1 wte Band 7 |

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|                     |  |
|---------------------|--|
| (c) Consumables:    |  |
| (d) Equipment:      |  |
| (e) Travel:         |  |
| (f) Other:          |  |
| (g) Indirect Costs: |  |

**6. Could funding from an Endowment Fund support this bid?** No the Employee Health and Wellbeing service does not have any endowment funds it can access

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

|   |   |   |   |
|---|---|---|---|
| (a) The prevention or relief of poverty                       |   | (g) The advancement of amateur sport  |   |
| (b) The advancement of education                              |   | (h) The advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality or diversity    |   |
| (c) The advancement of religion                               |   | (h) The advancement of environmental protection or improvement  |   |
| (d) The advancement of health or saving of lives              | ✓ | (j) The relief of those in need because of youth, age, ill health, disability, financial hardship   | ✓ |
| (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                |   |

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

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

This bid will support the wellbeing of approximately 16,000 Cardiff and Vale UHB employees and will enable them to continue to access a range of psychological support in a timely manner

**10. Please explain what your strategy is when the project/funding comes to an end?**

Evidence has already been collated which clearly illustrates the effectiveness of the additional resources and the impact it has had on staff wellbeing and attendance. This evidence has been shared at an Executive level and a request has been made and agreed for central funding to embed these services longer term – however this has been agreed from April 2023. With existing Charitable Funds support ending in June 2022 we are seeking further financial support from the Health Charity to cover July 2022 to March 2023, which will serve to reduce the risks to the wellbeing of staff and patient care due to the removal of EWS staffing resources.

**11. Please explain the expected outcomes/benefits of the project and how will these be measured?**

Ongoing funding will ensure that the Employee Wellbeing Service continues to offer support in a timely manner and maintain the 80-90% improvement in waiting times. It will enable the service to continue to offer the expanded range of services including the offer of wellbeing support to specific teams and managers affected by COVID.

The effectiveness will continue to be monitored both through qualitative and quantitative measures e.g. feedback from service users, waiting times and attendance at work data

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

### CFC 3.1.3. Appendix 1 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?)**

Investing in the Employee Wellbeing Service clearly illustrates that the Health Charity is invested in the wellbeing of UHB employees and sees their wellbeing as a priority. It also supports delivery of compassionate patient care, as without a physically and psychologically safe and healthy workforce, excellent health care is not possible.

**Name:** Nicola Bevan

**Position:** Head of Employee Health and Wellbeing Services

**Bid approved by:** Rachel Gidman, Executive Director of People and Culture

**Date:** 17<sup>th</sup> May 2022

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

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|   |  |                 |                                     |                      |                     |
|---|--|-----------------|-------------------------------------|----------------------|---------------------|
| Report Title:   | <b>Our Health Meadow Secured Funding Proposal</b>                                      |                 |                                     | Agenda Item no.      | <b>3.2</b>          |
| Meeting:  | <b>Charitable Funds Committee</b>  | <b>Public</b>   | <input checked="" type="checkbox"/> | <b>Meeting Date:</b> | <b>21 June 2022</b> |
| Status<br><i>(please tick one only):</i>  | <b>Assurance</b>   | <b>Approval</b> | <input checked="" type="checkbox"/> | <b>Information</b>   |                     |
| Lead Executive:   | <b>Catherine Phillips, Executive Director of Finance</b>                               |                 |                                     |                      |                     |
| Report Author<br>(Title):   | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |                 |                                     |                      |                     |
| <b>Main Report</b>  |  |                 |                                     |                      |                     |
| <b>Background and current situation:</b>  |  |                 |                                     |                      |                     |
| <p>Our Health Meadow Appeal, formerly known as Our Orchard Appeal was launched in October 2017 at University Hospital Llandough (UHL) as part of World Health Day.</p> <p>Utilising the Wellbeing of Future Generation agenda, Cardiff and Vale University Health Board agreed to develop a unique outdoor space to enhance the health and wellbeing of patients, staff and the local community.</p> <p>The Charitable Funds Committee approved initial funding of £80,000 for Phase 1 of the project from the Woods Legacy and subsequent funding of £80,000 in September 2021 for Phase 2.</p> <p>The vision of Our Health Meadow is to create a unique space which will become a legacy for generations to come. This long-term project includes a semi-natural planted area which has been set aside for the protection of plants and wildlife, wildflower meadows and a bee sanctuary. In partnership with Down to Earth (an award-winning social enterprise with a 15-year track record in supporting people to bring about positive change in their lives) through meaningful outdoor activity, the site has been designed and continues to be developed by staff, patients and the wider community through a health-care centred model.</p> <p>The designed scheme is a truly remarkable project. Using the latest technologies in renewable energy and natural materials, the project will be delivered through the innovative approach of facilitating Health Care, Wellbeing and Education through the process of construction. From landscaping to large scale construction using natural materials, Our Health Meadow is an exemplar of what is possible when you blend benefits to people and nature.</p> <p>Our Health Meadow will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation and staff wellbeing. It will allow patients to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery, and staff to engage in activities to improve their health and wellbeing.</p> <p>The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and this project continues to enhance this vision. Down to Earth has 12 years of clinical research to evidence the impact of this approach, and it is embedded in how Our Health Meadow is being delivered.</p> <p>The Health Charity's has collaborated with Down To Earth to secure further funding of £600,000 from ENRaW, (Enabling Natural Resources and Well-being Scheme) plus has secured £145,982 from the National Lottery Heritage Fund to continue to develop and provide this ongoing project.</p> |  |                 |                                     |                      |                     |

Submitted by: Nathan  
 19/06/2022 13:22:03

Funds to date have been committed to design, development and project management costs and current funding supports up to 10 groups per week on Down to Earth programmes. These accredited programmes are for patients, staff, volunteers and local community groups, and are designed to develop confidence and improve rehabilitation through clinically valid methods.

Down to Earth has advised that the ENRAW Match funding provides a significant contribution to the project which is time sensitive with the funding ending in June 2023. After this date the costs of the project are subject to increase and will need to be secured from a different funding source.

To further develop the vision for Our Health Meadow and in order for its full potential to be fulfilled. the project requires support/inclusion in the University Health Boards programme of work, to include expert input from Capital Planning and Estates services. This support will build confidence from other public and private funders (e.g. National Lottery/Welsh Government/Postcode Lottery) and to evidence a long-term commitment to the project from the Health Board.

The Health Charity has applied without success to funding sources such as the Welsh Governments' Communities Facilities Programme, but the fact that the Charity has large funding reserves within its financial portfolio has been cited as the rationale for rejection.

The next phase of Our Health Meadow is the proposal to construct a Nature Haven which provides a fluid indoor space for the benefit of patient groups, staff wellbeing and community-based projects. (see Appendix 2). The structure will provide the opportunity for guardianship and maintenance of the site. An arts sculpture trail is also planned, to encourage use of the outdoor space and promote the public health agenda (see Appendix 1).

Continued funding to support the established collaboration between Down to Earth, Cardiff and Vale University Health Board and Cardiff & Vale Health Charity is essential to further deliver this exemplar project of the Wellbeing of Future Generation Act.

## Estimated Costs

### (A) Proposed Build Costs\*

|                                    |            |
|------------------------------------|------------|
| Programme start                    | 01/09/2022 |
| Programme duration                 | 10 Months  |
| Cost of programme delay- per month | £27,214.98 |

#### Cost Summary

|  |               |
|--|---------------|
| Contract Sum Total incl of 7.8% Inflation risk | £1,321,428.79 |
| DtE ENRAW Match                                | £272,149.82   |

**CSA Build Total for Nature Haven £1,049,278.97**

Wider landscape cost estimate (outside Nature Haven development zone) £194,829.67

**Total scheme cost for Nature Haven and wider landscaping £1,244,108.64**

Nathan  
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## (B) Post-build Costs

| Operational/maintenance/staffing costs – 5-year plan | Per annum      | Total           |
|--|----------------|-----------------|
| • Community Health Ranger Facilitator                | £30,000        | £150,000        |
| • Operational/ maintenance budget                    | £10,000        | £ 50,000        |
| <b>Total:</b>  | <b>£40,000</b> | <b>£200,000</b> |

## (C ) Post-build Arts Programme

Required to support match-funding applications for Arts projects at Our Health Meadow **£40,000**

### Quotation notes:

#### MATERIAL COST:

The cost of material and fuel has risen considerably over recent months and remain volatile. The costs that have been identified in the build-up of this project are based on today's prices.

Our sub-contractors and suppliers have offered to hold their prices for 2 weeks only. This puts the project cost at real risk of significant increase.

DtE have identified an inflation risk of 7.8% on the build cost. This percentage is based on information from ONS over the last 12 mths. At this stage - sub contract costs have not been competitively tendered.

#### CONSTRUCTION METHOD

Through the Fit For the Future project and ENRAW funding; Facilitation of Health care, wellbeing & education through engagement with UHL NHS Staff & Patients as well as local communities. Based on 4 lead facilitators delivering programmes with patients and groups over the 10mth period.

#### DtE ENRAW MATCH FUNDING

The match funding is only available through the period of the proposed programme and is only available until the end of June 2023. If the programme is delayed and extends beyond June 2023, the ENRAW costs will be added to the contract sum.

**VAT** All costs are exclusive of VAT

Down to Earth have advised that the **Proposed Build Costs\*** presented at this stage have not been competitively tendered\* and no value engineering has taken place. The final paper to be submitted to the Board of Trustees will include revised/updated costs.

## Project Progress

The Our Health Meadow Project has recently undergone the assessment process for the **Building with Nature Award**, a green infrastructure certification which provides recognition for projects which embed exemplary water management, contribution to wildlife and habitats, and response to the Climate Emergency among other environmental criteria. **Our Health Meadow is the first scheme in Wales to receive the Award.**

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

- The Committee is asked to acknowledge the contents of the Our Health Meadow Financial Update Report, and agree and endorse future financial commitment to the project from the Health Charity and ongoing long-term commitment from the Health Board.
- Visits to the site to be arranged for Charitable Funds Committee members and Trustees to meet Down to Earth colleagues, receive update on the progress to date and explore future opportunities for UHB to support the project/ outcomes.

**Next open days are: Wednesday July 20<sup>th</sup> and Thursday October 20<sup>th</sup>** or a date can be arranged for group visit at your convenience.

### Recommendation:

**The Committee is requested to:**

**Support** the submission of this report to the Board of Trustees to seek approval of funds for the construction of the Nature Haven, guardianship and maintenance of the site and art sculpture trail

and to continue the work of Down to Earth with Cardiff and Vale University Health Board and Cardiff & Vale Health Charity, in this exemplar project of the Wellbeing of Future Generation Act.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |   |           |   |             |   |               |   |             |   |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|
| Prevention | √ | Long term | √ | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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i'r Dyfodol  
Shaping Our Future  
**Sustainable Healthcare**



Registered Charity No. 1056544

# Our Health Meadow University Hospital Llandough

## NEXT STEPS



Sarah Jones-Nathan  
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GIG  
CYMRU  
NHS  
WALES

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



Registered Charity No. 1056544



- Our Health Meadow is an exemplar Wellbeing of Future Generation project that has nurtured a bespoke partnership between Cardiff and Vale University Health Board, Cardiff & Vale Health Charity and Down to Earth.
- The next phase of this project proposes the construction of the Health Haven to provide an indoor asset to support patients, staff, visitors and the wider community.
- The rationale for working with Down to Earth to deliver this project is down to its use of traditional and sustainable building methods to offer fully accessible and inclusive commercial construction projects to diverse community groups, particularly from those who have traditionally been labelled as 'hard to reach' or from disadvantaged or excluded backgrounds.
- This remarkable approach transforms both the participants and the community involved in the project, whilst simultaneously creating stunning, sustainable buildings. From large scale commercial training spaces to smaller outdoor classrooms, Down to Earth has an excellent track record in accessible, accredited training programmes resulting in remarkable buildings.
- The delivery model for the Our Health Meadow site at University Hospital of Llandough, is the continued provision of a health and wellbeing facility to support the rehabilitation and recovery of patients and wellbeing of staff. Plus community group engagement at the hospital through the construction processes involved in creating Our Health Meadow and the proposed Nature Haven.
- The Nature Haven will be developed with involvement with patients, staff and the wider community; all having a direct construction experience in developing the main aspects of the building. This will include, timber framing, green roof infrastructure, internal and external carpentry, and boarded finishes.
- Down to Earth's proven clinical research provides the evidence that this form of construction and community engagement has a profound positive impact on the health and wellbeing of those involved.
- This initiative has been awarded the Building with Nature accreditation, believed to be the first in Wales.

## Developing the Site.



construction



food growing/land management



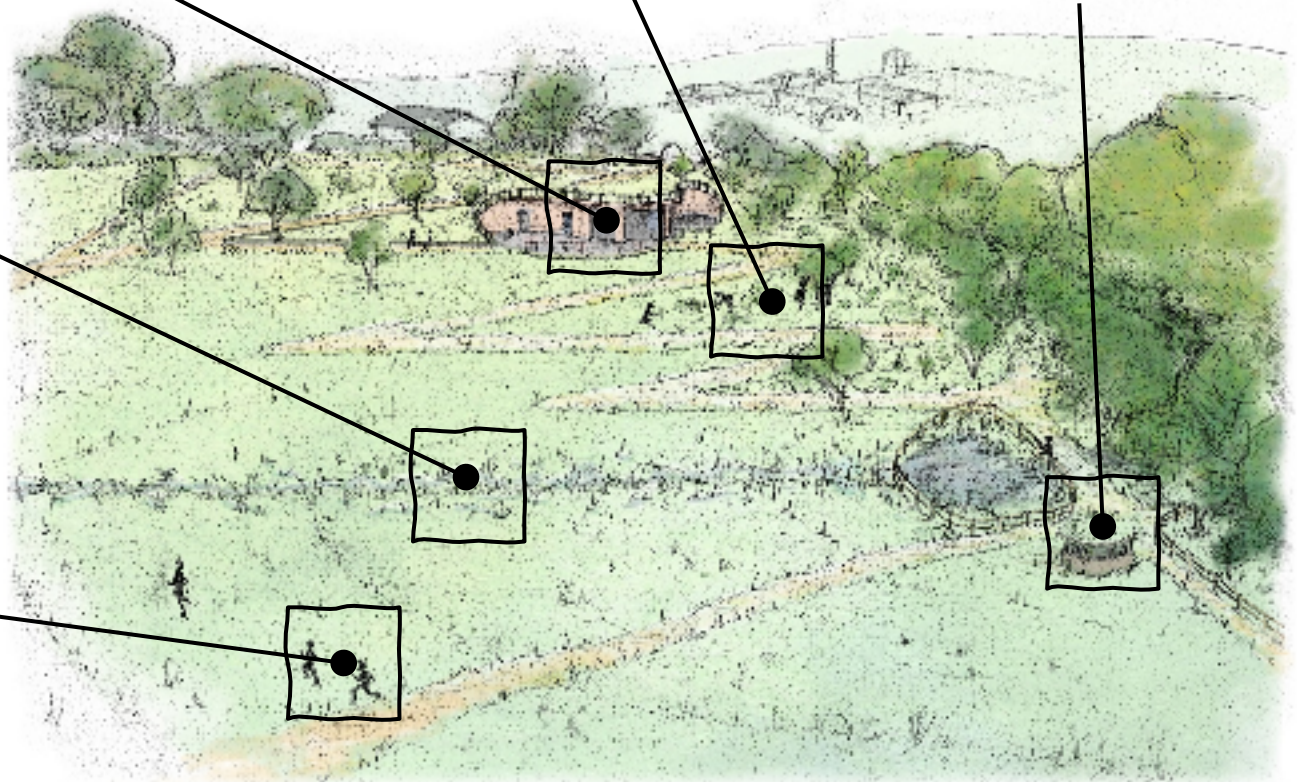
design of site features



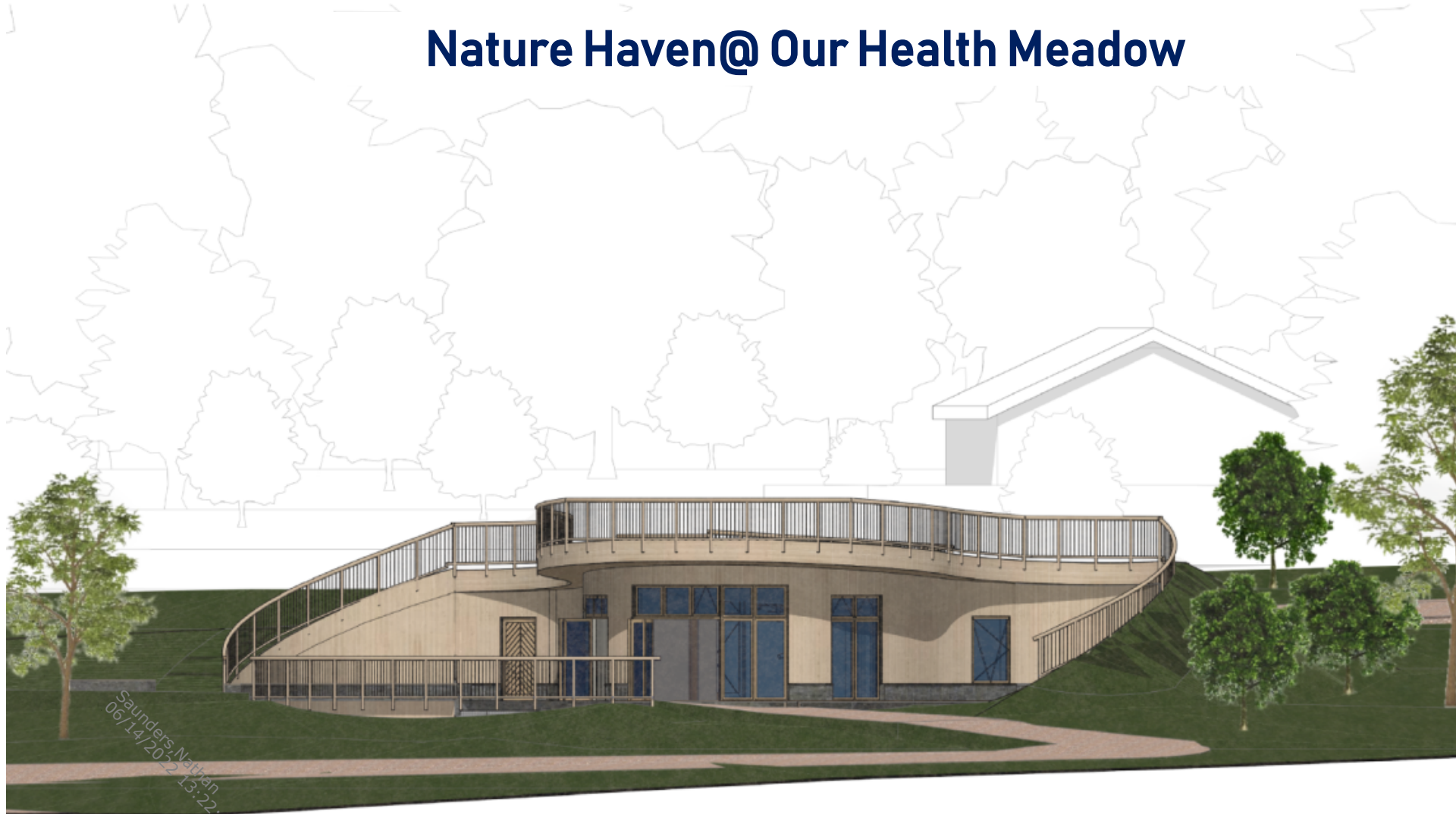
biodiversity study



enjoyment of the site



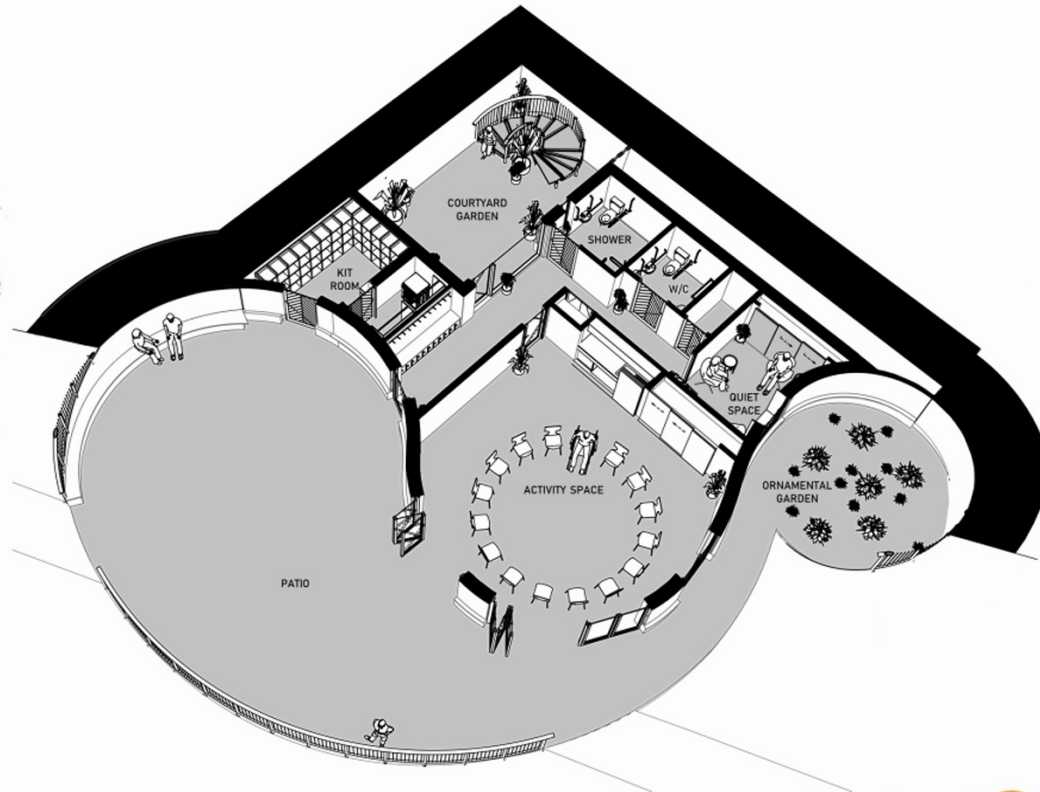
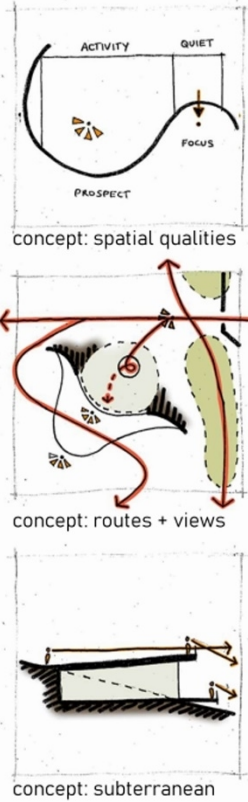
# Nature Haven@ Our Health Meadow



