

# Charitable Funds Committee

Tue 21 March 2023, 09:00 - 12:00

MS Teams

## Agenda

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09:00 - 09:10  
10 min

### 1. Preliminaries

#### 1.1. Welcome & Introductions

#### 1.2. Apologies for Absence

#### 1.3. Declarations of Interest

#### 1.4. Minutes of the Committee Meeting held on 6 December 2022

 1.4 Minutes of the CFC 06.12.22.pdf (13 pages)

#### 1.5. Action Log following the Meeting held on 6 December 2022

 1.5 Action Log.pdf (3 pages)

#### 1.6. Chair's Actions

#### 1.7. Our Health Meadow Video


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09:10 - 10:40  
90 min

### 2. Items for Review & Assurance

#### 2.1. Health Charity Financial Position & Investment Update (to include General Fund Deficit)

20 minutes      Robert Mahoney

 2.1 Health Charity Financial Position.pdf (7 pages)


#### 2.2. Review of Dormant Funds


10 minutes      Robert Mahoney

 2.2 Review of Dormant Funds.pdf (7 pages)

#### 2.3. Health Charity Strategy

20 minutes      Catherine Phillips

 2.3 Health Charity Strategy.pdf (3 pages)

 2.3a Appendix 1 - Draft Health Charity Strategy.pdf (5 pages)

 2.3b Appendix 2 Strategy Engagement Timeline (revised).pdf (1 pages)

#### 2.4. Disposal of Rookwood Hospital (verbal)

10 minutes      Catherine Phillips

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## 2.5. Legacy Updates

5 minutes

Joanne Brandon

 2.5 Legacy Updates.pdf (4 pages)

## 2.6. Food Sense Wales Update

5 minutes

Fiona Kinghorn

 2.6 Food Sense Wales Update.pdf (4 pages)

## 2.7. Arts for Health and Wellbeing - Annual Report 2022

5 minutes

Joanne Brandon

 2.7 Arts for Health and Wellbeing Annual Report 2022-2023.pdf (2 pages)

## 2.8. Our Health Meadow Appeal Annual Report

5 minutes

Joanne Brandon

 2.8 Our Health Meadow Appeal Annual Report.pdf (3 pages)

## 2.9. Break (10 minutes)

10:40 - 11:10

30 min

## 3. Items for Approval / Ratification

### 3.1. Committee Annual Report

5 minutes

James Quance

 3.1 Charitable Funds Committee Annual Report.pdf (2 pages)

 3.1a Annual Report of the Charitable Funds Committee.pdf (8 pages)

### 3.2. Committee Terms of Reference 2023/24

5 minutes

James Quance


 3.2 Terms of Reference covering report 23.24.pdf (2 pages)

 3.2a CFC ToRs March 2023.pdf (9 pages)

### 3.3. Committee Work Plan 2023/24

5 minutes

James Quance

 3.3 Work plan covering report 2023.24.pdf (2 pages)

 3.3a Charitable Funds Committee Work Plan 2023.24.pdf (2 pages)

### 3.4. Over £25k bids for approval:

Joanne Brandon

**(N.B General Reserve Fund closed to applications)**

- **No bids for this period**

### 3.4.1. Cardiac Services / Legacy Funds

Joanne Brandon

5 minutes

 3.4.1 Over 25k Endowment Expenditure Cardiac Services.pdf (2 pages)

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📄 3.4.1a Appendix 1 Over £25k Endowment Funds for approval.pdf (3 pages)

### 3.4.2. Nephrology & Transplant Equipment spend – (Legacy funds)

*Joanne Brandon*

5 minutes

📄 3.4.2 Over 25k Endowment Expenditure Nephrology & Transplant Services.pdf (2 pages)

### 3.5. Policies:

*5 minutes*

*Joanne Brandon*

- **Corporate Partnerships Guidance**

📄 3.5 Health Charity Corporate Partnerships Guidance.pdf (2 pages)

📄 3.5a Appendix 1 - Corporate Partnerships.pdf (3 pages)

📄 3.5b Appendix 2 - Commercial Participators Agreement.pdf (7 pages)