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# Nature Haven@ Our Health Meadow



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July 2018: Partnering with Wales Community Rehabilitation Company

2017: Our Orchard Project Launch

Cwmni Adsefydlu Cymunedol  
**Cymru Wales**  
Community Rehabilitation Company



July 2020: Partnering with Down To Earth

November 2020: HMPPS Celebration of Wildlife and People Award



HM Prison & Probation Service



April 2021: Consultation for Public feedback on new design

July 2021: WFGA Case Study



September 2021: Work to begin on site



November 2021: Our Health Meadow – Ein Dôl Iechyd Re-Launch event

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September 2021: Down to Earth and Groups start on site, working to develop the Our Health Meadow vision



November 2021: £145,982 awarded from National Lottery Heritage Fund

March, July, October 2022: Open days on site to promote engagement, partnerships and celebrate success of participants



April 2022: Pollen sculpture installed on site

September 2022: Proposed build to start on site



March 2023: Plan for Heritage Fund outputs completion

June 2023: Proposed build on site completed and site returned to Health Board



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# Financial support required

Successful applications to date;

| Applications submitted to:  | Amount   | Bid Status     |
|-----------------------------|----------|----------------|
| Heritage Fund Woodlands     | £143,000 | Successful Bid |
| Arnold Clark Community Fund | £1,000   | Successful Bid |
| ENRAW revenue funding       | £895,000 | Successful Bid |
| Active Inclusion Fund       | £120,000 | Successful Bid |

Construction of Health Haven@OHM

| Estimated Costs   |                      |
|---|----------------------|
| (A) Proposed Build Costs*   |                      |
| Programme start   | 01/09/2022           |
| Programme duration  | 10 Months            |
| Cost of programme delay- per month                                    | £27,214.98           |
|   |                      |
| <b>Cost Summary</b>   |                      |
| Contract Sum Total incl of 7.8% Inflation risk                        | £1,321,428.79        |
| DtE ENRAW Match   | £272,149.82          |
| <b>CSA Build Total for Nature Haven</b>                               | <b>£1,049,278.97</b> |
|   |                      |
| Wider landscape cost estimate (outside Nature Haven development zone) | £194,829.67          |
|   |                      |
| <b>Total scheme cost for Nature Haven and wider landscaping</b>       | <b>£1,244,108.64</b> |

Submitted  
06/14/2022

## Post build maintenance ;

| Post Build operational/maintenance/staffing costs (5-year plan)                                    | Per Annum      | Total (5 Years) |
|--|----------------|-----------------|
| Community Health Ranger Facilitator  | £30,000        | £150,000        |
| Operational/ maintenance budget  | £10,000        | £50,000         |
| <b>Total amount requested for post build maintenance and to secure future funding for the site</b> | <b>£40,000</b> | <b>£200,000</b> |

## Art sculpture trail ;

Introducing bespoke artworks can be an excellent way to encourage people to engage with green spaces. Wildlife sculptures dotted around the site can entice people to wander through the trees in search of these oversized creatures. Carved logs, perhaps with words or patterns inlaid, can act as attractive seating. Many green spaces introduce art installations, and they have all become much loved aspects of these sites. Importantly, we would take steps to ensure that staff and the wider community have a sense of connection and even ownership over these artworks, via consultations, creative workshops, or by co-production with patients, healthcare staff and / or the community.

| Post Build  | Total             |
|---|-------------------|
| Required to support match-funding applications for Arts projects at Our Health Meadow | <b>£40,000.00</b> |



Registered Charity No. 1056544

We require financial support from Cardiff & Vale Health Charity to continue this innovative, sustainable project that has the capability to support healthcare, play our part in the climate emergency and protect our planet.



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Gofal Iechyd Cynaliadwy  
i'r Dyfodol  
Shaping Our Future  
Sustainable Healthcare



|  |  |  |                                      |               |
|--|--|--|--------------------------------------|---------------|
| Report Title:                            | <b>Health Charity Therapy Dog Proposal</b>   |  | Agenda Item no.                      | <b>3.3</b>    |
| Meeting:                                 | <b>Charitable Funds Committee</b>  | Public                                       | <input checked="" type="checkbox"/>  | Meeting Date: |
|  |  | Private                                      | <input type="checkbox"/>             |               |
| Status<br><i>(please tick one only):</i> | Assurance <input type="checkbox"/>   | Approval <input checked="" type="checkbox"/> | Information <input type="checkbox"/> |               |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>                               |  |                                      |               |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |  |                                      |               |

## Main Report

### Background and current situation:

The value of pet therapy is widely accepted as a powerful aid to both cognitive and physical stimulation and communication. Studies have shown that interactions with Animal Assisted Therapy animals can improve the well-being of patients and staff and lower the rate of anxiety, simply by making the hospital environment happier, more enjoyable and less forbidding.

Cardiff and Vale University Health Board currently has an active policy for Assistance Dogs (Appendix 1) and other animals attending clinical areas. Cardiff & Vale Health Charity would like to proceed to purchase a dog for emotional support to attend areas 2-3 days per week, for a maximum of two hours per session. The welfare of the dog has been secured by a volunteer via the Patient Experience Team.

The Health Charity would be responsible for finding a reputable dog breeder to purchase the puppy which should be of a calm breed such as a Cockerpool, Labrador or similar. The puppy will be legally owned and fully paid for by the Health Charity and anticipated costs associated with the dog would be: food, injections, insurance, training programmes, lead and collar and ongoing health appointments, such as yearly booster vaccinations.

The Health Charity would work closely with the Patient Experience Team to recruit a volunteer responsible carer to care for the dog day to day in their own home. A further two reserve volunteers would be recruited in the event of circumstances such as illness or holidays. The dog would reside with the carer who would be responsible for looking after day to day life managed and taken to appointments across the Health Board. The Health Charity would not be liable for any damage the dog creates to the carer's house.

We anticipate there would be many requests for the dog to visit patients and staff from wards/departments such as stroke unit, mental health and palliative care, and would work in collaboration with the 'Pets as Therapy' (PAT) dogs already in service within the Health Board to ensure there is a fair representation of all wards and patients being visited. The volunteer carer would collate and arrange visits to each area and produce a rota to monitor all visits. All visits must be pre-arranged by appointment only.

The dog would aid NHS staff in their work but also enhance their health and wellbeing, enabling time out for a break to walk the puppy or to sit and reflect with them. Strong evidence related to therapy dogs in the workplace suggests that it helps reduce stress and anxiety and creates team bonding. Drop in sessions for staff could also be arranged at each hospital site to encourage staff to leave their workplace for a short break.

The dog would create positive stories for the Health Charity to share on social media, newsletters and website, which the volunteer will share on a regular basis. A blog could also be created by the

Health Charity communications lead with key wellbeing messages and journey of the dogs' appointments increasing staff and patient engagement.

There is an opportunity to gain financial sponsorship from local companies for items such as feeding or expenses for the puppy/dog. A photo of the dog and the company logo could be added to social media or the blog. Over commercialisation isn't encouraged as the main aim is wellbeing opportunities for staff and patients.

We require a budget of no more **£5,000** for the purchase and training of a puppy, vaccinations, health checks, annual insurance, bedding, toys, lead, harness and crate, and a small contingency for emergencies. We propose to utilise Staff lottery funds and to name the dog "Lotty" or similar to promote the staff lottery contribution

The staff lottery can support with £1,000 per year for upkeep, insurance etc.

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

**The CFC is asked to consider the implications for the longer term welfare as well as the long-term cost of the UHB hosting a therapy pet.**

This would be a first for CAVUHB and the Health Charity. The cost is relatively small and potentially could be obtained from the Staff Lottery Fund. The therapeutic and promotional benefits would be significant and demonstrate the UHB as innovative in its patient and staff wellbeing offer.

**Recommendation:**

The Committee is requested to **support** the request to financially support a dog owned by the Health Charity as a mascot, to increase visibility and fundraising opportunities as well as providing staff and patients with a wellbeing intervention.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |   |           |   |             |  |               |   |             |   |
|------------|---|-----------|---|-------------|--|---------------|---|-------------|---|
| Prevention | √ | Long term | √ | Integration |  | Collaboration | √ | Involvement | √ |
|------------|---|-----------|---|-------------|--|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

|                                 |
|---------------------------------|
|                                 |
| Safety: No                      |
|                                 |
| Financial: No                   |
|                                 |
| Workforce: No                   |
|                                 |
| Legal: No                       |
|                                 |
| Reputational: No                |
|                                 |
| Socio Economic: No              |
|                                 |
| Equality and Health: No         |
|                                 |
| Decarbonisation: No             |
|                                 |
| <b>Approval/Scrutiny Route:</b> |
| Committee/Group/Exec   Date:    |

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**Reference Number:** UHB 434  
**Version Number:** 1

**Date of Next Review:** 18 Oct 2021  
**Previous Trust/LHB Reference Number:**  
N/A

## **Guidance Regarding Assistance Dogs and Other Animals Attending Clinical Areas**

### **Introduction**

There is evidence highlighting the benefits of pet interaction with patients in certain clinical environments. It is suggested that their presence can calm and distract patients who might be agitated; leading to an enhanced quality of life and positive patient experience. The inclusion of Therapy Dogs in health settings has also proven to be an effective psychological interaction which can improve patient experience and ultimate wellbeing.

It is imperative to understand that people who use guide and assistance dogs have equal rights under the Equality Act 2010 (EA), for example disabled people have the same right to services supplied by shops, banks, hotels, libraries, pubs, taxis and restaurants as non-disabled people.

Guidance within this document will be provided for all dogs and cats visiting clinical areas including;

- Assistance dogs for hearing and sight impairment and for the disabled (including seizure dogs)
- A dog, cat or small animal visiting, when a patient is at the end of their life or is hospitalised for a prolonged period
- 'Pets as Therapy' dogs and cats

### **Aim**

The aim is to provide guidance and clarity to allow the Ward Sister /Charge Nurse to make an autonomous judgement, using the information provided. If specific advice is required it is imperative that appropriate colleagues are contacted.

### **Objectives**

- To ensure process is adhered to in relation to animals visiting clinical areas
- To ensure the animals who visit are treated appropriately
- To ensure Animal Assisted Intervention and visiting animals comply with their specific guidance
- To enable visitors and patients who rely upon their assistance dogs seamless access to our services
- To enhance both the patient and carer experience

### **Scope**

This guidance applies to all of our staff, in all locations including those with honorary contracts, carers, patients and visitors.

This guidance is for clinical areas, however if dogs access the Health Board public areas i.e. car parks, grassed areas etc. they must be kept under control e.g. on a lead held by

|   |         |                                  |
|---|---------|----------------------------------|
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| Version Number: 1   |         | Date of Publication: 19 Oct 2018 |
| Approved By: Nursing and Midwifery Board                                |         |                                  |

someone able to control the dog.

|  |   |
|--|---|
| <b>Equality Health Impact Assessment</b>         | An Equality Health Impact Assessment (EHIA) has not been completed as it was not applicable in this instance. This is because this guidance falls in line with the UHB's Equality Diversity & Human Rights overarching EHIA.  |
| <b>Documents to read alongside this Guidance</b> | <p>List all documents the reader is advised to read alongside / in support of this document:</p> <ul style="list-style-type: none"> <li>• Equality Diversity and Human Rights Policy<br/><a href="http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/249862">http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/249862</a></li> <li>• Infection Control Standard Precautions Procedure Cardiff and Vale University Health Board<br/><a href="http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/201844">http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/201844</a></li> <li>• Cleaning Strategy<br/><a href="http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/211E67A40F1F7372E0500489923C34BA">http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/211E67A40F1F7372E0500489923C34BA</a></li> <li>• Control of Substances Hazardous to health (COSHH) Procedure<br/><a href="http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/183647">http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/183647</a></li> <li>• Health and Safety Policy<br/><a href="http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/166333">http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/166333</a></li> <li>• Equality Act 2010<br/><a href="http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf">http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf</a></li> <li>• Working with Dogs in Health Care Settings, RCN Guidance<br/><a href="https://www.rcn.org.uk/-/media/royal-college-of-nursing/.../2018/.../pdf-006909.pdf">https://www.rcn.org.uk/-/media/royal-college-of-nursing/.../2018/.../pdf-006909.pdf</a></li> <li>• Controlling Your Dog in Public<br/><a href="https://www.nidirect.gov.uk/articles/controlling-your-dog-public">https://www.nidirect.gov.uk/articles/controlling-your-dog-public</a></li> <li>• What Laws should I be aware of when walking my dog?<br/><a href="https://www.inbrief.co.uk/animal-law/dog-walking-and-the-law/">https://www.inbrief.co.uk/animal-law/dog-walking-and-the-law/</a></li> <li>• Health and Safety Executive FAQ's<br/><a href="http://www.hse.gov.uk/waste/faqs.htm#faq8">http://www.hse.gov.uk/waste/faqs.htm#faq8</a></li> <li>• Cardiff and Vale University Health Board Hand Hygiene Infection Control Procedure (2017).<br/><a href="http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/0EBC0BF9CEB8309BE0500489923C344F">http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/0EBC0BF9CEB8309BE0500489923C344F</a></li> </ul> |

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|   |  |
|---|--|
| <b>Approved by</b>                                      | Nursing and Midwifery Board 18-10-2018 |
| <b>Accountable Executive or Clinical Board Director</b> | Executive Nurse Director               |
| <b>Author(s)</b>  | Lead Nurse Patient Experience          |

**Disclaimer**  
**If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).**

| <b>Summary of reviews/amendments</b> |                                |                       |                              |
|--------------------------------------|--------------------------------|-----------------------|------------------------------|
| <b>Version Number</b>                | <b>Date of Review Approved</b> | <b>Date Published</b> | <b>Summary of Amendments</b> |
| 1                                    | 18/10/2018                     | 19/10/2018            | New document                 |

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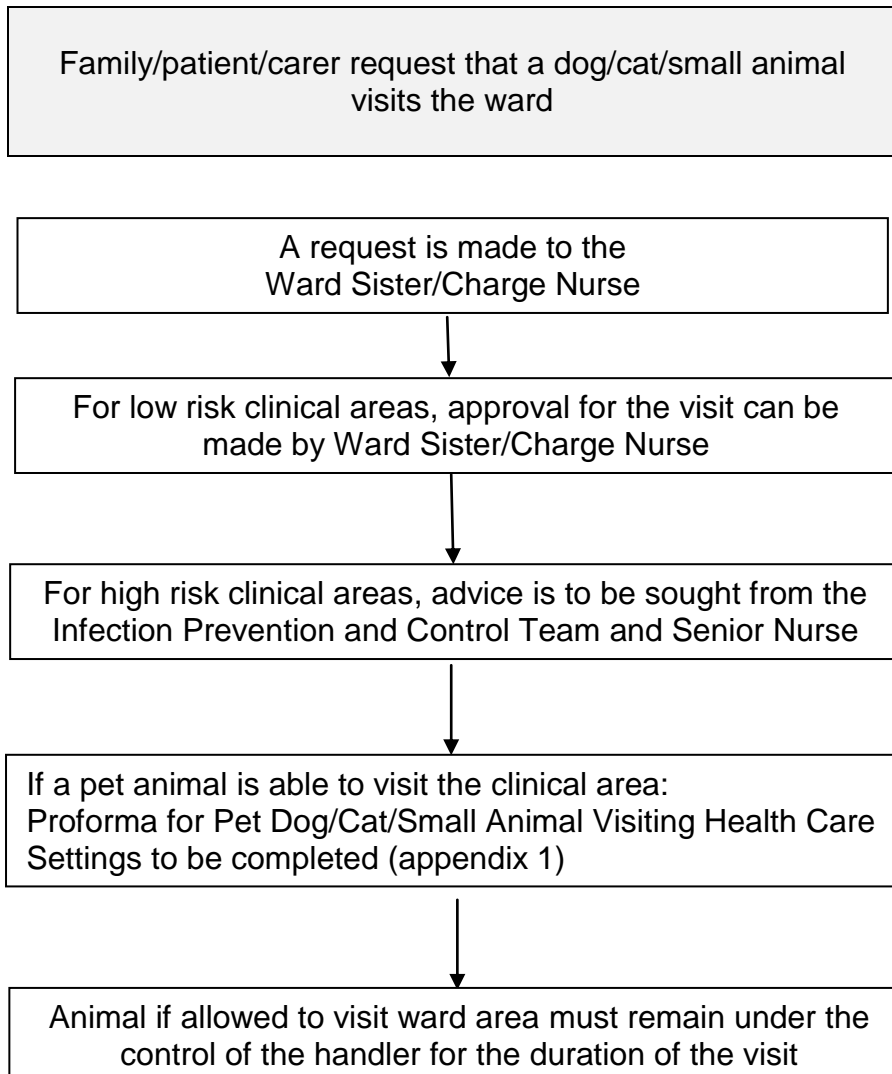
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| 3. Categories of Animals  | 6.          |
| 4. Infection Prevention and Control   | 6.          |
| 5. Housekeeping   | 6.          |
| 6. Health and Safety Points for Consideration                                 | 7.          |
| 7. Animal Health and Welfare  | 7.          |
| 8. Assistance Dogs  | 8.          |
| 9. Animal Assistance Intervention and Visiting Dog                            | 9.          |
| 10. References  | 10.         |
| 11. Proforma for a Pet Dog, Cat or Small Animal Visiting Health Care Settings | 11.         |

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1. **FLOWCHART**



| Low Risk Area                                | High Risk Area   |
|--|--|
| The majority of clinical areas and hospitals | Critical Care<br>High Dependency areas<br>Patients in single rooms nursed with contact precautions<br>Patients who are immunocompromised /neutropaenic<br>High risk Mental Health units e.g. Intensive Care Unit |

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## 2. Areas Requiring Special Arrangements

In the majority of clinical areas, permission for the animal to visit can be made by the Ward Sister or Charge Nurse. For requests in high risk clinical areas and /or individual patients, advice from the Infection Prevention Control Team and Senior Nurse must be sought.