11:10 - 11:50  
40 min

## 4. Items for Noting and Information

### 4.1. Health Charity Events Planner 2023/24

*5 minutes*

*Joanne Brandon*

📄 4.1 Health Charity Events Planner 2023-24.pdf (2 pages)

📄 4.1a Appendix 1 - Events Planner 2023.pdf (1 pages)

### 4.2. Health Charity Fundraising Report

*10 minutes*

*Joanne Brandon*

📄 4.2 Health Charity Fundraising Report - March 23.pdf (5 pages)

### 4.3. Reporting Feedback on Successful CFC Bids:

*10 minutes*

*Joanne Brandon*

1) *Social Prescribing in Child Health*

2) *Innovation/Collision Space*

3) *Employee Wellbeing Service*

📄 4.3 Reporting Feedback on successful CFC bids March 23.pdf (6 pages)

📄 4.3a Approved Bids - Ongoing.pdf (1 pages)

### 4.4. Staff Benefits Group Report

*5 minutes*

*Rachel Gidman*

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

### 4.5. Staff Lottery Bids Panel Report

*5 minutes*

*Joanne Brandon*

📄 4.5 Staff Lottery Bids Panel Report - March 23.pdf (5 pages)

### 4.6. Committee Self Effectiveness Survey 2022/23

*5 minutes*

*James Quance*

📄 4.6 Committee Effectiveness Survey report.pdf (3 pages)

📄 4.6a Appendix 1 Annual Board Effectiveness Survey - Charitable Funds.pdf (6 pages)

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11:50 - 11:50  
0 min

5. Any Other Business

11:50 - 11:50  
0 min

6. Review of the Meeting

11:50 - 11:50  
0 min

7. Date and time of next Meeting

Tuesday 20 June 2023



**Unconfirmed Minutes of the Charitable Funds Committee  
6 December 2022 09:00am  
Via Microsoft Teams**

<b>Present:</b>		
Akmal Hanuk	AH	Committee Chair / Independent Member – Community
Susan Elsmore	SE	Independent Member – Local Council
Fiona Jenkins	FJ	Executive Director of Therapies and Health Sciences
Mike Jones	MJ	Vice Chair / Independent Member – Trade Union
Catherine Phillips	CP	Executive Director of Finance
<b>In Attendance:</b>		
Alex Dow	AD	Investment Manager for Rathbones
Joanne Brandon	JB	Director of Communications
Nicola Foreman	NF	Director of Corporate Governance
Rob Mahoney	RM	Deputy Director of Finance
Suzanne Rankin	SR	Chief Executive Officer
<b>Secretariat:</b>		
Nathan Saunders	NS	Senior Corporate Governance Officer
<b>Observers:</b>		
Timothy Davies	TD	Head of Corporate Business
Marcia Donovan	MD	Head of Corporate Governance
Angela Hughes	AH	Assistant Director of Patient Experience (Left at 10.55am)
<b>Apologies:</b>		
Rachel Gidman	RG	Executive Director of People and Culture
Sara Moseley	SM	Independent Member – Third Sector
John Union	JU	Independent Member – Finance

<b>CFC22/12/001</b>	<b>Welcome &amp; Introductions</b>  The Committee Chair (CC) welcomed everyone to the meeting.	Action
<b>CFC22/12/002</b>	<b>Apologies for Absence</b>  Apologies for Absence were noted.	
<b>CFC22/12/003</b>	<b>Declarations of Interests</b>  No declarations of interests received.	
<b>CFC22/12/004</b>	<b>Minutes of the Committee Meeting held on 20 September 2022</b>  The Committee reviewed the minutes of the meeting held on 20 September 2022.  <b>The Committee resolved that:</b>  a) The minutes of the meeting held on 20 September 2022 were approved as a true and accurate record.	

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CFC22/12/005	<p><b>Committee Action Log</b></p> <p>The Committee reviewed the Action Log.</p> <p>The Executive Director of Finance (EDF) advised the Committee that in relation to action CFC22/06/008 and CFC22/06/014 regarding the wellbeing service, email correspondence had been sent out via the Corporate Governance team to confirm that the employee wellbeing service bid would be picked up as Health Board revenue.</p> <p>She added that the service was expected to go to the Business Case Review Group for the Health Board as opposed to the Health Charity, and that any recurrent commitment would be picked up in the Health Board's underlying position going into next year.</p> <p>It was noted that the Charitable Fund Committee had signed off the action.</p> <p>The Head of Corporate Governance (HCG) advised the Committee that the action would be marked as completed.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Action Log was noted.</p>	
CFC22/12/006	<p><b>Chair's Action</b></p> <p>No Chair's Actions to note.</p>	
CFC22/12/007	<p><b>Rathbones Investment Update</b></p> <p>The Rathbones Investment Update was received.</p> <p>The Investment Manager for Rathbones (IMR) advised the Committee that the presentation would update the Committee on the performance of the investment from its inception in February 2022 until the 27<sup>th</sup> November 2022.</p> <p>He added that the presentation would focus on 5 areas which included:</p> <ul style="list-style-type: none"> <li>• Performance</li> <li>• Asset Allocation</li> <li>• Responsible Investment</li> <li>• Market Review</li> <li>• Any Other Business.</li> </ul> <p>It was noted that the period February 2022 until November 2022 had been very challenging for investors driven by three factors which included:</p> <ul style="list-style-type: none"> <li>• High inflation driven by the Covid-19 pandemic and exasperated further by the war in Ukraine.</li> <li>• Rising interest rates in response to the high inflation.</li> <li>• Risk of recession due to both the squeeze on real incomes, as inflation had outstripped wage growth, and the impact on growth over the longer term from higher interest rates.</li> </ul> <p>It was noted that the Charity's investments were exposed to the global economy rather than the UK economy and that the UK was likely to see a deeper recession than the US's economy.</p> <p>The IMR advised the Committee that the chance of recession in the UK and Europe was far higher than in the US for reasons such as, (i) the UK have seen a much more substantial energy crisis and (ii) the UK did not have the same level of accumulated savings.</p> <p>It was noted that for the period, equities were posted as a mild positive return but it was identified that the asset class that had suffered was government bonds down by almost 16%.</p>	