The animals must not enter for example the Treatment Room or areas where food preparation takes place. In addition they should not be generally allowed to sit on any furniture. If however there are extenuating circumstances whereby the patient is bed bound, it is at the discretion of the Nurse in Charge to make an informed decision.

## 3. Categories of Animals

The guidance is for all small animals e.g. cats/dogs/hamster/guinea pig visiting clinical areas across Cardiff and Vale University Health Board, inclusive of Assistance and 'Pet as therapy' dogs.

Prior to, and post direct contact with the animal, all persons should practice good hand hygiene and adhere to the Technique for General Hand Hygiene as detailed in the Cardiff and Vale University Health Board Hand Hygiene Infection Control Procedure (2017).

<http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/0EBC0BF9CEB8309BE0500489923C344F>

## 4. Infection Prevention and Control

Animals can carry infections which can occasionally be transmitted to humans. Therefore, the animal should not come into contact with any patient with large wounds, infected skin conditions, or who are immunosuppressed. Any person on the ward/ unit with open wounds or broken skin must ensure that this area is covered with a clean waterproof dressing.

During a visit, if the animal begins to show signs or symptoms of illness or bad behavior, the visit must be terminated.

## 5. Housekeeping

In the event that the animal defecates or urinates the staff are responsible for ensuring that the contaminated waste is cleaned up by the owner in the first instance. It is imperative that the owner then washes their hands with soap and water. Staff are then responsible for disinfecting with a chlorine releasing agent, but this task should not be completed by a pregnant member of staff.

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| Approved By: Nursing and Midwifery Board                                |         |                                  |

The waste should be disposed of immediately in Tiger (black and Yellow striped) waste bag in accordance with infection control procedures.

Once the animal has left the ward, the immediate area should be cleaned with a chlorine releasing agent. Inform housekeeping if extra cleaning is required, for example to remove dog or cat hairs from carpets and soft furnishings.

## 6. Health and Safety Points for Consideration:

- Any persons attending the unit whether that be staff, clients, carers or visitors to be informed when the animal will be visiting.
- Staff should identify whether those in the clinical area have any allergies, phobias, or dislike of dogs/cats /small animals. Should this be the case or a person objects to interacting with the animal, arrangements must be made so that contact is avoided.
- The animal should be kept on a lead or otherwise suitably restrained and must not be allowed to wander freely around clinical areas or elsewhere on the UHB premises.
- All actions must be undertaken to prevent potential trips, slips and falls occurring.
- Animals that may visit the ward environment, are not trained to cope with the sounds and smells of a hospital, therefore visits should be arranged during quiet periods if possible.
- In the event of any untoward incident involving the animal, this must be reported and dealt as appropriate and via the usual means, and a DATIX report must be completed.
- The animal should not be encouraged to lick the patient. However if it does happen 'accidentally' hands should be thoroughly washed and dried following the animal's visit.
- It is advisable that patients do not eat while the animal is visiting.

## 7. Animal Health and Welfare

It is the responsibility of the owner to ensure that the animal has access to food and water, but these must be kept away from clinical areas and food preparation areas. Animal food and bowls should not be kept in kitchen areas.

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|   |         |                                  |
|---|---------|----------------------------------|
| Document Title: <i>Guidance When Dogs and Cats Visit Clinical Areas</i> | 8 of 11 | Approval Date: 18 Oct 2018       |
| Reference Number: UHB 434   |         | Next Review Date: 18 Oct 2021    |
| Version Number: 1   |         | Date of Publication: 19 Oct 2018 |
| Approved By: Nursing and Midwifery Board                                |         |                                  |

The Ward Sister / Charge Nurse should determine the pet's length of stay on the clinical area. This will be discretionary and could be subject to change dependent upon activity / incident.

## 8. Assistance Dogs

Assistance dogs play an invaluable role in maintaining the independence of people who access our services who are deaf and blind or have other specific conditions. Their handler will carry an identification card that will display the name of the assistance dog charity they are affiliated with. However be aware that permission must be sought before they are touched.

Disabled people who use assistance dogs are protected from discrimination and harassment under the Equality Act 2010. The Act also encourages services to be proactive in creating an inclusive approach and where appropriate "more favourable treatment" can be provided to a disabled person.

Assistance dogs are trained dogs working with an individual person to support them in numerous ways. These include;

- Guide dogs – supporting people with visual impairment or slight loss
- Hearing dogs - supporting people with hearing loss or impairment
- Assistance dogs –aiding mobility and support activities e.g. undressing, picking up items, opening doors etc.
- Medical Alert dogs –trained to constantly monitor health conditions, including type 1 diabetes, Addison's disease, allergies, seizures and Postural Orthostatic Tachycardia syndrome (POTS)
- Autism Assistance Dogs- supporting people with autism
- Dogs supporting people who have mental health issues

### 8.1 Key Points about Assistance Dogs. They;

- have been trained to behave well in public
- have safe and reliable temperaments
- are healthy and do not constitute a hygiene risk observed over a considerable period of time
- are fully toilet-trained
- are regularly checked by experienced veterinarians
- are accompanied by a disabled handler who has been trained how to work alongside their assistance dog
- are recognisable by the harness, organisation specific coat, id tag on their collar or lead slip they wear
- if required they will be able to accompany patients into treatment areas

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|   |         |                                  |
|---|---------|----------------------------------|
| Document Title: <i>Guidance When Dogs and Cats Visit Clinical Areas</i> | 9 of 11 | Approval Date: 18 Oct 2018       |
| Reference Number: UHB 434   |         | Next Review Date: 18 Oct 2021    |
| Version Number: 1   |         | Date of Publication: 19 Oct 2018 |
| Approved By: Nursing and Midwifery Board                                |         |                                  |

If the owner is admitted to hospital unexpectedly it is advisable in the first instance to keep the animal in a quiet room with regular checks and access to fluid until the next of kin or charity can collect. Examples of such Charities include;

- The Cinnamon Trust <http://www.cinnamon.org.uk/home.php>
- People + Animals = Companions Together (PACT) <http://pactforanimals.org/pacts-work/military-foster-program>

It might also be advisable to contact the Social Work Department to discuss.

## 8.2 Guidance for Managers of Staff who use Assistance Dogs

In situations where a member of staff is required to have their assistance dog at work to carry out their duties, this must be dealt with sensitively and all reasonable measures taken to facilitate this. However, it is recognised that some high risk clinical areas are not suitable to an animal to be present. In this situation, a risk assessment must be undertaken with advice from appropriate staff within Estates, Workforce and Organisational Development and the Infection Control Team. It may not be appropriate in all situations to endorse the presence of an assistance dog.

In situations where an assistance dog is present, consideration is required to whether or not the assistance dog requires to be fed whilst the member of staff is on duty and arrangements for toileting for the assistance dog. The ward/ department manager, together with the assistance dog owner is responsible for ensuring appropriate arrangements are in place.

## 9. Animal Assisted Intervention and Visiting Dog

These can include Animal Assisted Intervention (AAI), Animal Assisted Therapy (AAT), Animal Assisted Play Therapy (AAPT) and Animal Assisted Activity (AAA) dogs.

### 9.1 Pets as Therapy

'Pets as Therapy' are an example of an Animal Assisted Intervention. They are a national charity that enhances health and wellbeing in the community through the visits of trusted volunteers with their behaviourally assessed animals. They provide a visiting service in hospitals, hospices, nursing and care homes.

If you wish to engage with 'Pets as Therapy' please contact the organisation directly to discuss and arrange.

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|   |          |                                  |
|---|----------|----------------------------------|
| Document Title: <i>Guidance When Dogs and Cats Visit Clinical Areas</i> | 10 of 11 | Approval Date: 18 Oct 2018       |
| Reference Number: UHB 434   |          | Next Review Date: 18 Oct 2021    |
| Version Number: 1   |          | Date of Publication: 19 Oct 2018 |
| Approved By: Nursing and Midwifery Board                                |          |                                  |

Once agreed please contact the Health Board's Volunteer Services Manager (VSM) to advise them. This will ensure their database is updated and is accurate. The Volunteer Support Manager can be contacted on Tel: 029 20747867.

See link for further information; <https://petsastherapy.org/>

Whilst on the Health Board's premises care of the dog should be consistent with guidance provided in this document.

#### **10. References:**

Pets as Therapy. General guidelines on conducting a Pets as Therapy visit is available at: <https://petsastherapy.org/devsite2017/wp-content/uploads/2017/06/Factsheet7-General-guidelines-on-conducting-a-Pets-As-Therapy-visit.pdf> [Accessed 3<sup>rd</sup> April 2018].

Health and Care Standards 6.2 Peoples Rights

<http://www.wales.nhs.uk/governance-emanual/standard-6-2-peoples-rights> [Accessed 5<sup>th</sup> July 2018].

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|   |          |                                  |
|---|----------|----------------------------------|
| Document Title: <i>Guidance When Dogs and Cats Visit Clinical Areas</i> | 11 of 11 | Approval Date: 18 Oct 2018       |
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| Version Number: 1   |          | Date of Publication: 19 Oct 2018 |
| Approved By: Nursing and Midwifery Board                                |          |                                  |

## APPENDIX 1:

### Proforma for Completion for a Pet Dog, Cat or Small Animal Visiting Health Care Settings

| Own Pet Visit Plan |                              |
|--------------------|------------------------------|
| Patient name:      | Hospital number:             |
| Date of visit:     | Ward:                        |
| Reason for visit:  | Where visit will take place: |

| Approval obtained                  | Date | Name | Signature |
|------------------------------------|------|------|-----------|
| Nurse in charge                    |      |      |           |
| Senior Nurse                       |      |      |           |
| Patient / family / carer agreement |      |      |           |
| Patient (if possible)              |      |      |           |
| Person responsible for the animal  |      |      |           |

| Checklist  |      |          |
|--|------|----------|
| Instructions   | Name | Initials |
| You take full responsibility for your animal   |      |          |
| You will prevent interaction with anyone other than the person you are visiting  |      |          |
| You will go directly to the place agreed and leave the premises immediately after the visit. A maximum period of time must be agreed with staff as well as the time of arrival and departure |      |          |
| Your pet will be on a lead and under control or in a pet carrier   |      |          |
| If the animal becomes distressed, disruptive or causes a nuisance you will remove it immediately   |      |          |
| If your pet urinates, defecates or vomits you must let staff know –you are responsible for cleaning it up. Staff will provide gloves and cleaning agent                                      |      |          |

Please place completed proforma in the patient's notes. If electronic notes are used please scan and upload.

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|  |  |          |                                     |                 |                                  |
|--|--|----------|-------------------------------------|-----------------|----------------------------------|
| Report Title:                            | <b>HEALTH CHARITY EVENTS PLANNER 2022 UPDATE</b>                                       |          |                                     | Agenda Item no. | <b>3.4</b>                       |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>  | Public   | <input checked="" type="checkbox"/> | Meeting Date:   | <b>21<sup>st</sup> June 2022</b> |
|  |  | Private  | <input type="checkbox"/>            |                 |                                  |
| Status<br><i>(please tick one only):</i> | Assurance  | Approval | <input checked="" type="checkbox"/> | Information     |                                  |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>                               |          |                                     |                 |                                  |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |          |                                     |                 |                                  |

### Main Report

#### Background and current situation:

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

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

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

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

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

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

#### Recommendation:

The Board / Committee are requested to: **approve** the updated Health Charity Events Planner 2022

#### Link to Strategic Objectives of Shaping our Future Wellbeing:

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No





**Approval/Scrutiny Route:**

|                      |       |
|----------------------|-------|
| Committee/Group/Exec | Date: |
|                      |       |
|                      |       |
|                      |       |

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# Health Charity Events List 2022

Key: ■ Charity led ■ Supporter led ■ Event has taken place

| Event  | Description   | Lead Executive                | Engagement Level   |
|--|---|-------------------------------|--|
| <p><b>Prop Afternoon Tea</b></p>                  | <p>Raising funds to support Brain Injury Rehabilitation Patients</p> <p>Thursday 17<sup>th</sup> February</p> <p>3.30pm – 5.30pm</p> <p>The Coal Exchange Hotel</p> <p>Tickets £25</p>                  |                               | <p>Open event with welcome, introduction and thank you message.</p> <p>Message to be provided by Health Charity representative.</p>  |
| <p><b>Breast Centre Appeal Afternoon Tea</b></p>  | <p>Raising funds for and awareness of our Breast Centre Appeal</p> <p>Friday 25<sup>th</sup> March</p> <p>2.00pm – 4.30pm</p> <p>Park Plaza Cardiff</p> <p>Tickets £25</p>                              |                               | <p>Charity led open event with welcome, introduction with thank you message to supporters in attendance.</p> <p>Message to be provided by Health Charity representative.</p> |
| <p><b>Handover of Electric Car</b></p>          | <p>Handover of electric car to the Health Charity, donated by Nathaniel Cars (CAVUHB and Health Charity partner).</p> <p>Tuesday 22<sup>nd</sup> March</p> <p>Health Charity Office, Woodland House</p> | Charles Janczewski attending. | <p>Handover of vehicle. Thank you message to be provided by Health Charity representative.</p> <p>Photo opportunity.</p>   |
| <p><b>Cardiff Half Marathon 2022</b></p>        | <p>Spaces available to support Cardiff &amp; Vale Health Charity.</p> <p>Sunday 27<sup>th</sup> March</p> <p>10.00am</p> <p>Cardiff</p>   |                               | <p>Public event. Health Charity supporters participating in run.</p>   |





# Health Charity Events List 2022

Key: ■ Charity led ■ Supporter led ■ Event has taken place

| Event  |  | Lead Executive                            | Engagement Level   |
|--|--|---|--|
| <p><b>Golf Day</b></p>    | <p>Organised by supporter Len Nokes, in memory of Clare Nokes. Charity golf day, supporting Brain Injury Rehabilitation Patients.</p> <p>Tuesday 26<sup>th</sup> April<br/>Whitchurch Golf Club</p>  | <p>Joanne Brandon attending.</p>          | <p>Supporter led event.</p> <p>Health Charity representative attending to say thanks to supporters.</p>  |
| <p><b>NHS Online Auction</b></p>                                      | <p>An online auction to raise funds for the Arts for Health and Wellbeing Programme, running until 02/05/2022. All of the artworks in the auction have been kindly donated by artist we have previously worked with, as well as some new supporters.</p> | <p>No lead required.</p>                  |  |
| <p><b>CARTEN100 2022</b></p>  <p>Registered Charity No. 1056544</p> | <p>Supporters participating in bike ride from Cardiff to Tenby.</p> <p>Saturday 7<sup>th</sup> May<br/>Cardiff - Tenby</p>   | <p>No lead required to attend.</p>        | <p>Public event. Health Charity supporters participating in race.</p>  |
| <p><b>Staff Lottery £6,000 MegaDraw</b></p>                         | <p>Friday 27<sup>th</sup> May<br/>1.30pm – 2.00pm<br/>Health Charity Office, Woodland House</p>  | <p>Suzanne Rankin to generate winner.</p> | <p>Internal Charity led event. Welcome, introduction, and thank you message.</p> <p>Generate lottery winners, contact winners and photo opportunity.</p> |

# Health Charity Events List 2022

Key: ■ Charity led ■ Supporter led ■ Event has taken place

| Event  | Description   | Lead Executive                                     | Engagement Level  |
|--|---|--|---|
| <p><b>Queen's Platinum Jubilee /NHS Big Tea</b></p>  <p>Cardiff &amp; Vale<br/>HealthCharity<br/>Elusenlechyd<br/>Caerdydd a'r Fro<br/>Registered Charity No. 1056544</p> | <p>Event to celebrate the Queen's Jubilee combined with the NHS Big Tea. Health Charity funding items and event.</p> <p>Friday 3<sup>rd</sup> June 2022</p> <p>Various Locations in Cardiff</p> |  | Internal Charity led celebrations.  |
| <p><b>NHS 5K. Do It Your Way</b></p>  <p>Cardiff &amp; Vale<br/>HealthCharity<br/>Elusenlechyd<br/>Caerdydd a'r Fro<br/>Registered Charity No. 1056544</p>                | <p>Charity walk to support Cardiff &amp; Vale Health Charity, and to celebrate the NHS birthday.</p> <p>Sunday 31<sup>st</sup> July</p> <p>10.00am – 12.00pm</p> <p>Pontcanna Fields</p>        | Fiona Kinghorn attending.                          | Charity led open event with welcome, introduction with thank you message to supporters in attendance.   |
| <p><b>Barry Island 10k</b></p>  <p>Cardiff &amp; Vale<br/>HealthCharity<br/>Elusenlechyd<br/>Caerdydd a'r Fro<br/>Registered Charity No. 1056544</p>                    | <p>Spaces available to support Cardiff &amp; Vale Health Charity.</p> <p>Sunday 7<sup>th</sup> August</p> <p>10.00am</p> <p>Barry</p>   | Fiona Kinghorn, running to promote Health Charity. | <p>Public event. Health Charity supporters participating in run.</p> <p>Health Charity representative attending to show support to runners.</p> |
| <p><b>Outdoor Cinema at Our Health Meadow</b></p>  <p>Our Health Meadow<br/>Ein Dôl Iechyd</p>  | <p>Film screening to raise funds for Our Health Meadow.</p> <p>Sunday 14<sup>th</sup> August</p> <p>Our Health Meadow</p>   |  | Charity led open event with welcome, introduction with thank you message to supporters in attendance.   |

# Health Charity Events List 2022







Key: ■ Charity led ■ Supporter led ■ Event has taken place

| Event   | Description  | Lead Executive            | Engagement Level   |
|---|--|---------------------------|--|
| <p><b>Cardiff Half Marathon 2022</b></p> <p>Registered Charity No. 1056544</p>      | <p>Spaces available to support Cardiff &amp; Vale Health Charity.</p> <p>Sunday 2<sup>nd</sup> October</p> <p>10.00am</p> <p>Cardiff</p>   |                           | <p>Public event. Health Charity supporters participating in run.</p> <p>Health Charity representative attending to show support to runners.</p>                              |
| <p><b>The Welsh Three Peaks Challenge</b></p> <p>Registered Charity No. 1056544</p> | <p>Charity challenge to support Cardiff &amp; Vale Health Charity.</p> <p>Sunday 16<sup>th</sup> October 2022</p>  | Meriel Jenney completing. |  |
| <p><b>Prop Appeal Masquerade Halloween Ball</b></p>                                 | <p>Raising funds to support Brain Injury Rehabilitation Patients</p> <p>Friday 28<sup>th</sup> October</p> <p>7.00pm – 12.00am</p> <p>Mercure Holland House</p> <p>Tickets £45</p> |                           | <p>Charity led open event with welcome, introduction with thank you message to supporters in attendance.</p> <p>Message to be provided by Health Charity representative.</p> |
| <p><b>Staff Lottery £22,000 SuperMegaDraw</b></p>                                   | <p>Friday 25<sup>th</sup> November</p> <p>1.30pm – 2.00pm</p> <p>Health Charity Office, Woodland House</p>   |                           | <p>Internal Charity led. Welcome, introduction, and thank you message.</p> <p>Generate lottery winners, contact winners and photo opportunity.</p>                           |

# Health Charity Events List 2022

Key: ■ Charity led ■ Supporter led ■ Event has taken place

| Event  | Description  | Lead Executive                     | Engagement Level  |
|--|--|------------------------------------|---|
| <p><b>Christmas Wreath Workshop</b></p>  <p>Cardiff &amp; Vale<br/>HealthCharity<br/>Elusenlechyd<br/>Caerdydd a'r Fro<br/>Registered Charity No. 1056544</p> | <p>Charity event to support Cardiff &amp; Vale Health Charity<br/>November TBC</p>   |                                    |   |
| <p><b>Shine Bright Appeal</b></p>  <p>Our Health Meadow<br/>Ein Dôl Iechyd</p>  | <p>Raising funds to support Our Health Meadow<br/>December TBC<br/>4.30pm – 6.00pm (TBC)<br/>University Hospital of Wales</p>  | <p>Fiona Kinghorn attending.</p>   | <p>Charity led open event with welcome, introduction with thank you message to supporters in attendance.</p> <p>Message to be provided by Health Charity representative.</p>  |
| <p><b>Breast Centre Appeal Pink Tie Gala Dinner</b></p>  <p>THE BREAST CENTRE<br/>Cardiff &amp; Vale</p>  | <p>Raising funds to support our Breast Centre Appeal<br/>Saturday 3<sup>rd</sup> December 2022<br/>6.30pm – 12.00am<br/>Cardiff Marriott Hotel<br/>Tickets £60pp or £550 for table of 10</p> |                                    | <p>Charity led open event.<br/>Thank you message during speeches, introduction to some of our long-term fundraisers and staff benefits partners.</p> <p>Message to be provided by Health Charity representative</p> |
| <p><b>The NHS Big Jump</b></p>  <p>Cardiff &amp; Vale<br/>HealthCharity<br/>Elusenlechyd<br/>Caerdydd a'r Fro<br/>Registered Charity No. 1056544</p>        | <p>Supporters skydiving to raise funds for Cardiff &amp; Vale Health Charity<br/>Various dates throughout the year.<br/>Swansea Airfield</p>   | <p>No lead required to attend.</p> | <p>Open event with thank you message to supporters.</p>   |

|  |   |          |   |                 |          |
|--|---|----------|---|-----------------|----------|
| Report Title:                            | Third Sector Grants Scheme Report   |          |   | Agenda Item no. | 3.5      |
| Meeting:                                 | CHARITABLE FUNDS COMMITTEE  | Public   | √ | Meeting Date:   | 21.06.22 |
|  |   | Private  |   |                 |          |
| Status<br><i>(please tick one only):</i> | Assurance   | Approval | √ | Information     |          |
| Lead Executive:                          | Catherine Phillips, Executive Director of Finance                               |          |   |                 |          |
| Report Author<br>(Title):                | Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement |          |   |                 |          |

## Main Report

### Background and current situation:

Cardiff & Vale Health Charity has worked successfully in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC) since 2016 to provide grants to third sector organisations. This has developed strong, effective partnership working between the third sector, health and local government that enables better integrated planning and delivery of people-centered services that are responsive to local need. It also ensures that the third sector community has equitable access to charitable funding and gives under-represented groups a voice.