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<p>Saunders, Nathan 13/03/2023 16:35:35</p>	<p>The Committee was advised that as of the 27<sup>th</sup> November 2022, the Charity's portfolio was worth just under £5.6m, with income of approximately £134k being paid out to the Charity on a quarterly basis.</p> <p>The IMR noted that the risk levels of the investment portfolio ran from level 1 to 6 and that the Health Board's portfolio was managed at a risk level of 3 (which was a lower end of medium risk).</p> <p>He added that the Health Board's Asset allocation consisted of 4 areas which included:</p> <ul style="list-style-type: none"> <li>• Equities UK</li> <li>• Equities – Overseas</li> <li>• Fixed Interest</li> <li>• Alternatives</li> </ul> <p>The Committee was advised that Rathbones had been investing responsibly in "greener" companies (ie those with Environmental, Social and Governance (ESG) issues higher on their agendas).</p> <p>It was noted that companies with good ESG policies and actions represented better run companies and that better run companies tended to produce better returns on investment.</p> <p>The IMR presented the Committee with some of the areas in which Rathbones had engaged with companies with ESG values. That included various areas such as:</p> <ul style="list-style-type: none"> <li>• An ambition to reach net zero across the wider business by 2050 or sooner;</li> <li>• Voting for a report on efforts to prevent harassment and discrimination in the workplace;</li> <li>• Supporting a shareholder proposal for the US streaming company Netflix to produce a report on it's lobbying of policies and payments.</li> </ul> <p>He concluded that those were all examples of Rathbones commitment to responsible Investment.</p> <p>The Independent Member – Local Council (IMLC) asked how responsive individual companies were with responsible investment and how timely were their responses to Rathbones.</p> <p>The IMR responded that more positive feedback was received by companies based in the UK than the US and they understood the reasoning behind shareholder engagement on the "green" matter.</p> <p>He added that a dramatic change had been seen in quite a short amount of time which showed improving dialogue between companies and the green agenda.</p> <p>The CEO suggested that the Health Board's Charity should undertake a review, in conjunction with Rathbones, on the Charity's risk appetite in order to maximise better returns whilst safeguarding the charitable donations, as well as to carry out benchmarking against other Health Boards in relation to their risk appetites.</p> <p>She added that as part of that review, the potential to invest further with ESG companies could also be considered.</p> <p>It was noted that a conversation would be held offline between the EDF, the CEO and the IMR.</p> <p>The EDF added that the risk-based assessment could form part of the strategy work.</p> <p>She asked the IMR if they had any understanding on the timeframe for a UK recession and a level of insight for that in regards to helping the Charity to know when the best time would be to "cash in" its investments.</p> <p>The EDF also asked if the Charitable Funds Committee or Trustees had confirmed with Rathbones the ESG rating that the Health Board wanted to achieve.</p>	<p>SR/CP/IMR</p>
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	<p>The IMR responded that Rathbones could undertake some benchmarking in relation to the portfolio on ESG perspective versus the index.</p> <p>He added that Rathbones' job was also to ensure what was best for the Health Board Charity because if the Charity excluded too much of the market, then that could either reduce returns or increase the risks.</p> <p>The IMR concluded that in terms of the recession, considering the Bank of England's predictions, it could be long recession in the UK. He added that the Charity's investment portfolio had relatively low levels of exposure to the UK economy.</p> <p>The CC reiterated that an action would be taken for a conversation to be held offline between the CEO, the EDF and the IMR to discuss the Health Board's ESG rating and risk appetite.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Rathbones Investment Update was noted.</p>	
<b>CFC22/12/008</b>	<p><b>Health Charity Financial Position &amp; Detailed Investment Update</b></p> <p>The Health Charity Financial Position Update was received.</p> <p>The Deputy Director of Finance advised the Committee that the report contained slightly older data than that presented by the IMR earlier in the meeting and noted that since the report had been written, there had been a slight pick up in the investment market.</p> <p>He added that there had been no great changes in the financial position that had been previously reported to the Committee.</p> <p>The Committee was advised that the financial position of the Charity for the period to 31<sup>st</sup> October 2022 showed outgoing resources of £432k. There was a negative movement of funds of £875k based on net over expenditure against income and a reduction in the value of portfolio.</p> <p>The DDF presented the Committee with the summary balance sheet as at 31st October 2022 which showed where the Charity's assets were which included:</p> <ul style="list-style-type: none"> <li>• Investment Portfolio</li> <li>• Fixed Costs Rookwood Hospital</li> <li>• Net Current Assets/Liabilities – Cash and Bills to pay</li> </ul> <p>He added that the investment portfolio had started the financial year with a market value of £6.569m. That figure had decreased to £5.426m for the period ending October 2022, and had included two cash withdrawals totalling £0.700m in the current financial year. That had resulted in a market value loss of £0.443m for the period ending October 2022, compared to the opening balance of £6.569m.</p> <p>It was noted that the Finance team had been working on a cashflow forecast. He highlighted that it was difficult to do for charities, but the Finance team would continue to work on that because there was an ambition to have a multi-year cashflow forecast.</p> <p>The DDF added that the cash forecast for the current year had been looked at alongside whether the Charity would need to call on cash again from the investment portfolio.</p> <p>It was noted that it was not something that the Charity wanted to do in a period where the markets were so unstable, but at the moment, the forecast was that the Charity should not need another cash call from the investment portfolio.</p> <p>The DDF reminded the Committee that they had approved the decision to freeze new applications to the general fund which was made up of the spare asset value within the overall remit of the Charitable Funds which could be used for general purposes.</p> <p>He added that the general reserve was overcommitted by £1.205m and that a key driver for that was the year to date performance of the investment portfolio, which had achieved losses of £0.443m for the period ending October 2022.</p>	