**In financial years 2020 and 2021, the Charitable Funds Committee approved annual funding of £33,000\*, for allocation to the Third Sector Grants Scheme, including:**

- **£30,000** for grant projects
- **£3,000** for GVS to manage, administer and liaise with third sector organisations to support and advise them during the application and approval process and to provide evaluation of successful bids\*.

During this period, the Health Charity provided additional funding of **£18,000**, awarded by NHS Charities Together, specifically to support Black, Asian and Minority Ethnic (BAME) projects in the local community.

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

\*The Health Charity directly facilitates the review and approval of third sector project applications from the allocation of charitable funds.

### Summary of project reports – 2021/22 Grants Scheme

Some of the proposals which were awarded funding have been delayed due to the ongoing impact of the COVID-19 crisis. The organisations concerned are providing progress updates to GVS, who have taken a flexible approach to the completion of the proposals. GVS has received seven out of nine reports to date. The attached report provides project updates and feedback from service facilitators and users, where relevant.

### Health Charity Proposal – 2022/23 Grant Scheme

The Third Sector Grant Scheme demonstrates the growing success of the Health Charity’s partnership working with GVS and C3SC, and indicates the value and importance that it applies to supporting under-represented people and organisations in the community. This scheme also demonstrates the Health Charity’s alignment to Cardiff and Vale University Health Boards’ delivery of the Well-being of Future Generations Act.

As indicated above and in the evaluation report, the third sector and BAME communities continue to require increased support as they also 'reset and recover' following the global pandemic, and the funding awarded directly from charitable funds plus funding received from NHS Charities Together has made a valuable contribution to this.

Therefore, the Health Charity proposes to continue the scheme in 2022, with increased funding to the value of £33,000 to directly support third sector projects, plus the £3,000 cost required for GVS to continue to administer and co-ordinate the scheme on its behalf.

**Total amount of funding requested for 2022 scheme: £36,000.**

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

I am pleased to report on the success of the Third Sector Grant Scheme 2021 and provide feedback on the positive impact this is having in the third sector and BAME communities of Cardiff and the Vale of Glamorgan.

#### Recommendation:

The Committee is requested to:

- Review for assurance the evaluation/feedback report – 2021.
- Approve the proposal for the allocation of **£33,000** to fund the 2022 Third Sector Grants Scheme plus **£3,000** for the administration costs of Glamorgan Voluntary Services – Total Funding **£36,000**.

#### Link to Strategic Objectives of Shaping our Future Wellbeing:

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

#### Impact Assessment:

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

Risk: No

Safety: No

Financial: No

|                                 |       |
|---------------------------------|-------|
|                                 |       |
| Workforce: No                   |       |
|                                 |       |
| Legal: No                       |       |
|                                 |       |
| Reputational: No                |       |
|                                 |       |
| Socio Economic: No              |       |
|                                 |       |
| Equality and Health: No         |       |
|                                 |       |
| Decarbonisation: No             |       |
|                                 |       |
| <b>Approval/Scrutiny Route:</b> |       |
| Committee/Group/Exec            | Date: |
|                                 |       |
|                                 |       |
|                                 |       |

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## Third Sector Grants Scheme 2021/22 – Evaluation Report

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

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

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

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

Nine successful applicants were awarded funding with five receiving full funding and four applicants awarded part-funding.

## Summary of project reports

Some of the proposals which were awarded funding have been delayed due to the ongoing impact of the COVID-19 crisis. The organisations concerned are providing progress updates to GVS, who have taken a flexible approach to the completion of the proposals. GVS has received seven out of nine reports to date. In this document the *italicised* text are excerpts from the organisations' reports.

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| Ref   | Third Sector Organisation | Project Description  | Grant: | Project update/evaluation   |
|-------|---------------------------|--|--------|---|
| HC069 | The Mentor Ring           | To run arts, crafts and wellbeing sessions. The multicultural project will focus on arts and crafts from South Asian Heritage, singing and dancing lessons featuring salsa or Bollywood dance and yoga sessions. | £4,590 | <p><b>72 people were supported and an average of 25/30 people attended daily and weekly sessions. The sessions helped improve mental wellbeing and emotional health, social contact and reduced feelings of isolation.</b></p> <p><i>“The connections and friendships made between the attendees are long lasting, as are the cultures shared. Once communities share their cultural experience it provides the community with a deeper understanding of each other and assists in creating a strong sense of community cohesion”.</i></p> <p><b>Case study 1 - Yoga</b></p> <p><i>“Our yoga sessions are very popular. The practice helps to relax the mind and helps the body stay flexible, which in turn reduces aches and pains. One of our beneficiaries, a woman who looks after her elderly mother, was interested in joining our yoga sessions. She followed the exercises and prayed according to her own religion. After some time, she even found that she felt worse if she missed a day of yoga exercise. Her body benefited greatly from the practice, and she found it to be a necessary part of her day. Our beneficiary has now offered to teach yoga one day a week.</i></p> <p><i>When you are a carer for an elderly relative, it can be very easy to devote all your time to that person and neglect yourself. However, this is not good for you or the person you are caring for. Our beneficiary has discovered that yoga helps her to look after her body and mind. It gives her much needed time to relax and help her body stay in shape. And in turn it helps her to be stronger for her mother both as a carer and as a daughter.”</i></p> |

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| HC070 | <b>Goldies Cymru</b> | To relaunch Sing & Smile sessions and set up a new class. The funding will pay for session leaders, advertising, administration, and online sessions. The classes will help reduce social isolation and improve wellbeing. | <b>£2,7455</b> | <p><b>Due to COVID-19 restrictions only two of the three months of relaunched Sing &amp; Smile face to face sessions have taken place. An extension has been granted until the end of June to allow Goldies to complete the project. Over 30 people attended the first session. Sessions were relaunched in Rhydypennau Library, Whitchurch at Ararat Church, Rhiwbina and Cardiff Central Library. Goldies plan to re-open further sessions and a new session at Canton Library now that restrictions have eased. While the face to face sessions have been delayed the online sessions have continued throughout. ‘GoldiesLive’ has run twice weekly, providing free online sing-along sessions. Online sessions included Welsh Language sessions, movement and music activities to assist with mobility, Bollywood sessions and online festivals. Goldies has also offered Zoom sessions to groups in care settings and hospitals working in collaboration with Mental Health Matters. Goldies has also worked in partnership with two Sheltered Housing Schemes.</b></p> <p><i>“We have worked in collaboration with Public Health Wales promoting their ‘Falls Prevention’ work during the height of the pandemic. A carer/daughter shared her thoughts as her mother attended for the first time: “She loved it! She was so anxious about going because her physical condition has changed so much in the last two years, but it made her really happy. I haven’t seen her smile so much in years.” A carer at a residential home in Cardiff; “Just wanted to let you know that we are really enjoying the GoldieLive sing-alongs, a real treat for everyone whilst we’re shielding. We get involved from the Smart TV in the communal lounge so everyone can sing with you!” Sheltered Housing Officer; “Goldies brought the house down with giving us one of the best hours of entertainment over Zoom we've had</i></p> |
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|       |                                   |  |                  | <i>in a long time! Seeing the smiles on the residents and carers faces was worth its weight in gold - thank you!"</i>   |
| HC071 | <b>The 'We Can Do It' Project</b> | To relaunch art classes for one year for adults who have sustained a brain injury and their families/carers. The three groups supported are two art groups and one sewing group and are assisted by volunteers. The classes will support health and wellbeing and will be a one year project.  | <b>£4,585.25</b> | <p><b>The funding allowed the 'We Can Do It Project' to relaunch a second art class after stopping due to the pandemic. The afternoon group supports 10 artists and the project is currently working towards two exhibitions.</b></p> <p><i>"We have watched the students develop and grow in confidence. They have formed new friendships and use the art sessions to talk about all areas of their lives and share regularly what it is like to be living with brain injury</i></p> <p><i>Person A sustained a brain injury as a result of having a Stroke caused by clinical Negligence 10 years ago. He lost all confidence, had no social network, lived on his own, could not verbally communicate and lost all use of his right-hand side. This group has now allowed Person A to make new friends (he goes out for lunch with them on Thursdays now as a result of this group). He has also trained himself to use his left hand to write as a result of the art. He was not confident with this before, but his therapists have seen a huge improvement. As well as learning how to draw, paint and produce art work he has also used the lessons to practice his speech and the groups as a whole have helped him with his word development."</i></p> |
| HC072 | <b>Action for Elders</b>          | Session worker costs, publicity and course material to run 'mindfulness through art' online sessions. The art sessions will help reconnect older people, tackle social isolation and improve wellbeing. Action for Elders also support older people to access these online sessions by supporting their service users with their digital skills. | <b>£4,671.23</b> | <b>GVS requested an end of fund report on the 29<sup>th</sup> of April 2022 and has been informed that the original applicant has left the organisation which has caused the delay in receiving this report. GVS will continue to liaise with Action for Elders to receive their report.</b>  |
| HC073 | <b>Valeplus</b>                   | To fund staff and tutor costs, materials and equipment to run a programme of wellbeing   | <b>£3,830</b>    | <b>Learners were able to access various activities, for example: Live yoga which benefited 25 individuals.</b>  |

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|       |                         | activities, including tai chi, yoga, arts and crafts and outdoor activities. These activities will improve physical health, emotional wellbeing and environmental awareness.   |                  | <p>Tai chi sessions which benefited 12 individuals.</p> <p>Eight tennis sessions which benefited 6 individuals.</p> <p>Two Saturday workshops which benefited 16 individuals (non member individuals with learning disabilities).</p> <p>Other activities included new art sessions like bath bomb making, soy wax candles, melts and woodwork. This allowed the organisation to prepare items for sale at local fayres to promote the organisation.</p> <p><i>The yoga sessions and craft sessions were also factored into an accredited module of work that enabled ten students to gain a recognised accredited qualification with Adult Learning Wales titled "Emotional Health and Wellbeing".</i></p> <p>The funding secured bookings with Porthkerry Country Park rangers which will allow users to gain awareness of the environment and participate in conservation. Due to COVID-19 these bookings have been postponed.</p> <p><i>The fund has made a difference in enabling us to focus on emotional and physical wellbeing following the challenges of the Covid pandemic through art and craft activities, nature and gentle exercise.</i></p> <p>Online sessions became a series of guided activities that can be accessed by members at any time from home which was more inclusive. These are available to 65 members at no cost and included gentle physical activity and guided meditations.</p> |
| HC076 | <b>Film Focus Wales</b> | To fund IT/film equipment and project costs. The equipment will support the voluntary group Film Focus Wales to continue to support their members through various projects. The project aims to create films as a form of 'creative therapy' to improve wellbeing, mental and physical health. | <b>£2,410.08</b> | <p>Due to COVID-19, the project was delayed and there has been an underspend of £900 which will be utilised to finish one of the projects and complete two other new projects. It was agreed to use the underspend in this way to provide maximum impact for the targeted beneficiaries and is in line with the original application.</p> <p>FFW has created and continues to create a number of health themed short films as well as supporting a group of young film makers.</p>   |

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*'IT'S OKAY TO SAY' is a short educational piece talking about the importance of people recognising the real value of being able to speak out and encouraging them to get help from others if or when they are feeling unwell.*

*'OUT OF THE BOX' (which is about 90% finished) is an animation by 'Spuddle Animation' loosely based upon the ancient Greek story of Pandora's Box. It looks at the themes of loneliness, togetherness, trust and temptation. And it discovers that even when we think it has all gone wrong, there is always ... Hope.*

*'CREATIVE JOURNEYS' is about Schizophrenia and how an individual has positively embraced 'Creative Therapy' for many years to enable him to come off and stay off his previously prescribed anti-psychotic medication.*

*'Y PENTREF' by UWS Productions is a film about life in medieval Wales which has a central theme of being an outsider in the village system. The main reason the group wanted to support this was that it is being made by a young creative team who had also been badly restricted and separated by Covid.*

*'REAL LIVES' features personal stories and experiences of mental ill health and how the individuals go about putting those things into perspective in their lives and their positive use of Creative Therapy. It is mainly a tale of pragmatism and reality. Overall, it is a tale about coping and succeeding.*

*'COMING OUT' (currently in the planning stage for Episode One) is the dramatised story of two men of different ages and backgrounds and how their paths cross after they are released back out into the world from their 'enforced Covid incarceration'. It looks at the various ways their isolation has affected their lives, their bodies and their attitudes. It will also take a peek at how men can often revert to 'the macho thing' and be reluctant to disclose or discuss feelings with other men.*

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|       |  |  |                  | <p>The creation of the films has helped the young people with their physical health and mental health.</p> <p>The films will also be released online to benefit others and other organisations.</p>   |
| HC077 | <b>Pobl</b>                            | To purchase a printer and art and craft items to run an 'Art for Wellbeing' project. The project aims to improve mental health and wellbeing through painting, drawing, digital art, printing images on clothes and anything else the service users wish to explore. The project would be service user led so that their experiences and needs would shape their art.  | <b>£1,363.17</b> | GVS requested an end of fund report on the 29 <sup>th</sup> of April 2022 and has been informed that the original applicant has left the organisation which has caused the delay in receiving this report. GVS will continue to liaise with Pobl to receive their report.   |
| HC078 | <b>KIRAN</b>                           | Fund staffing costs, venue hire, purchase a laptop, idea pad and refreshments. The intergenerational project engages hard-to-reach communities through gatherings and storytelling. The project will help reduce social isolation, improve mental wellbeing and improve confidence in going out and meeting people. Interviews between a young person and an older person will take place and recorded for online viewing. | <b>£4,863</b>    | <p>The project focused on monthly intergenerational befriending activities that included Art, Culture and Heritage. Examples of activities included community dining, mindfulness discussion, poetry reading sessions and heritage days out. The sessions were hybrid which allowed people to meet face to face or online.</p> <p>The project connected 147 people. On average 45 people would be physically present on each day and the average number of people joining remotely was 12. The legacy of the project is to continue to meet online.</p> <p><i>"On each day there has been an intergenerational discussion about people's experiences relating to COVID 19. Young persons and older people have taken part in these discussions and exchanged views and thoughts."</i></p> |
| HC081 | <b>Skills &amp; Volunteering Cymru</b> | To fund travel, venue hire, refreshments, trips and entertainment sessions for 'Laugh Out Loud Friday' sessions. 'Laugh Out Loud Fridays', run by young people, aims to support young adults with Down's syndrome to socialise. Throughout the Covid pandemic, the project has evolved to being online but as  | <b>£2,297.52</b> | Fortnightly sessions, face to face and digitally, have been delivered over the last nine months making the project inclusive to all service users. Examples of digital activities run were group baking, group arts and crafts, quizzes and an Easter Egg hunt. Examples of face to face activities were a talent show, a games session, an art session and a bowling trip.   |

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|  |  | Government guidance changes, Skills & Volunteering Cymru wish to run a part online, part face-to-face project. The project seeks to bring back face to face sessions and trips. This would help social isolation and wellbeing of service users. |                   | <p><b>These sessions have helped combat feelings of isolation and loneliness, especially for those shielding at home. The sessions have also given service users the chance to form friendships and learn new skills.</b></p> <p><i>“The difference that the funding has made can also be seen through a case study involving one of our beneficiaries, FF is one of our new beneficiaries who joined the project this year. When she arrived, she was highly nervous, meaning that she was disruptive, wouldn’t focus on activities and wouldn’t talk to anyone. Nor would she be able to attend sessions without her mother being present. As the sessions have gone on over the year, F has developed in fantastic ways. She now chats to other beneficiaries and volunteers at the sessions, and has built lovely relationships with them. She is highly focused on the activity that she is doing at the session, and has grown in calmness and in politeness. Finally, F has grown in confidence, seen in the fact that she can now attend sessions independently from her mother, and also in her volunteering to sing in the talent show! We had some lovely feedback from F’s mother who said that: ‘LOL has been a tremendous benefit not just for F but for us as a family unit. F has grown in confidence with the group and considers them new friends. She is experiencing activities she may only have otherwise done with the family but can now do socially with friends safely. This has given F new life skills and the team who run the project are natural with empathy. Thank you.”</i></p> |
|  |  | <b>TOTAL GRANTS AWARDED:</b>   | <b>£31,355.25</b> |   |

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|  |  |          |                                     |               |
|--|--|----------|-------------------------------------|---------------|
| Report Title:                            | <b>PROPOSAL FOR CFC AWAYDAY<br/>(review of the Health Charity Strategy)</b>            |          | Agenda Item no.                     | <b>3.6</b>    |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>  | Public   | <input checked="" type="checkbox"/> | Meeting Date: |
|  |  | Private  | <input type="checkbox"/>            |               |
| Status<br><i>(please tick one only):</i> | Assurance  | Approval | <input checked="" type="checkbox"/> | Information   |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>                               |          |                                     |               |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |          |                                     |               |
| <b>Main Report</b>                       |  |          |                                     |               |
| <b>Background and current situation:</b> |  |          |                                     |               |

In the meeting of the Charitable Funds Committee held on 1<sup>st</sup> March 2022, Item **CFC2/03/0008 Charitable Funds Internal Costs Report** was presented by the Director of Communications and Health Charity (DoC&HC).

The DoC&HC provided the 4 key elements covered in the report which included:

- Return on investment of staffing resource, primarily the Fundraising Team.
- Overview of roles and responsibilities.
- Feedback on the current direction of travel of Cardiff & Vale Health Charity.
- Ensuring links to the Health Charity Strategy 2019-2025\* (Appendix 1).

The DC presented the CFC with an overview on the impact that the global pandemic has had on all charities, the decline in mainstream donations and highlighted the ways in which the Health Charity has adapted and diversified in response to this.

The following responses were noted:

- The IMTS noted that some thought was required regarding what the Health Charity was trying to achieve in financial and growth terms. and noted that the investment plan would be a part of that.
- The CC advised the Committee that the report received had opened up a good area for development and, thought around what the Health Charity wanted to achieve could be further considered with some costs added into future reports.

He added that the strategy would needed to be reviewed again and that could be done via an awayday for Independent Members and relevant Health Charity Team members.

- The END noted that the point raised by the IMTS was important and reiterated that “what the ask of the Health Charity team” needed to be identified.

She advised the Committee that the strategy would be reviewed in light of where the economy currently stood and to make it clear what the Committee was expecting the Health Charity to do.

- The DC responded that if the CFC wanted to increase the fundraising capacity and capability, the other areas of the strategy would need to be considered and hence **a half-day away day session would be set up to review the strategy.**

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Due to a change of key posts of the Charitable Funds Committee, i.e. the Executive Lead and Deputy Director of Finance, the DoC&HC has proposed an Away Day session with the following criteria as the core items to be discussed:

- Review the current Health Charity strategy (Health Charity Strategy 2019-2025 attached for review)
- Review the current direction of travel for the next 1-3 years
- Review the financial framework in relation to general reserves
- Development and growth of the Health Charity

However, the DoC&HC proposes the CFC Committee to assess these core items and advise if further items are to be included.

It is therefore proposed that the Away Day session to review the strategy is incorporated into the CFC meeting scheduled for the 21<sup>st</sup> September 2022 at Woodland House.

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

The next Charitable Funds Committee meeting is scheduled for 1<sup>st</sup> September 2022; this proposal requests agreement to the following:

- Meeting to be extended to include formal committee meeting agenda plus Away Day agenda.
- Meeting and draft agenda to be co-ordinated by Health Charity Team and Governance Team for submission to next agenda setting meeting.

**Recommendation:**

The Committee is requested to:

**AGREE** the four key criteria for the Health Charity Strategy Review Away Day to take place on 1st September 2022 to incorporate the scheduled quarterly meeting of the Charitable Funds Committee.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |  |   |  |
|---|--|---|--|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

|                                 |       |
|---------------------------------|-------|
| Financial: No                   |       |
|                                 |       |
| Workforce: No                   |       |
|                                 |       |
| Legal: No                       |       |
|                                 |       |
| Reputational: No                |       |
|                                 |       |
| Socio Economic: No              |       |
|                                 |       |
| Equality and Health: No         |       |
|                                 |       |
| Decarbonisation: No             |       |
|                                 |       |
| <b>Approval/Scrutiny Route:</b> |       |
| Committee/Group/Exec            | Date: |
|                                 |       |
|                                 |       |
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GIG  
CYMRU  
NHS  
WALES

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



Cardiff & Vale  
**Health**Charity  
**Elusen**lechyd  
Caerdydd a'r Fro

# Cardiff & Vale Health Charity Strategy

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## 2019-2025



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

## INTRODUCTION

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

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

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

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

### How we developed our strategy

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

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

## VISION

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

## MISSION

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

## VALUES

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



## OVERALL AIMS

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

## THE CHALLENGES WE FACE

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

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



## OUR OBJECTIVES

### Objective One

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

#### How will we do it?

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

|   |  |  |
|---|--|--|
|  <p>Patients and Community</p>         |  <p>Art</p>           |  <p>Nurses and Health Care Support Staff</p> |
|  <p>Third sector and the community</p> |  <p>Staff Lottery</p> |  <p>Wellbeing</p>                            |



## Objective Two

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

### How will we do it?

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

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

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## Objective Three

We will help to create the best possible environment for sustainable healthcare, making the best use of technology to deliver the aims of the Health Charity.

### How will we do it?

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

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

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## Objective Four

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

### How will we do it?

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

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

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## OUR OBJECTIVES

### Objective Five

We will improve and develop our fundraising capability.

#### How will we do it?

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

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



## DELIVERY

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

### The Four Pillars

**Priorities - aligned to the strategy**

**Income generation**

**Financial plan**

**Passion of individuals**

We will aim to do this by:

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

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

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

## GOVERNANCE ARRANGEMENTS

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

### Our annual focus

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

### Generate income for the General Purpose Fund

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

### Evaluating success

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

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

Registered with the Charity Commission: 1056544.

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|  |  |  |   |                                  |
|--|--|--|---|----------------------------------|
| Report Title:                            | <b>Health Charity Fundraising Report</b>   |  | Agenda Item no.                                 | <b>4.1</b>                       |
| Meeting:                                 | <b>Charitable Funds Committee</b>  | Public <input checked="" type="checkbox"/> | Meeting Date:                                   | <b>21<sup>st</sup> June 2022</b> |
| Status<br><i>(please tick one only):</i> | Assurance <input type="checkbox"/>   | Approval <input type="checkbox"/>          | Information <input checked="" type="checkbox"/> |                                  |
| Lead Executive:                          | <b>Catherine Phillips, Executive Director of Finance</b>                               |  |   |                                  |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |  |   |                                  |

### Main Report

#### Background and current situation:

#### 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 2022.

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

- Note the gradual increase in external fundraising activities as Covid-19 restrictions have been revised.

#### Recommendation:

The Committee is requested to:

- Review the Fundraising Report for information and **NOTE** the progress and activities of the Health Charity as advised.

#### Link to Strategic Objectives of Shaping our Future Wellbeing:

*Please tick as relevant*

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

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

*Please tick as relevant*

|            |           |             |   |               |   |             |   |
|------------|-----------|-------------|---|---------------|---|-------------|---|
| Prevention | Long term | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|-----------|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No







**Approval/Scrutiny Route:**

Committee/Group/Exec





Date:

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## Health Charity Fundraising Report April - June 2022

|   |  |
|---|--|
|    | <ul style="list-style-type: none"> <li>• A wonderful afternoon of tea, cake and laughter was had by all who attended the Prop Appeal's Afternoon Tea event at The Coal-Exchange Hotel. The event raised over <b>£1,345</b>.</li> <li>• Adam Harcombe, presented a cheque for <b>£150</b> to support B4 Neurology. This is in addition to the <b>£15,906</b> Adam, his family, friends, and members of his local rugby community raised in 2021.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>• <b>NHS Big Jump</b> – 2 skydives completed – raised around <b>£2750</b> so far (one jumper had combined hers with 2 other events for the Breast Centre).</li> <li>• <b>Afternoon Tea</b> – A sell out and first indoor event since 2019 took place on 25<sup>th</sup> March 2022 and raised <b>£1500</b>.</li> </ul>  |
| <p style="text-align: center;"><b>Legacy/ Gifts in Will</b></p>  | <p style="text-align: center;"><b>Free Wills Campaign</b></p> <ul style="list-style-type: none"> <li>• No. of Wills including a pledge to the Health Charity - 3 (est. Income: <b>£10,151</b>)</li> <li>• No. of Wills including a pledge to Arts - 2 (est. Income: <b>£35,350</b>)</li> <li>• Wall vinyls designed and installed at UHW and UHL to increase Gift In Wills awareness raising.</li> </ul>   |
|    | <p style="text-align: center;"><b>NHS Online Art Auction 2022</b></p> <ul style="list-style-type: none"> <li>• 51 artworks donated by local artists</li> <li>• The donated artworks have a combined gallery selling price of <b>£14,950</b></li> <li>• <b>£2,230</b> raised in bids so far</li> </ul>  |
|    | <p style="text-align: center;"><b>Malcolm Murphy Chapel Prints</b></p> <ul style="list-style-type: none"> <li>• Currently sold 22 prints at £15 each - <b>£330</b></li> </ul>  |
|    | <ul style="list-style-type: none"> <li>• A payroll giving scheme, raising money by donating pennies from your salary every month. Staff sign ups to the In for a Penny Scheme currently donate just under £160 per month.<br/><a href="https://healthcharity.wales/hospital-staff/in-for-a-penny/">https://healthcharity.wales/hospital-staff/in-for-a-penny/</a></li> </ul>   |

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|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Local Artist and Health Charity Patron, Nathan Wyburn visited UHW on 30<sup>th</sup> May as part of an Arts project to help promote the In for a Penny scheme.</li> <li>Incentive scheme for all staff who sign up within a specified time period.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>The Staff Lottery SuperDraw took place on Friday 27<sup>th</sup> May at the Health Charity Office in Woodland House. Suzanne Rankin made the draws, creating four £1,000 winners. Our lucky <b>£6,000</b> winner was Ian Evans, Dental Service, St David's Hospital.</li> </ul>   |
|  <p>Shaping Our Future<br/>Sustainable<br/>Healthcare</p> | <ul style="list-style-type: none"> <li>Recent income from 'Think Inks' – the personal ink cartridge recycling scheme was <b>£200</b>. New company branding has been received and added to the Comms plan for further promotion.</li> <li>Currently researching the use of 'Choose to Re-Use' clothes recycling bins on our hospital sites - further information to follow.</li> </ul>  |
|    | <ul style="list-style-type: none"> <li><b>The NHS 5K- Do It Your Way.</b> Join us for a stroll, roll or ride, taking place in beautiful Pontcanna Fields, on Sunday July 31<sup>st</sup>, around the NHS birthday, everyone is welcome to join the 5k journey. This unique event allows participants of all ability levels to compete together in a supportive environment.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>An Outdoor Cinema will take place on Sunday 14<sup>th</sup> August at Our Health Meadow as a free event for staff, patients and our community. Donations will be accepted on the day and equipment is currently being sponsored by Advantage Healthcare and Willmott Dixon.</li> <li>A Welsh 3 Peaks Challenge is being organised for Sunday 16<sup>th</sup> October where participants will take part in walking the 3 peaks in 24 hours. Minimum sponsorship per person is £250 with a registration fee of £110. Three participants have signed up so far.</li> </ul> |

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|  |   |                                     |                                     |                          |
|--|---|-------------------------------------|-------------------------------------|--------------------------|
| Report Title:                            | <b>REPORTING FEEDBACK ON SUCCESSFUL CFC BIDS</b>                                      |                                     | Agenda Item no.                     | <b>4.2</b>               |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>   | Public                              | <input checked="" type="checkbox"/> | Meeting Date:            |
|  |   | Private                             | <input type="checkbox"/>            |                          |
| Status<br><i>(please tick one only):</i> | Assurance   | <input checked="" type="checkbox"/> | Approval                            | <input type="checkbox"/> |
| Information                              |   |                                     |                                     |                          |
| Lead Executive:                          | <b>CATHERINE PHILLIPS, EXECUTIVE DIRECTOR OF FINANCE</b>                              |                                     |                                     |                          |
| Report Author<br>(Title):                | <b>JOANNE BRANDON, DIRECTOR OF COMMUNICATION, ARTS, HEALTH CHARITY AND ENGAGEMENT</b> |                                     |                                     |                          |

## Main Report

### 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 project leads are required to provide a report outlining the projects outcomes, any lessons learned 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 assurance to the Committee through regular reports\* on the spend and the associated impact/improvement.

This paper provides the following reports:

| Project   | Amount            | Report  |
|---|-------------------|---------|
| <b>Covid-19 Patient Experience Support Project</b>        | <b>£25,000</b>    | Final   |
| <b>Recovery and Wellbeing College Senior Peer Trainer</b> | <b>£31,237.59</b> | Final   |
| <b>Grow Cardiff</b>                                       | <b>£99,759</b>    | Interim |

Funding for these three projects was secured by applications to NHS Charities Together.

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

### **Covid-19 Patient Experience Support Project**

With the allocated funding, the Patient Experience Team have continued to offer wards the support of our 'Patient Experience Support Workers'. This has facilitated the transfer of students on placement into temporary PESW roles, and also to recruit new PESWs into temporary assignments.

Throughout the pandemic and since receiving this funding, the PESWs have facilitated calls between patients and their family/friends; offered befriending and companionship to isolated patients; provided updates to families on behalf of ward staff, carried out engagement activities to alleviate patients' boredom, and where necessary provide essential items to support patients' immediate needs upon hospital admission.

Between January 2021 and March 2022 there have been over 1,480 recorded PESW contacts over 2,200 hours.

The project has had a positive impact on our patients' experience during a period when physical visits were restricted and when the NHS has been under immense pressure with staff shortages in relation to COVID-19 isolation guidelines.

The PESW Project has provided the Patient Experience Team and CAVUHB with a versatile support team who have filled some of the voids created by the impact of Covid-19 on staff resources plus the requirement to adhere to physical restrictions.

The impact on the ability of staff to closely interact and build positive relationships, combined with the lack of visits from family/friends has had a negative impact on patient morale and wellbeing.

The PESW's have been able to bridge the gap by provision of the following:

- Facilitating virtual visiting through smart devices
- Providing necessities, e.g. toiletries and clothing
- General befriending and positive social interactions with patients on a regular and reliable basis
- Assisting with personal care such as feeding, toileting and washing where necessary

Through evaluation of the work undertaken to date and to meet departmental targets and priorities, it is planned to utilise key aspects of the PESW role/duties, e.g. 'virtual visiting' and incorporate these into the existing voluntary 'Ward Befriending' role or to introduce a separate 'Virtual Visiting Volunteer' role via the Voluntary Services Team.

This will enable the continuation of virtual visiting as an option, in addition to physical visiting (when this is reintroduced).

It is important to acknowledge that virtual visiting is now an established and beneficial form of hospital visiting, as it is:

- Convenient, quick, and straight-forward
- Reduces pressures on the hospital infrastructure and fits in around individuals' commitments
- Supports patients who find physical visits tiring during the recovery period
- Allows connection to family and friends who do not live locally
- Provides reassurance to relatives etc through visually seeing the patient, reducing pressure on ward staff and can ensure continuation of social interaction and engagement with family/multiple sources of support (family, friends, carers etc)
- Provides an option for those who are housebound, immobile or with limited transport to communicate with their loved ones
- Provides support and options for digitally deprived individuals and groups to remain in touch

The PET plan to use the experience of the PESW staff to encourage volunteers and inspire their befriending. The data and knowledge fed back by the PESWs throughout this project will inform group workshops and training, which will be used to encourage best practice to achieve best results.

### **Recovery and Wellbeing College Senior Peer Trainer**

A Band 5 Peer Trainer was employed to implement a Digital Inclusion programme within the Recovery and Wellbeing College (RWC) from 1<sup>st</sup> April 2021.

To begin and implement a Digital Inclusion programme within the Recovery and Wellbeing College, the Band 5 Peer Trainer (Digital Inclusion Lead) began by identifying the main areas of concern for staff, students and for the running of the college.

As a result of this feedback, three key areas of work for the Digital Inclusion Project to progress were identified:

1. To improve communication between students and staff, reviewing the College administration processes around accessing and dissemination of information.
2. Create clear branding for the College to support staff, trainers and students
3. How best to support current and future students in accessing our courses and to further enhance their digital skills and confidence.

Following this, intensive work took place to ensure that strong foundations for the Digital Inclusion programme were implemented. Having a Digital Inclusion Lead has enabled more efficient systems and procedures to be implemented within the administration team. This has reduced workloads, improved staff wellbeing and provided students with a more accessible form of registration and enrolment.

Alongside this, the training and implementation of Digital Peers, who may have their own lived experience of either mental health challenges, being digitally excluded and/or understand the value of digital skills and inclusion within the RWC has proved vital in continuing to support our populations and students. This training has been co-produced to ensure all voices, wants and needs of our students and Digital Peers has been valued and heard. Digital Peers have fed-back that their own confidence, self-esteem and digital skills have increased and improved through this training programme and they are eager to share this knowledge and skills with our students and staff.

Next steps are to secure further funding (made available by NHS Charities Together) to build on the success of the project to date and extend the programme period.

## Grow Cardiff

'Grow Well' is a social prescribing to therapeutic community gardens project for patients in the South West Cardiff Primary Care Cluster.

The following people have benefitted from this project:

NHS Staff: 10, NHS Patients: 62, NHS Volunteers: 3 and Local Community: 51

This has been achieved by:

- Supporting the mental and physical health of 62 volunteer patients who engaged in the project from July '21 - April '22 by creating a welcoming, non-judgemental, safe outdoors space. Engaging patients in a diverse range of activities, led by an Occupational Therapist Project Co-ordinator so that each activity is tailored to individuals needs and aspirations, creating a sense of achievement and purpose, i.e. "I did that!"
- Reducing isolation and loneliness of patient volunteers. Many participants have feedback that the garden is an absolute lifeline, particularly as the pandemic eases but many other services and structures in life have not yet resumed as previously. Coming together each week in the community garden has been an oasis, a reason to switch off the TV, get out and about and be with others.
- Building community and benefitting the wider community, each site develops its own community garden group where participants support and nurture each other as well as developing the garden. In turn they create an outdoor space that other members of the public, NHS staff and other organisations can utilise and benefit from during the week.

Grow Cardiff are most proud that we have been able to maintain, develop and sustain Grow Well across the Dusty Forge and Lansdowne Surgery sites each week, as well as develop a brand new site for the Riverside Health Centre project, which has been achieved whilst dealing with the on-going challenges of the pandemic.

The project has achieved engagement with patient volunteers who return week after week and report that the project is making a huge difference to their lives. This is the catalyst and driving force of the project. The patients' enthusiasm and joy for growing and creating in turn inspires the project.

The grant has allowed Grow Cardiff to employ a new member of staff at our Riverside site as well as a second member of staff at two of our sites, making a huge difference to the capacity and logistics of developing the project.

Since July 2021, Grow Cardiff have presented the project to the Wales Minister for Health and Social Services, Wales Council for Voluntary Action, UNISON, Cardiff Council Get Active forum and Cardiff Third Sector Council. We are using the knowledge and experience gained from this project to advise and support other projects who are keen to venture into social prescribing.

Grow Cardiff wish to build on their success so far by increasing the numbers of patients who engage and benefit from the project; increasing the diversity of activities they offer; implementing and developing our monitoring and evaluation framework tool and sharing best practice.

Challenges to address in the second phase of the project include how to increase the number of new referrals. This is being addressed with support from the new Cluster Director who is very enthusiastic about the project and as he meets with each Surgery will be actively encouraging referrals. The Cluster are also reviewing whether they can place one of their OT Tech personnel in the project each week, to learn from our Project Co-ordinator and to encourage further referrals.

The project supports some very vulnerable patients including those with complex physical and mental health needs and isolation issues. This includes patients who have expressed suicidal thoughts and an ex-offender. Many are also facing deep distress through recent bereavement or isolation from family members. As such, although Grow Cardiff are working with relatively small numbers of people, they are aware that their needs, aspirations and the dynamics must be carefully and skillfully supported in addition to the requirements to develop and maintain the to develop the gardens themselves. Therefore, the facilitators role is constantly demanding and challenging.

The project is progressing well with huge potential to shape the social prescribing agenda for organisations, politicians and policy makers. A full report will be provided in 2023.

**ASSURANCE** for all of the above projects is provided by:

- Robust governance arrangements, including completion of reports and monitoring of projects between the Health Charity Lead and Corporate Governance Department.
- Reporting mechanism within UHB Wellbeing Strategy Group
- Compliance with procurement procedures and standing financial instructions
- Staff engagement and inclusion
- Effective partnership working

#### Executive Director Opinion and 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 the funding secured from NHS Charities Together, which has positively impacted patients, staff and the wider community of Cardiff and Vale University Health Board

I look forward to providing future reports on the outcome of the application for further funding to support the Digital Inclusion Programme and the progress of the Grow Cardiff Project.