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	<p>It was recommended that the freeze on new applications remained.</p> <p>It was noted that the Finance Charity team would continue to monitor dormant funds and would transfer those to general reserve, where appropriate, in line with the financial control procedure.</p> <p>The DDF advised the Committee that the next review was due to concluded in January 2023 for the period ending March 2022.</p> <p>He added that the Charity should not let those dormant funds languish and noted that there was a process whereby all fund holders were contacted to seek their intentions for their dormant funds.</p> <p>The EDF noted that a deficit of £1.2m was not a position the Charity should continue to tolerate. She suggested that a piece of work should be undertaken by herself, the Director of Communication (DC) and the DDF with regards to a forecast of the general fund in order to understand at what point the Charity could recover the position.</p> <p>She added that a plan was required for the next financial year which would include:</p> <ul style="list-style-type: none"> <li>• The status of the General Fund</li> <li>• All of the Charity's other funds</li> <li>• Fundraising activities being planned</li> </ul> <p>It was noted that could then be used to inform Rathbones how much cash the Charity wanted to withdraw at the start of the year and then the Charity could let them choose when was a good time to sell.</p> <p>The Director of Corporate Governance (DCG) noted that it was unclear how much was in the dormant funds altogether and asked what was being communicated to encourage people to use their funds.</p> <p>The DDF responded that it was difficult to define was constituted a dormant fund and that was part of the problem.</p> <p>He added that if there had been no expenditure for approximately 18 months, the Finance team considered it to be dormant and so they would write to the fundholder to gage their expectations on how the funds would be used.</p> <p>The CC asked if the DDF knew how much was outstanding from the last review exercise.</p> <p>The DDF responded that it did not illicit more than £20k to £30k and noted that that even with good housekeeping, it would not bring major funds back to the general fund.</p> <p>The Assistant Director of Patient Experience (ADPE) asked whether the Charity should change its approach on endowment funds so that when people put bids in, the Charity would then say it expected a percentage to be paid from the endowment fund where there was one.</p> <p>The EDF responded that it was important how to communicate with people placing bids and that the Charity should be encouraging them to spend their money rather than take dormant funds away because that would not be the right thing to do in terms of the set of values for the Charity.</p> <p>She added that the Charity had overspent on the general fund because they had not encouraged people to spend their own money above the general funds and too many bids had been accepted.</p> <p>The EDF concluded that the point was that the Charity needed to spend money from all of everybody's funds rather than from the general fund.</p> <p><b>The Committee resolved that:</b></p>	CP/JB/RM
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	<p>a) The financial position of the Charity was noted</p> <p>b) The performance of the investment portfolio was noted</p> <p>c) The over commitment of the general reserve was noted</p>	
<b>CFC22/12/009</b>	<p><b>Charitable Funds Draft Strategy</b></p> <p>The Charitable Funds Draft Strategy was received.</p> <p>The DC advised the Committee that a lot of work had been undertaken in relation to the Charitable Funds Strategy.</p> <p>It was noted that the Charity's Strategy for the period 2019 – 2024 was approved in principle by the Charitable Funds Committee (CFC) in September 2019, and was subsequently endorsed for publication by the Board of Trustees in July 2020 (where it was revised to cover the period 2020 – 2025).</p> <p>The DC advised the Committee that in the CFC meeting held on 21st June 2022, the Committee had discussed the requirement for a review of the Charity's Strategy, following on from the Covid-19 pandemic and all of the learnings and change following the same.</p> <p>It was noted that the Strategy Review Session was held on 20th September 2022 and that actions from the session were written up to take forward to the Task and Finish Group meeting held on the 22nd November 2022.</p> <p>It was noted that a CFC meeting was held following the review of the strategy session where the Committee had concluded that the new Charity Strategy should be finalised by the new financial year and that there would be a focus on the cost of living crisis over the winter months.</p> <p>The DC advised the Committee that the first draft of the Charity's Strategy had been completed and would be presented to the CFC at their March 2023 meeting, before it was presented to the Board of Trustees.</p> <p>She concluded that the request for the Committee was to note the progress of the Task and Finish Group and to ask the CFC if there were any additional comments to be made in drawing together the new Strategy.</p> <p>The CEO noted that based on the discussion held with the IMR during the Rathbones Investment Update earlier in the meeting, she could not see anything in the report about describing the Health Board's approach to the strategy and how to optimise and safeguard those who donated into the Charity.</p> <p>She added that it was important to ensure that that the Charity's Strategy aligned with the Health Board's overarching Shaping our Future Services Strategy.</p> <p>The EDF added that it was too early to provide the Committee with a draft of the Charity's new Strategy but that it would be circulated prior to being formally received in March 2023.</p> <p>The CC noted that he had always been keen to add in information to the strategy regarding the various focussed teams working on matters, such as the cost of living crisis, staff wellbeing as well as other areas identified during the strategy review session.</p> <p>The DC responded that the CC's comments were something the Task and Finish Group had been aware of and noted that it fell in line with the comment made by the CEO on strategic alignment.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) noted that discussions were ongoing around staff wellbeing and initiatives to help staff and asked if adding those initiatives to the Strategy would be a good thing to do.</p> <p>She added that areas such as what the Health Board could be doing for its staff should be included, such as providing hot meals for staff on 12 hours shifts for those who could not afford a meal.</p>	<b>JB/NS</b>

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	<p>It was noted that Betsi Cadwaladr Health Board had a “wellbeing Wednesday” with a subsidised lunch but noted that the overall cost could add pressure to various teams so further conversations would be required before committing.</p> <p>The Independent Member – Trade Union offered his support in the drafting of the Strategy and offered his support in the ongoing discussions around staff wellbeing and subsidised lunch initiatives.</p> <p>He asked if discussions had been held around period poverty as staff had often raised the issue of the cost of sanitary products.</p> <p>The DC responded that discussions had been held around period poverty and that discussions would continue offline.</p> <p>The Head of Corporate Governance suggested carrying out some form of consultation with the public, staff and other forums before the final draft Strategy was taken to the Charitable Funds for recommendation to the Board of Trustees for approval.</p> <p><b>The Committee resolved that:</b></p> <p>a) The progress on the review of the Charity Strategy Review was noted.</p>	
<b>CFC22/12/010</b>	<p><b>Health Meadow Secured Funding Proposal</b></p> <p>The Health Meadow Secured Funding Proposal was received.</p> <p>The DC thanked the DDF for his team’s help on the financial side of the proposal.</p> <p>It was noted that “Our Health Meadow” (OHM) was a “committee” in its own right and had been running for a number of years. The Committee was advised that the paper set out the proposal regarding a continued funding requirement and the request for a financial underwriting to develop phase 2 (called the “Nature Haven”).</p> <p>It was noted that phase 2 funding would be essential to deliver the project and that a decision on funding was time dependent because the ENRAW match funding of £600,000, was secured by Down 2 Earth (D2E) in phase one and had stipulated that had to be utilised by June 2023.</p> <p>It was noted that after June 2023, the costs of the project were subject to increase and would need to be secured from an alternative funding source.</p> <p>The Committee was advised that securing financial commitment for the project would also reduce future development/build costs, would capitalise on the ENRAW monies currently provided, build on the established working relationships within the organisation and would place the project in a strong position to seek alternative funding streams.</p> <p>It was noted that the costs, as outlined within the paper, were just under £2m (£1,986,864).</p> <p>The DC advised the Committee that there were potential risks associated with not funding phase 2 of the project, which included:</p> <ul style="list-style-type: none"> <li>a) Loss of social value, intervention, prevention and sustainable healthcare and the impact of the burden of health provision from healthcare services.</li> <li>b) Loss of potential grants funding - from organisations which scrutinised the Health Charity’s funding reserves and subsequently declined applications</li> <li>c) Loss of the established partnership with D2E – It was noted that they were currently exploring options to partner with other Health Boards due to the current insecurity of continued project funding.</li> <li>d) Reputational damage to the Health Charity and the Health Board.</li> </ul> <p>It was noted that in respect of the potential funds available from the sale of Rookwood Hospital, the Charity had liaised with Geldards Solicitors and had received advice regarding the sale of Rookwood.</p>	