#### Recommendation:

The Charitable Funds Committee is requested to:

**a) accept** and note this report as assurance of the appropriate use of the allocated charitable funds.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |   |           |   |             |   |               |   |             |   |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|
| Prevention | √ | Long term | √ | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

|                      |       |
|----------------------|-------|
| Committee/Group/Exec | Date: |
|                      |       |
|                      |       |

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## Charitable Funds Committee Approved Bids - March 2018 - March 2022

| CFC 4.2 APP. 1 - 21.06.22       |   |                                  |   |               |               |                           |
|---------------------------------|---|----------------------------------|---|---------------|---------------|---------------------------|
| Date Approved                   | Charitable Bid Name   | Bid Report Author                | Bid Report Lead   | Total Awarded | Update report | 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        | Ongoing                   |
| 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        | Nov-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        | Nov-23                    |
| 25 <sup>th</sup> January 2021   | Covid-19 Patient Experience Support Project   | Angela Hughes                    | Exec Nurse Director                                       | £ 25,000.00   |               | Jun-22                    |
| 25 <sup>th</sup> January 2021   | Recovery and Wellbeing College Senior Peer Trainer  | Hannah Moreland-Jones            | Exec Nurse Director                                       | £ 31,237.59   |               | Jun-22                    |
| 27 <sup>th</sup> April 2021     | Grow Cardiff – 2 yr social prescribing project  | Isla Horton/ Georgina Burke      | Exec Nurse Director                                       | £ 99,759.00   | Jun-22        | Dec-23                    |
| 29th June 2021                  | Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project     | Richard Cuddihy/ Julie Highfield | Director of Operations                                    | £ 25,000.00   |               | Sep-22                    |
| 21st September 2021             | Our Health Meadow   | Simone Joslyn                    | Head of Health Charity and Arts programme                 | £ 80,000      |               | Sep-22                    |
| 6th December 2021               | Social prescribing project within Child Health  | Rose Whittle                     | Directorate Manager. Community Child Health               | £180,000      | Mar-23        | Mar-24                    |
| 6th December 2021               | Outdoor staff havens  | Simone Joslyn                    | Head of Health Charity and Arts programme                 | £79,800       |               | Sep-22                    |
| 1st March 2022                  | Forget Me Not Family Choir: A Choir for Bereaved Dementia Carers - 12 month pilot project | Mark Jones                       | Young Onset Dementia Care Advisor, MHSOP                  | £12,500       | N/A           | Sep-23                    |
|                                 |   |                                  |   |               |               |                           |
|                                 |   |                                  |   |               |               |                           |
|                                 |   |                                  |   |               |               |                           |

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

| CFC 4.2 APP. 1 - 21.06.22      |   |  |   |               |                  |                           |
|--------------------------------|---|--|---|---------------|------------------|---------------------------|
| Date Approved                  | Charitable Bid Name   | Bid Report Author                      | Bid Report Lead                                 | Total Awarded | Update report to | Final Report to Committee |
| 20 <sup>th</sup> March 2018    | Information Screens   | Michelle Fowler                        | Exec. Nurse Director                            | £ 24,750.00   |                  | Completed<br>Mar-20       |
| 29 <sup>th</sup> March 2018    | Nutrition & Hydration Extension   | Nutrition & Dietetics<br>Services Lead | Exec. Director of Therapies &<br>Health Science | £ 295,000.00  |                  | Completed<br>Mar-20       |
| 11 <sup>th</sup> December 2018 | First Impressions, Barry Hospital   | Peter Welsh                            | Maria Battle                                    | £ 99,500.00   |                  | Completed<br>Dec-19       |
| 11 <sup>th</sup> December 2018 | IBD Service at UHL  | Claire Tibbatts, UHL                   | Sarah Edwards                                   | £ 20,000.00   | Mar-20           | Completed<br>Sep-20       |
| 11 <sup>th</sup> December 2018 | Arts Funds Bids   | Simone Joslyn                          | Maria Battle                                    | £ 70,000.00   |                  | Completed<br>Mar-20       |
| 11 <sup>th</sup> December 2018 | BSL Training & Awareness  | Angela Hughes                          | Exec. Nurse Director                            | £ 29,928.00   | Jun-19           | Completed<br>Sep-20       |
| 11 <sup>th</sup> December 2018 | Promoting Health Charity Visibility   | Simone Joslyn                          | Akmal Hanuk                                     | £ 60,000.00   |                  | Completed<br>Dec-19       |
| 19 <sup>th</sup> March 2019    | Sustainable Travel for UHB  | Joanne Brandon                         | Abigail Harris                                  | £ 391,854.00  | Dec-19           | Completed<br>Nov-20       |
| 11 <sup>th</sup> June 2019     | RITA  | Joanne Wilson                          | Exec. Nurse Director                            | £ 28,776.00   | May 2020         | Completed<br>Sep-20       |
| 11 <sup>th</sup> June 2019     | Dental Information Screens  | Eira Yassien                           | Chief Operating Officer                         | £ 13,084.80   |                  | Completed<br>Mar-20       |
| 11 <sup>th</sup> June 2019     | Health Charity Website  | Simone Joslyn                          | Exec Nurse Director                             | £ 12,410.00   |                  | Completed<br>Sep-20       |
| 4 <sup>th</sup> November 2020  | Provide a Staff Haven at University Hospital<br>Wales                               | Nicola Bevan                           | Director of Workforce and OD                    | £ 54,000.00   |                  | Completed<br>Mar-21       |
| 27 <sup>th</sup> June 2019     | Employee Wellbeing Service  | Nicola Bevan                           | Director of Workforce and OD                    | £ 352,586.00  | Sep-20           | Completed<br>Jun-21       |
| 27 <sup>th</sup> June 2019     | Disposal of Rookwood  | Nicola Foreman                         | Director of Governance                          | £ 155,000.00  |                  | Completed<br>Jun-21       |
| 9 <sup>th</sup> Feb 2021       | St David's Children Centre Environmental<br>Improvements - Children, Young People & | Katie Simpson                          | Exec Nurse Director                             | £ 39,353.42   |                  | Nov-21                    |

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|  |   |          |   |                 |                 |
|--|---|----------|---|-----------------|-----------------|
| Report Title:                            | <b>STAFF BENEFITS GROUP REPORT</b>  |          |   | Agenda Item no. | <b>4.3</b>      |
| Meeting:                                 | <b>CHARITABLE FUNDS COMMITTEE</b>   | Public   | X | Meeting Date:   | <b>21.06.22</b> |
|  |   | Private  |   |                 |                 |
| Status<br><i>(please tick one only):</i> | Assurance   | Approval |   | Information     | X               |
| Lead Executive:                          | <b>Rachel Gidman, Executive Director of People and Culture</b>                      |          |   |                 |                 |
| Report Author<br>(Title):                | <b>Barbara John - Operational Business Manager, Cardiff and Vale Health Charity</b> |          |   |                 |                 |

## Main Report

### 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 discusses and agrees 'best deals' for staff and in governance terms reports 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 February - May 2022.

The Staff Benefits Group meets on a quarterly 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

The Business/Operational Manager of the Communication, Arts, Health Charity and Engagement Team facilitates the relationship and communications between the SBG and its partners/discount provider.

Administrative support is also provided by the Communication, Arts, Health Charity and Engagement Team.

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

Offers of events sports tickets and time limited deals are distributed by email for members consideration, to ensure there are no delays in decision making and/or promotion of offers for the benefits of staff.

The last Staff Benefits Group meeting was held on 24th May 2022 and recorded the following:

### **Nathaniel's Car Dealership Partnership**

- **Vehicle Changeover** - The changeover of the Health Charity car to an electric vehicle took place at the Vale Hotel on 22<sup>nd</sup> March. Charles Janczewski attended the vehicle handover on behalf of Cardiff and Vale University Health Board.
- Nathaniel's also handed Mr Janczewski a cheque for £9,825 which was raised during "Nathaniel's November" 2021, when they generously donated £75 for every car sold during this period.
- Nathaniel's were happy to allocate the funds to the Paediatric Emergency Unit and the Employee Wellbeing Service
- **Electric Car Information Sharing Scheme** – A representative from Nathaniel's will attend UHW and UHL during June 2022 to offer staff information on buying an electric vehicle; including the opportunity to book a vehicle test drive.
- **Digital Content/Promotions** – Mutual promotion of both the Health Charity and Nathaniel's partnership to continue, utilising social media, staff connects and the staff benefits web pages.
- **Partnership Review** – It was agreed that a review of the contract would be required in December 2022, in line with the Memorandum of Understanding and governance requirements, with a view to inviting competitive tendering via Procurement.
- **Staff Benefits** - Nathaniel's generously donated two tickets for the Football Association Wales play-offs on 5th June 2022, to be used as an incentive for staff to sign up to CAV Connects (re-launch of Staff Connects).
- **Used Car Discounts** - Nathaniel's have agreed to provide an exclusive discount for CVUHB staff on used car sales (previously this has applied to new cars only).
- The next meeting between Staff Benefit Group members and Nathaniel Cars is scheduled for 28<sup>th</sup> July 2022. Rachel Gidman to be invited to attend.

### New Staff Benefit Proposals

- **Better Health**
  - Corporate membership for NHS employees - £33 per month with quality fitness and leisure facilities available.
- **Fire Bowls**
  - UK supplier in fire pits, fire bowls, BBQ & cooking products.
  - Offering 5% discount code for staff members across the site.

**The next meeting of the Staff Benefits Group is scheduled for 16<sup>th</sup> August 2022**

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

The Staff Benefits Group continues to support employees of Cardiff and Vale University health Board by developing partnerships with local businesses and suppliers who wish to support staff, and by actively promoting these and national staff discounts/offers via staff engagement platforms, including Staff Connects/social media platforms/digital screens.

### Recommendation:

The Committee is requested to:

**RECEIVE FOR INFORMATION** the Staff Benefits Group Report

Link to Strategic Objectives of Shaping our Future Wellbeing:

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |  |             |   |               |   |             |   |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term |  | Integration | √ | Collaboration | √ | Involvement | √ |
|------------|--|-----------|--|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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|  |   |                                     |                                     |                          |                       |
|--|---|-------------------------------------|-------------------------------------|--------------------------|-----------------------|
| Report Title:                            | <b>STAFF LOTTERY BIDS PANEL REPORT</b>  |                                     |                                     | Agenda Item no.          | <b>4.4</b>            |
| Meeting:                                 | <b>Charitable Funds Committee</b>   | Public                              | <input checked="" type="checkbox"/> | Meeting Date:            | <b>21st June 2022</b> |
|  |   | Private                             | <input type="checkbox"/>            |                          |                       |
| Status<br><i>(please tick one only):</i> | Assurance   | <input checked="" type="checkbox"/> | Approval                            | <input type="checkbox"/> | Information           |
| Lead Executive:                          | <b>Catherine Phillips, Director of Finance</b>  |                                     |                                     |                          |                       |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b> |                                     |                                     |                          |                       |

## Main Report

### Background and current situation:

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

The Small Bids process, which also allows bids up to a value of £250 to be fast tracked for approval was formally agreed by the Charitable Funds Committee at their meeting on the 19 September 2017.

The last Staff Lottery Panel Meeting was held in March 2022. The next scheduled meeting is 7<sup>th</sup> July 2022. The attached paper is the list of all approved bids from 24<sup>th</sup> March 2022.

The first special draw in May 2022 awarded one lucky winner, Ian Evans who works in Dental Services at St David's Hospital, the amount of £6,000. Suzanne Rankin drew the winning number in addition to four £1,000 winners. The SuperMegaDraw to commemorate '2022' will be drawn at the end of November 2022 and offers members the chance to win £22,000.

The Health Charity is pleased to report that the Staff Lottery Scheme income continues to grow month on month. At the end of April, there are 5300 lottery numbers allocated in each weekly draw.

### Successful Staff Lottery Bids Panel Projects

Two examples of successful applications submitted to the Staff Lottery Bids Panel can be seen below;

#### Dementia Darnings Project

Artist Jenni Dutton exhibit the 'Dementia Darnings' at the Hearth Gallery in University Hospital Llandough.

The 'Dementia Darnings' are intricate stitched portraits of Jenni's mother, Gladys Dutton, that were created as a response to Gladys's dementia diagnosis, using portraits found in old photo albums. The exhibition has toured extensively in the UK and travelled to Europe, and China, and this will be the first time it is shown in Wales.

Jenni will also be joined by her daughter, Briony Goffin, who will deliver creative writing workshops - *Writing as Tribute*. Inspired by the *Dementia Darnings* exhibition, this warm and welcoming creative writing workshop will explore the power of *Writing as Tribute*. With support and guidance from Briony who's a practicing writer and tutor, participants will be given opportunity to write a tribute to someone special in their lives in the form of a simple list poem. No previous writing experience required, and all writing materials provided. There is no registration fee, and the workshops are available to everyone.

This workshop also takes its inspiration from Briony Goffin's TED talk, *Writing as an Act of Tribute*, in which Briony uses the form of the list poem to honour her grandmother, Gladys Dutton. This project

has created opportunity for mother and daughter's work to overlap, and to bring three generations of women back together again.

Melanie Wotton, the Arts in Health Project Manager said: 'For many, recent years have been exceptionally difficult, with many feeling isolated from loved ones, and although many stories are yet to be told, expressing life's journeys through the creative arts at this time necessitates a sensitive caring approach.'

'The project provides sharing of Jenni's positive experiences, and shows how the creative arts can help carers manage their wellbeing, and provide creative writing skills and expressive opportunities for staff, patients and gallery visitors.'

The Staff Lottery Bids Panel were happy to support this project as it brings Jenni Dutton's incredible artwork to Wales for the first time.

It also offers opportunities for the community of University Hospital Llandough to engage their creativity through the workshops, which will have positive effects on their health and wellbeing.



### **New Wax Baths for the Welsh Paediatric Rheumatology Service**

The Welsh Paediatric Rheumatology Service is a newly established tertiary service covering South Wales, that support children and young people affected by rheumatological conditions like arthritis, osteoarthritis and other disorders of the musculoskeletal system. Arthritis is a long-term condition that affects all aspects of life and impacts negatively on the patients' wellbeing with many experiencing significant episodes of pain and joint restriction.

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Paraffin baths have proven positive effects for individuals affected by rheumatological conditions by relieving pain and stiffness, and improving mobility. The new wax baths can now be used by patients to improve their therapeutic outcomes of physiotherapy and occupational therapy and support the augmentation of their and ease their pain symptoms.

Linos Jones, the Children's Occupational Therapist said:  
Staff Lottery Bids Panel happily approved the as it promotes physical and mental wellbeing through aiding the patients' recovery and therapeutic outcomes, as well as improving patient experience".

| Staff Lottery Bids Panel Approved Bids March 2022 (↑ £10k) |       |                  |                               |   |          |          |
|--|-------|------------------|-------------------------------|---|----------|----------|
|  | No    | Applicant's Name | Service                       | Description   | Amount £ | Decision |
| March 22   | BP705 | Isobel Oak       | Pendine Centre CMHT           | Garden wall mural for Pendine Centre Garden   | £538     | Approved |
|  | BP706 | Melanie Wotton   | CAHCE                         | Dementia Darnings Exhibition-HeART Gallery  | £1100    | Approved |
|  | BP707 | Lesley Mullan    | Integrated Medicine           | Enhancing the Patient Experience at Lakeside Wing. 25 Televisions   | £9,843   | Approved |
|  | BP708 | Wendy Wade       | Vale locality PCIC            | Garden bench for the daytime call handlers located in old Barry leisure centre  | £501     | Approved |
|  | BP709 | Ceri Harris      | Penarth District Nursing Team | Wellbeing Summer Project for the Penarth District Nursing Team. Soft furnishings  | £2,377   | Approved |
|  | BP710 | Lesley Mullan    | Integrated Medicine           | Renovation of the On-Call Kitchen in UHL  | £5,149   | Approved |
|  | BP712 | Suzanne Hardacre | Maternity                     | Improving intrapartum birth environment, Skytiles   | £8,622   | Approved |
|  | BP713 | Yasmin Palmer    | Trauma & Orthopaedics         | Oasis wellbeing garden makeover   | £2,740   | Approved |
|  | BP715 | Alex Staples     | CAHCE                         | Breathe Magic - 6-week programme of Magic for Movement. Working with patients with hemiplegia and reduced limb movement | £10,000  | Approved |
|  | BP716 | Lisa Cordery     | LGBTQ+ Network                | Merchandise to promote LGBTQ+ equality and show visible ally-ship to patients, staff and wider population               | £26,724  | Approved |
|  | BP717 | Stacey Harris    | Sustainable Healthcare        | Gardening Guardians – Organic Garden for Wellbeing  | £10,000  | Approved |
|  |       |                  |                               |   | £77,594  |          |

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**Small Bids Panel (Fast Track) Approved Bids March 2022 (↑£250)**

|  | No     | Applicant's Name   | Service                         | Description   | Amount £ |
|--|--------|--------------------|---------------------------------|---|----------|
|  | SBP193 | Natalie Robertson  | Physiotherapy Hafan Y Coed      | Recovery and Wellbeing College-Living Well Curriculum Competition, Amazon Voucher & Printing Cost | £150     |
|  | SBP194 | Kelly Marlow       | Voluntary Services              | Appreciation gifts for volunteers   | £250     |
|  | SBP195 | Diane Skillern     | Pharmacy WMIC                   | Christmas Decorations   | £50      |
|  | SBP196 | Abi Holmes         | Maternity                       | Active for pregnancy. Health body, healthy mind, exercise equipment                               | £235     |
|  | SBP197 | Natasha Bevan      | Specialist Services             | Specialist Services staff recognition event   | £250     |
|  | SBP198 | Angela Jones       | Resuscitation Service           | Staff room fridge   | £159     |
|  | SBP199 | Sarah Hill         | Colposcopy                      | Staff room fridge   | £199     |
|  | SBP200 | Simone Smith       | Pharmacy                        | Christmas decorations   | £50      |
|  | SBP201 | Julian Ross Morgan | Glan Ely Ward, St David's       | Activity items for the ward   | £220     |
|  | SBP202 | Georgina Williams  | Llandough Neuro & Spinal Centre | Christmas decorations   | £120     |
|  | SBP203 | Jan Szura          | Cardiff Resource Team           | Staff room microwaves   | £200     |

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|  |        |                 |  |  |        |
|--|--------|-----------------|--|--|--------|
|  | SBP204 | Abigail Petrie  | Adult Speech and Language. Vale Community Resource Service | Communication partner training course        | £95    |
|  | SBP205 | Magda Lackowska | CAHCE  | Staffroom microwave                          | £129   |
|  | SBP206 | Gemma Williams  | Children & Women's Clinical Board                          | Children & Women Staff Recognition Event     | £250   |
|  | SBP207 | Scott Baynham   | MHSOP  | LPOP HCSW Mental Health Stimulation          | £220   |
|  | SBP208 | Sally Keenan    | Pelvic Health  | Interactive TV Outpatients in Barry Hospital | £250   |
|  |        |                 |  |  | £2,827 |

#### Executive Director Opinion and 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 increased number of allocated numbers as at its highest level since its launch and continues to grow, increasing income for the Health Charity. The Lottery funds provide support to patients, staff and visitors and is extremely efficient in terms of its turnaround of fast-track bids for funding, which benefits services across the Health Board.

#### Recommendation:

The Board / Committee are requested to:

- **Note** the content of the Staff Lottery Bids Panel Report

#### Link to Strategic Objectives of Shaping our Future Wellbeing:

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |   |           |   |             |   |               |   |             |   |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|
| Prevention | ✓ | Long term | ✓ | Integration | ✓ | Collaboration | ✓ | Involvement | ✓ |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: /No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

No

Decarbonisation: No

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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|  |  |  |                                      |                     |
|--|--|--|--------------------------------------|---------------------|
| Report Title:                            | <b>PROP APPEAL ANNUAL FUNDRAISING REPORT</b>   |  | Agenda Item no.                      | <b>4.5</b>          |
| Meeting:                                 | <b>Charitable Funds Committee</b>  | Public <input checked="" type="checkbox"/> | Meeting Date:                        | <b>21 June 2022</b> |
| Status<br><i>(please tick one only):</i> | Assurance <input checked="" type="checkbox"/>  | Approval <input type="checkbox"/>          | Information <input type="checkbox"/> |                     |
| Lead Executive:                          | <b>Catherine Phillips, Director of Finance</b>   |  |                                      |                     |
| Report Author<br>(Title):                | <b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b> |  |                                      |                     |

## Main Report

### 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 after suffering brain injury.

Following a brain injury, the road to rehabilitation can be a very long one. The time spent at neuro rehab centre at University Hospital Llandough 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 Llandough 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:

The CFC receives an annual report on fundraising activities and expenditure. This report covers the period April 2021 to March 2022.

During this reporting year, the main highlights have included:

### **Go the distance with Adam Harcombe**

A previous inpatient, 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.



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Adam recently presented a cheque for £150 to support B4 Neurology which was addition to the £15,906 Adam, his family, friends, and the members of his local rugby community raised in 2021.



Fundraising activities included, Go the Distance Walk with Adam from Tonyrefail in the Rhondda Cynon Taff to Rookwood Hospital, and then back to Tonyrefail. In total, the campaign has raised over £16,056.

#### **Afternoon Tea at the Coal Exchange Hotel**

A wonderful afternoon of tea, cake and laughter was had by all who attended the Prop Appeal's Afternoon Tea event, which raised over £1,345. We could not

make these events so successful without the ongoing support of those in attendance and wonderful donations from local businesses across Cardiff and the Vale



#### **Introducing Mr & Mrs Eddolls.**

Tom & Maddy chose to use our Prop Appeal badges as their wedding favours, in tribute to the beautiful memory of their dear friend Claire, a fabulous idea. Not only that, but the wedding party also donated throughout the day, and Tom & Maddy made up to total funds to £1,000. A beautiful gesture from a beautiful couple



#### **NHSBigTea**

Staff at University Hospital Llandough enjoyed their [#NHSBigTea](#) at the specialist neuro rehabilitation unit in aid of the Prop Appeal. All had a great time!

#### **520 Mile Walk**

Michelle Waters and friends walked over 520 miles between them to raise funds for the Prop Appeal, after son Ryan was an inpatient on the neuro rehabilitation unit. Michelle, along with daughter Kate Waters, and friends Alexandria Powell, Kate Taylor, Jamie Keel and Charlotte Smith, walked the distance and raised a fantastic £1,407.

#### **Easter Raffle**

£100 was raised from the Easter raffle, 1st Prize went to - Nickie Beynon, Occupational Therapist, who won an Easter egg-stravaganza hamper.

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

- Music therapy sessions, which support physical, psychological and emotional progress through music therapy;
- The IOPI Pro System, which objectively measures and documents lip and tongue strength;
- The installation of the water refill station at the Neuro and Spinal Rehabilitation Unit at Llandough Hospital;
- Smart box technology 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;
- Talking hearts for families, to record reassuring messages for their loved ones to listen to, whilst in hospital.

**Prop Appeal Fund Income and Expenditure:**

| Year      | Income  | Expenditure | Comments   |
|-----------|---------|-------------|--|
| 2021/2022 | £15,472 | £20,295     | Some fundraising events suspended in final quarter due to Covid-19 |

**JustGiving income**

| Year      | Income |
|-----------|--------|
| 2021/2022 | £3,530 |

**Main Prop Appeal Fundraising Events Scheduled for 2022/23:**

- April 2022 - Claire Nokes Invitational Golf Day at Whitchurch Golf Club
- October 2022 – PROP Appeal Annual Blue Tie Ball at Mercure Holland House Hotel

**Review of committed expenditure 2022/23:**

**Horatio’s Garden annual maintenance contribution**

The opening of Horatio’s Garden takes place on Saturday July 2<sup>nd</sup> 2022.

A commitment was made through a letter of agreement between the former UHB Chair and Horatio’s Garden Charity, to fund the neuro garden alongside the spinal garden/Horatio’s garden.

The total cost to fund 21% of the neuro garden has been met by the Health Charity at a cost of £191,688 in addition to £500,000 towards the enabling works to create the garden.

An annual cost of £9,418 for the ongoing maintenance of the neuro garden is also being sought from the Health Charity. Prop Appeal Committee Members agreed the area will be beneficial for brain injury patients and supported a proposal to contribute to the maintenance costs.



**The proposal offered by The Prop Appeal income would be a third of the overall cost, £3,139 to be reviewed on an annual basis.**

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

I am pleased to submit this report to the Committee, demonstrating the ongoing support of the Prop Appeal Committee and fundraisers to support our Neuro-rehabilitation patients and their families.

**Recommendation:**

The Committee are requested to:

- **NOTE** the continued success of the Prop Appeal and associated fundraising events/activities undertaken during 2021/22.
- **ENDORSE** the proposal offered for Horatio's Garden annual maintenance contribution, from The Prop Appeal income, as a third of the overall cost - £3,139 to be reviewed on an annual basis.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |  |           |   |             |   |               |   |             |   |
|------------|--|-----------|---|-------------|---|---------------|---|-------------|---|
| Prevention |  | Long term | ✓ | Integration | ✓ | Collaboration | ✓ | Involvement | ✓ |
|------------|--|-----------|---|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

| Approval/Scrutiny Route: |       |
|--------------------------|-------|
| Committee/Group/Exec     | Date: |
|                          |       |
|                          |       |
|                          |       |

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|  |  |          |                 |               |              |
|--|--|----------|-----------------|---------------|--------------|
| Report Title:                            | Committee Self Effectiveness Survey Results 2021- 2022 |          | Agenda Item no. | 4.6           |              |
| Meeting:                                 | Charitable Funds Committee                             | Public   | x               | Meeting Date: | 21 June 2022 |
|  |  | Private  |                 |               |              |
| Status<br><i>(please tick one only):</i> | Assurance  | Approval | Information     | x             |              |
| Lead Executive:                          | Director of Corporate Governance                       |          |                 |               |              |
| Report Author<br>(Title):                | Head of Corporate Governance                           |          |                 |               |              |

## Main Report

### Background and current situation:

Routine monitoring of the effectiveness of the Board and its Committees is a vital part of ensuring strong and effective governance within the Health's Board's governance structure. Under its Standing Orders (SO 10.2.1), the Board is required to introduce a process of regular and rigorous self-assessment and evaluation of its own operations and performance and that of its Committees and Advisory Groups. Further, and where appropriate, the Board may determine that such evaluation may be independently facilitated.

The Health Board undertook an annual review of the effectiveness of its Board and its Committees in April 2022 using survey questions derived from best practice guides, including the NHS Handbook, and using the following principles:

- the need for Committees to strengthen the governance arrangements of the Health Board and support the Board in the achievement of the strategic objectives;
- the requirement for a Committee structure that strengthens the role of the Board in strategic decision making and supports the role of non-executive directors in challenging Executive management actions;
- maximising the value of the input from non-executive directors, given their limited time commitment; and
- supporting the Board in fulfilling its role, given the nature and magnitude of the Health Board's agenda.

For the 2021-2022 self-assessment, a survey was disseminated via Survey Monkey to all Board and Committee Members and Board and Committee attendees, enabling an efficient yet effective reflection on Board effectiveness and mirroring the method used for the Committees.

The purpose of this report is to present the findings of the Annual Board Effectiveness Survey 2021-2022, which relate to the Charitable Funds Committee (attached as **Appendix 1**). There were no areas identified for improvement.

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

- The survey questionnaires for the annual Board/Committee Effectiveness Surveys 2021-2022 were issued in early April 2021 and attained a positive response rate overall.

- The overall findings are positive which provides an assurance that the governance arrangements and Committee structure in place are effective, and that the Committees are effectively supporting the Board in fulfilling its role.

To ensure effective governance the Board Effectiveness Survey is undertaken on an annual basis, in accordance with the provisions of the Standing Orders for NHS Wales.

The next self-assessment will be undertaken in March/April 2023 to coincide with the end of financial year reporting requirements of the Annual Governance Statement 2022-2023.

**Recommendation:**

The Committee is requested to:

- a) **NOTE** the results of the Annual Board Effectiveness Survey 2021-2022, relating to the Charitable Funds Committee.

**Link to Strategic Objectives of Shaping our Future Wellbeing:**

*Please tick as relevant*

|   |   |   |   |
|---|---|---|---|
| 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*

|            |   |           |   |             |   |               |   |             |   |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|
| Prevention | x | Long term | x | Integration | x | Collaboration | x | Involvement | x |
|------------|---|-----------|---|-------------|---|---------------|---|-------------|---|

**Impact Assessment:**

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

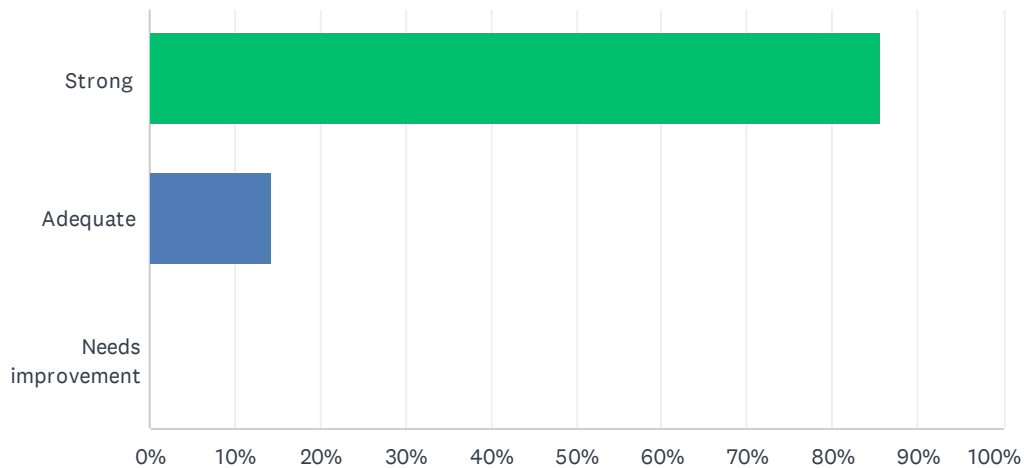
Signed: Nathan  
 14/12/2022 12:02:03

|                                 |                           |
|---------------------------------|---------------------------|
|                                 |                           |
| Reputational: No                |                           |
|                                 |                           |
| Socio Economic: No              |                           |
|                                 |                           |
| Equality and Health: No         |                           |
|                                 |                           |
| Decarbonisation: No             |                           |
|                                 |                           |
| <b>Approval/Scrutiny Route:</b> |                           |
| Committee/Group/Exec            | Date:                     |
| Audit Committee                 | 12 <sup>th</sup> May 2022 |
|                                 |                           |
|                                 |                           |

Saunders, Nathan  
06/14/2022 13:22:03

Q1 The Committee terms of reference clearly, adequately & realistically set out the Committee's role and nature and scope of its responsibilities in accordance with guidance and have been approved by the committee and the full Board. NHS Handbook status: 1 - must do

Answered: 7 Skipped: 0

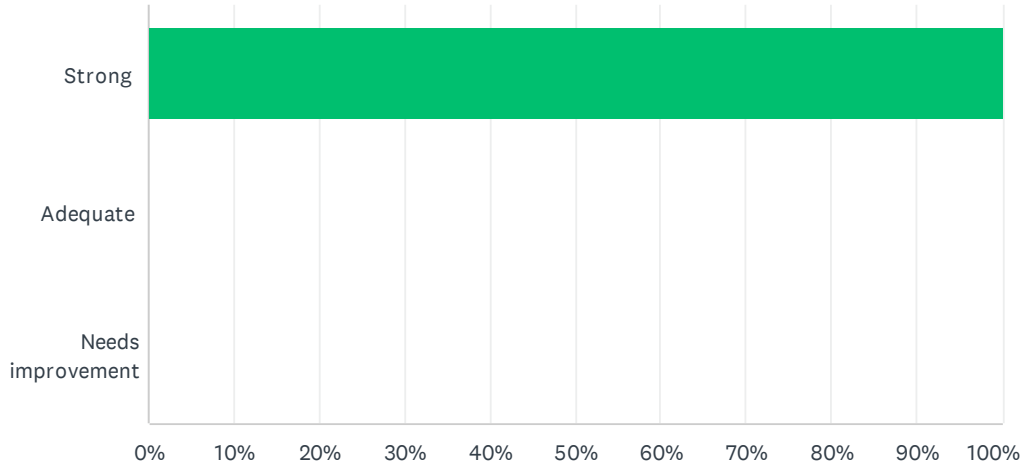


| ANSWER CHOICES    | RESPONSES |   |
|-------------------|-----------|---|
| Strong            | 85.71%    | 6 |
| Adequate          | 14.29%    | 1 |
| Needs improvement | 0.00%     | 0 |
| TOTAL             |           | 7 |

Saunders, Nathan  
06/14/2022 13:22:03

## Q2 The Board was active in its consideration of Committee composition.NHS Handbook status: 2 - should do

Answered: 7 Skipped: 0

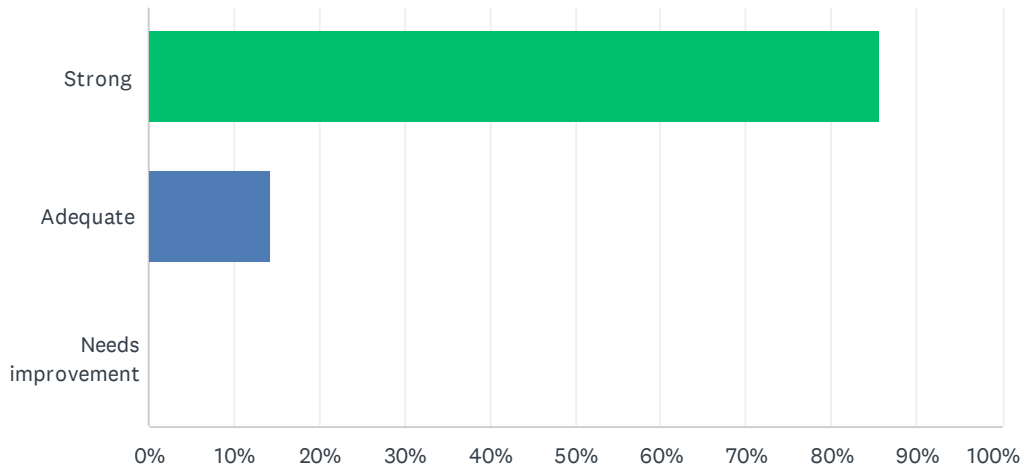


| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 100.00%   | 7        |
| Adequate          | 0.00%     | 0        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
06/14/2022 13:22:03

### Q3 The Committee actions reflect independence from management, ethical behaviour and the best interests of the Health Board and its stakeholders.

Answered: 7 Skipped: 0

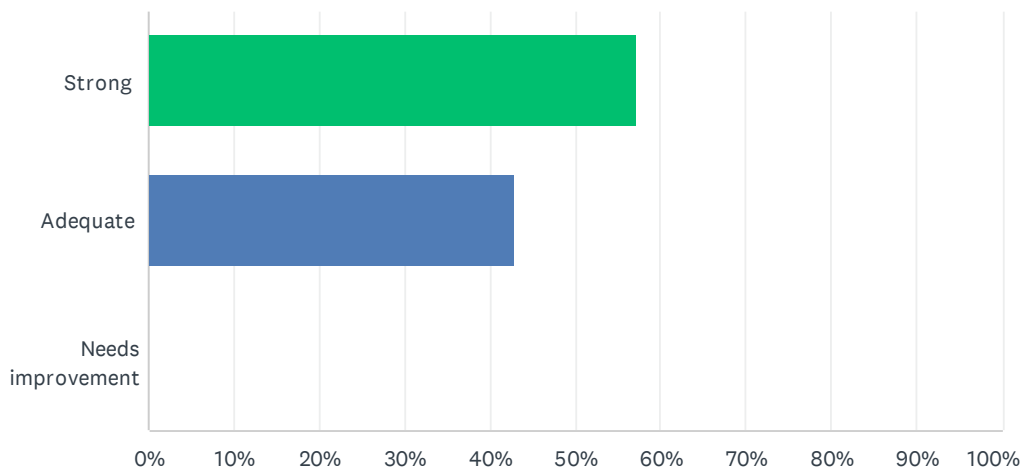


| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 85.71%    | 6        |
| Adequate          | 14.29%    | 1        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
06/14/2022 13:22:03

Q4 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. NHS Handbook status: 2 - should do

Answered: 7 Skipped: 0

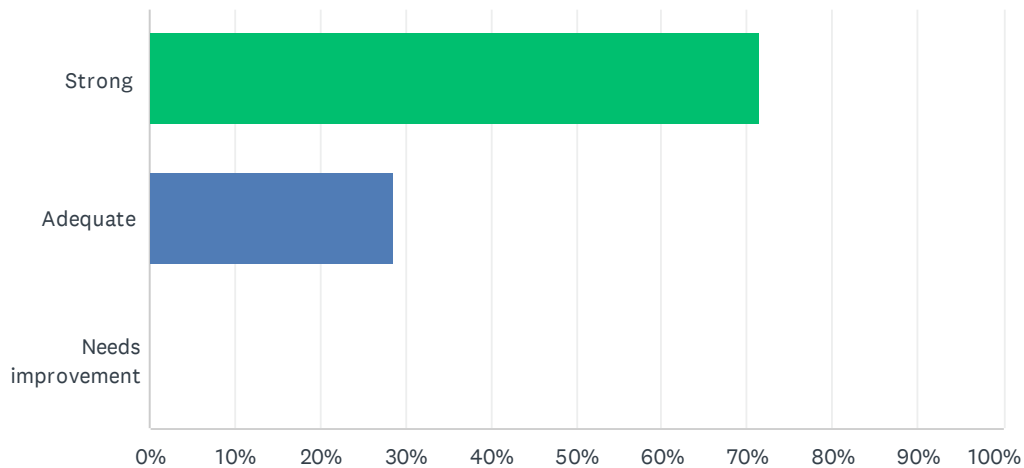


| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 57.14%    | 4        |
| Adequate          | 42.86%    | 3        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
06/14/2022 13:22:03

Q5 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. NHS Handbook status: 2 - should do

Answered: 7 Skipped: 0

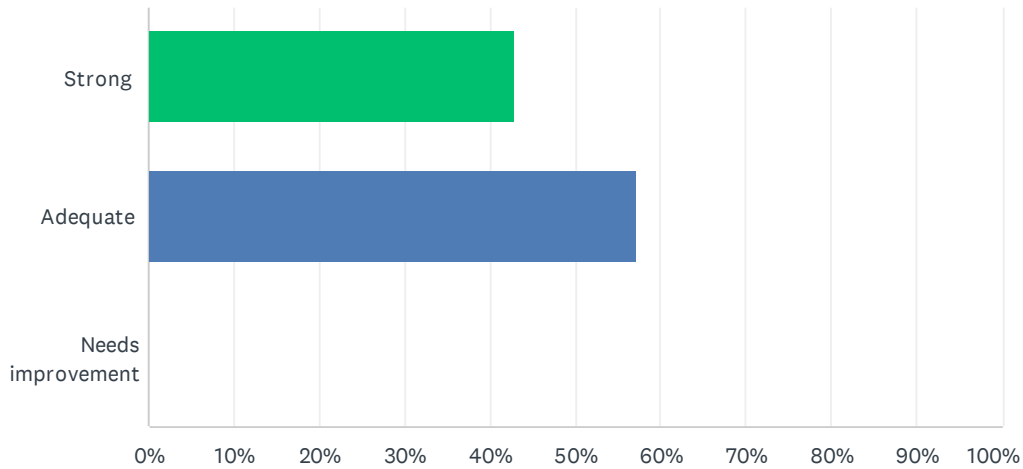


| ANSWER CHOICES    | RESPONSES |
|-------------------|-----------|
| Strong            | 71.43% 5  |
| Adequate          | 28.57% 2  |
| Needs improvement | 0.00% 0   |
| TOTAL             | 7         |

Saunders, Nathan  
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Q6 Appropriate internal or external support and resources are available to the Committee and it has sufficient membership and authority to perform its role effectively. NHS Handbook status: 1 - must do

Answered: 7 Skipped: 0

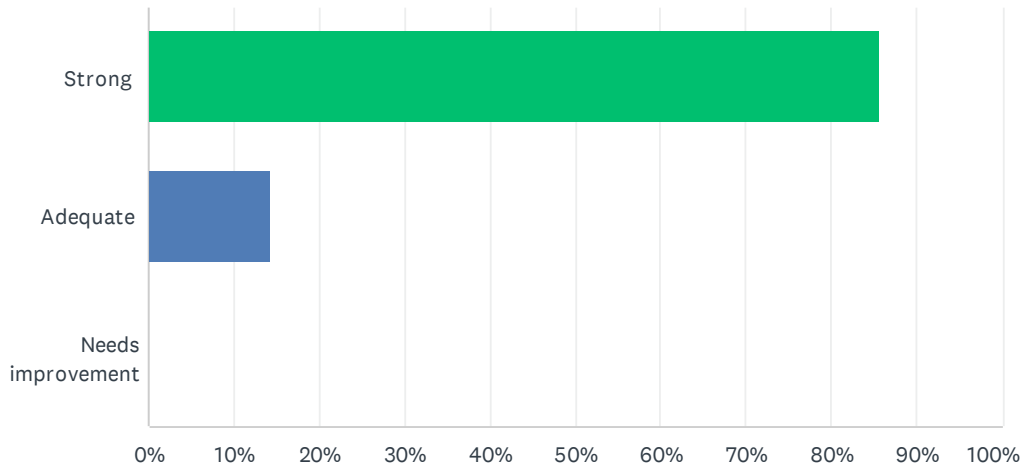


| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 42.86%    | 3        |
| Adequate          | 57.14%    | 4        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
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**Q7 The 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.NHS Handbook status: 2 - should do**

Answered: 7 Skipped: 0

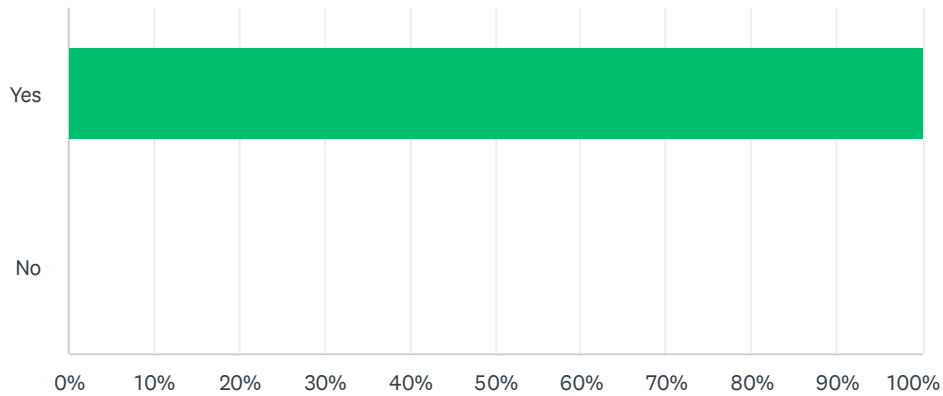


| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 85.71%    | 6        |
| Adequate          | 14.29%    | 1        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
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**Q8 Are the terms of reference reviewed annually to take into account governance developments and the remit of other committees within the organisation? NHS Handbook status: 2 - should do**

Answered: 7 Skipped: 0

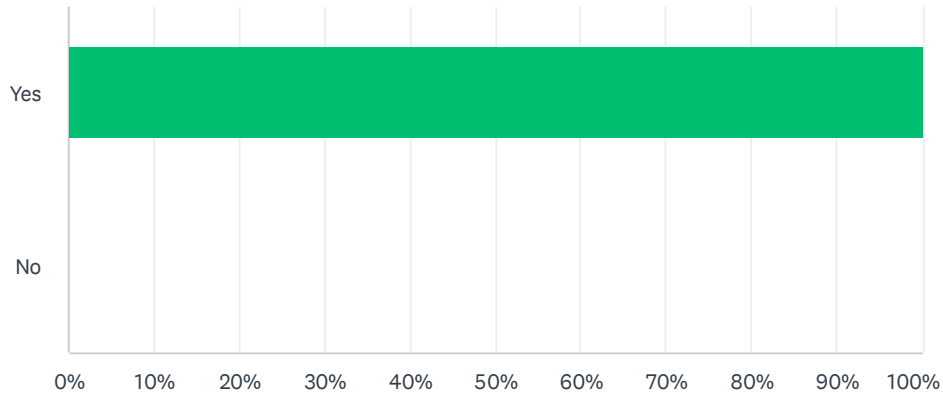


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes            | 100.00% 7 |
| No             | 0.00% 0   |
| <b>TOTAL</b>   | <b>7</b>  |

Saunders, Nathan  
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### Q9 Are changes to the committee’s current and future workload discussed and approved at Board level? NHS Handbook status: 2 - should do

Answered: 7 Skipped: 0

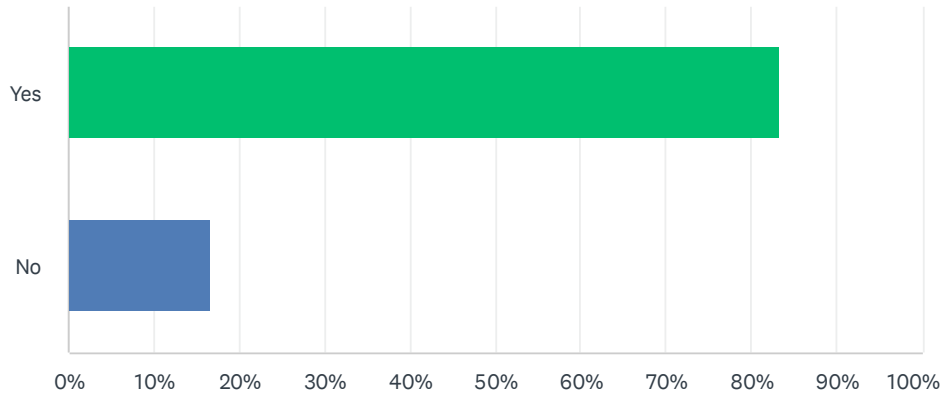


| ANSWER CHOICES | RESPONSES |   |
|----------------|-----------|---|
| Yes            | 100.00%   | 7 |
| No             | 0.00%     | 0 |
| TOTAL          |           | 7 |

Saunders, Nathan  
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## Q10 Are committee members independent of the management team? NHS Handbook status: 1 - must do

Answered: 6 Skipped: 1

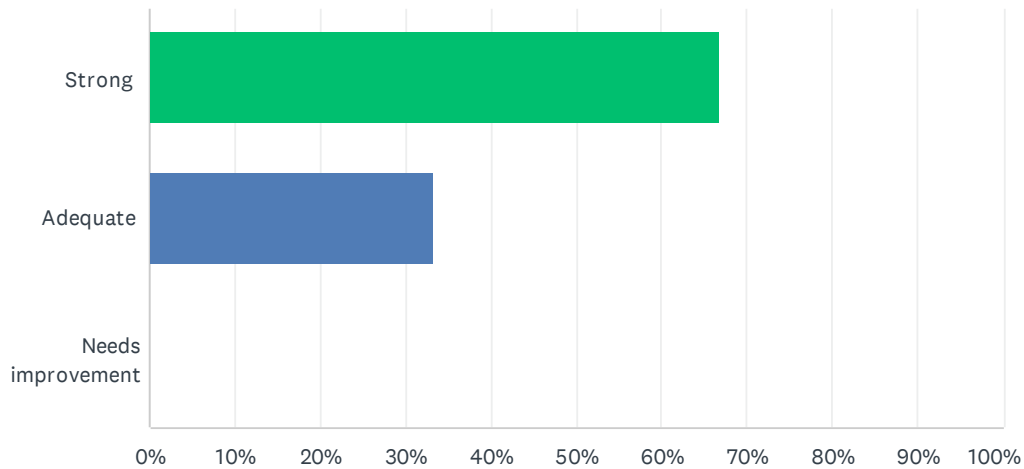


| ANSWER CHOICES | RESPONSES |   |
|----------------|-----------|---|
| Yes            | 83.33%    | 5 |
| No             | 16.67%    | 1 |
| TOTAL          |           | 6 |

Saunders, Nathan  
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### Q11 The Committee agenda-setting process is thorough and led by the Committee Chair.NHS Handbook status: 2 - should do

Answered: 6 Skipped: 1

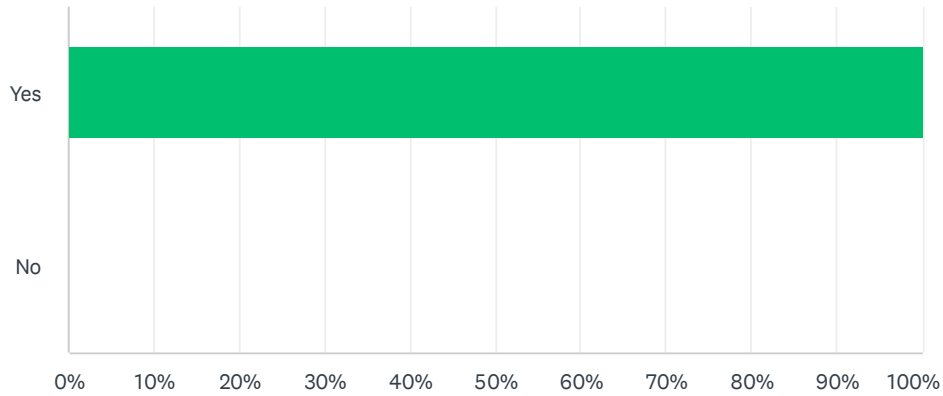


| ANSWER CHOICES    | RESPONSES |
|-------------------|-----------|
| Strong            | 66.67% 4  |
| Adequate          | 33.33% 2  |
| Needs improvement | 0.00% 0   |
| <b>TOTAL</b>      | <b>6</b>  |

Saunders, Nathan  
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## Q12 Has the Committee established a plan for the conduct of its work across the year? NHS Handbook status: 2 - should do

Answered: 6 Skipped: 1

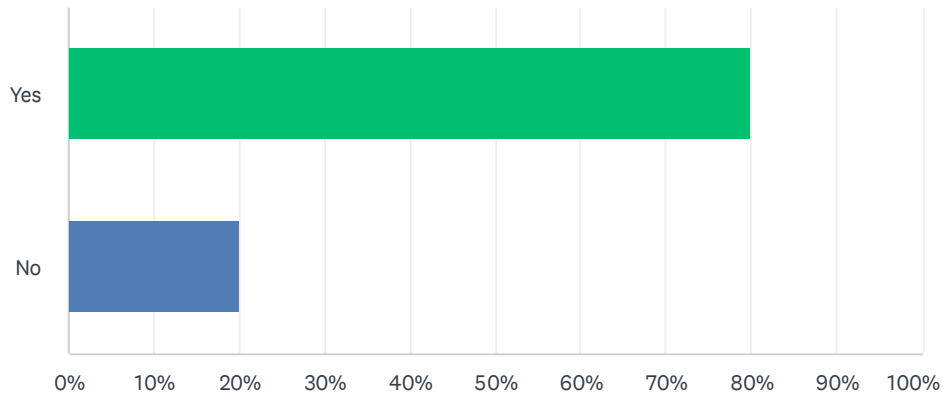


| ANSWER CHOICES | RESPONSES |          |
|----------------|-----------|----------|
| Yes            | 100.00%   | 6        |
| No             | 0.00%     | 0        |
| <b>TOTAL</b>   |           | <b>6</b> |

Saunders, Nathan  
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**Q13 Has the committee formally considered how its work integrates with wider performance management and standards compliance?NHS Handbook status: 2 - should do**

Answered: 5 Skipped: 2

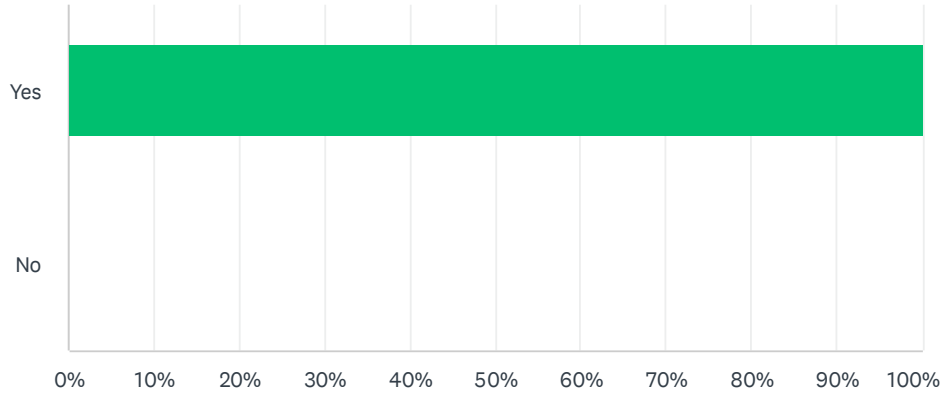


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes            | 80.00% 4  |
| No             | 20.00% 1  |
| <b>TOTAL</b>   | <b>5</b>  |

Saunders, Nathan  
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Q14 Has the committee reviewed whether the reports it receives are timely and have the right format and content to ensure its responsibilities are discharged? NHS Handbook status: 2 - should do

Answered: 6 Skipped: 1

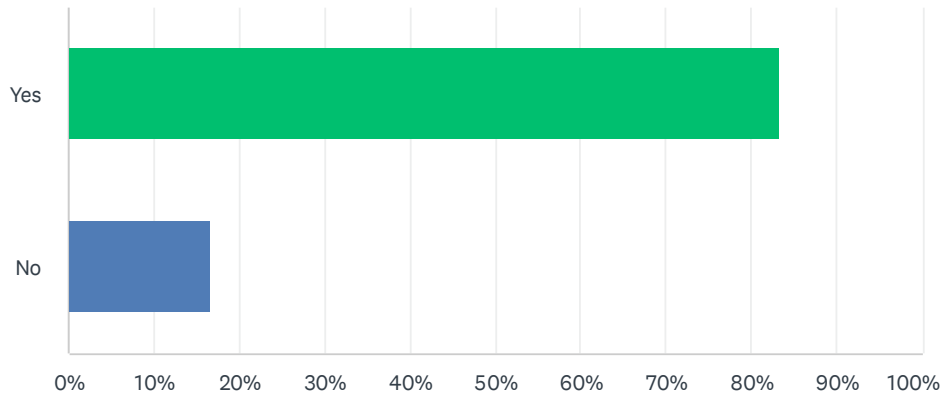


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes            | 100.00% 6 |
| No             | 0.00% 0   |
| TOTAL          | 6         |

Saunders, Nathan  
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**Q15 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? NHS Handbook status: 2 - should do**

Answered: 6 Skipped: 1

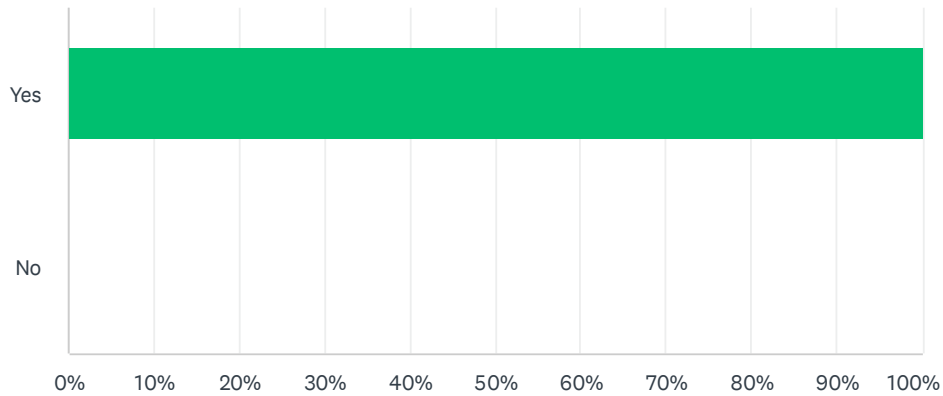


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes            | 83.33% 5  |
| No             | 16.67% 1  |
| TOTAL          | 6         |

Saunders, Nathan  
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**Q16 Is the committee satisfied that the Board has been advised that assurance reporting is in place to encompass all the organisations responsibilities? NHS Handbook status: 2 - should do**

Answered: 6 Skipped: 1

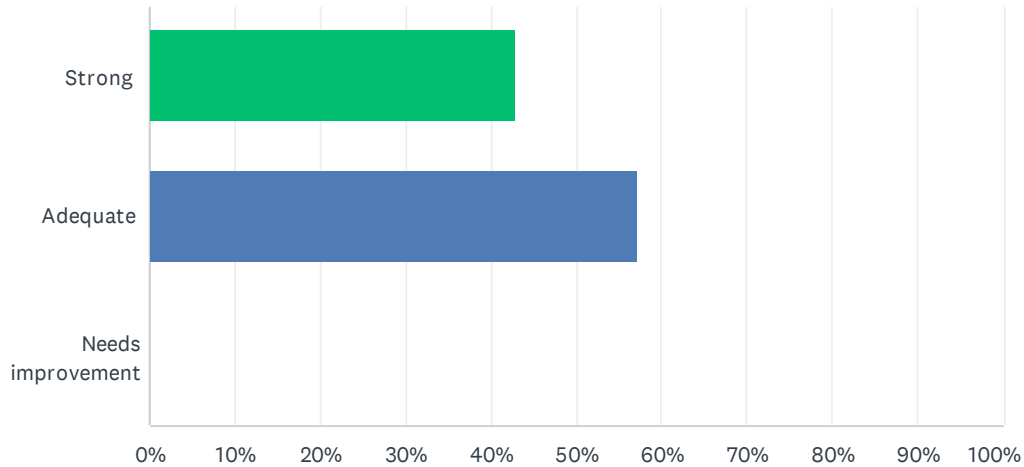


| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Yes            | 100.00% 6 |
| No             | 0.00% 0   |
| <b>TOTAL</b>   | <b>6</b>  |

Saunders, Nathan  
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## Q17 The committee's self-evaluation process is in place and effective. NHS Handbook status: 2 - should do

Answered: 7 Skipped: 0

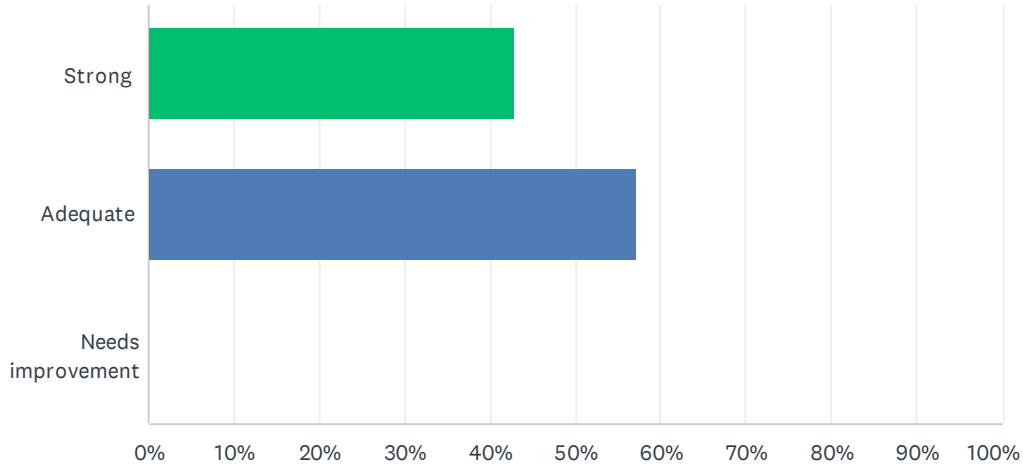


| ANSWER CHOICES    | RESPONSES |
|-------------------|-----------|
| Strong            | 42.86% 3  |
| Adequate          | 57.14% 4  |
| Needs improvement | 0.00% 0   |
| TOTAL             | 7         |

Saunders, Nathan  
06/14/2022 13:22:03

## Q18 What is your overall assessment of the performance of the Committee?

Answered: 7 Skipped: 0



| ANSWER CHOICES    | RESPONSES |          |
|-------------------|-----------|----------|
| Strong            | 42.86%    | 3        |
| Adequate          | 57.14%    | 4        |
| Needs improvement | 0.00%     | 0        |
| <b>TOTAL</b>      |           | <b>7</b> |

Saunders, Nathan  
06/14/2022 13:22:03

## Q19 Additional Comments

Answered: 2 Skipped: 5

Saunders, Nathan  
06/14/2022 13:22:03

## Q20 Name

Answered: 5 Skipped: 2

Saunders, Nathan  
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## Q21 Position

Answered: 5 Skipped: 2

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