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<p style="transform: rotate(-45deg); transform-origin: left bottom; white-space: nowrap;">Saunders, Nathan 13/03/2023 16:35:35</p>	<p>The DC advised the Committee than another area being considered was to set up OHM as its own charity. Often the Charity had bids rejected due to the reserves being “too healthy” and were being asked to justify why money was being requested when it appeared the charity’s own funds could cover various amounts.</p> <p>She concluded that the potential risk of not supporting the proposal would be that the project was discontinued and that the Health Board would no longer be able to support the social value projects and wellbeing benefits to staff and patients.</p> <p>It was noted that creating social value was at the heart of the OHM project and that it had been created to make a positive difference to patients, staff, volunteers, the local community and the planet, as well as contributing to the long-term well-being and resilience of society, bolstering communities outside of the Health Board’s direct services.</p> <p>The EDF advised the Committee that the Health Board was on the cusp of phase 2 and so detailed discussions were required so that all of the hard work achieved during phase one, which included the relationship with D2E, was not lost.</p> <p>She added that the recommendations made during the meeting would be taken back to D2E in an open and transparent way to ensure the project could move forward proactively.</p> <p>The DDF advised the Committee that to date, there had been no professional scrutiny of the costs and so the build costs (circa £2.1million) still needed to be verified.</p> <p>The CEO noted that the Health Board could not commit to phase 2 until clarity was provided on the costs and also where the underwriting of the £2.1 was coming from.</p> <p>She added that the Health Board was already operating in a deficit position and so clarity would be required regarding the mechanism for underwriting.</p> <p>The EDF responded that underwriting the costs was what was required to move onto phase 2 of the proposal. However, the Health Board was not in a position to realise the additional funds to pay for it outside of what was outlined by the DC as well as the cost uncertainty highlighted by the DDF.</p> <p>She added that fundamentally it needed to be underwritten and that the first place that was being suggested for it be underwritten from was the charitable funds. The problem was that would be the general fund and that the general fund was already in some level of distress that could not be tolerated and so adding another £2m into that did not feel like the right thing to do.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) advised the Committee that it could not spend what had not been realised and that good governance would be required.</p> <p>She added that it was a really worthy cause and she was certain there would be great understanding from D2E and other stakeholders should the Charity require a pause from investing further funds.</p> <p>The IMLC noted that it was a difficult position in relation to governance and asked if there was clarity in terms of timings and risks because clearly the Committee was not in a position to make any decisions at the meeting.</p> <p>The DCG responded that the Committee needed to be clear on what was going to be recommended to the Board of Trustees (the Trustees) and advised that each recommendation should be discussed individually to provide clarity.</p> <p>She added that as mentioned, some of the costs identified within the paper were not “set in stone” and that the financial underwriting risk required a solution as well as the sale of Rookwood Hospital and so all of the risks would need to be received by the Trustees.</p> <p>The EDF advised the Committee that the reputational risks around the relationship with D2E needed to be added as a recommendation because it was a difficult position for the Health Board because it wanted to support D2E on their project.</p>	
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	<p>She added that she had been looking after Charitable Funds in her role as Director of Finance for over 15 years and had never had to report a negative general fund which provided context of the position the Health Board and Charity found itself in.</p> <p>The Committee was advised that the first 2 recommendations should be rejected at the meeting based on the discussions held.</p> <p>The CEO asked what the timeline would be to get to the £2.1m, taking into account all of the areas raised by the DC around alternative funding and what the deadline was for a decision to D2E around phase 2 of the project.</p> <p>The DC responded that the deadline for the D2E decision was January 2023.</p> <p>The CEO added that this meant an additional pressure to get the recommendations agreed or discussed and then recommended to the Trustees.</p> <p>The EDF responded that that the Health Board had informally spoken to D2E and that they understood the difficult position held by the Health Board.</p> <p>She added that a plan would be required to enable the enactment of phase 2 of the project as well as all of the risks.</p> <p>It was noted that Trustee approval would be required not move onto phase 2 of the proposal by January 2023.</p> <p>The EDF added that a proposal to fundraise a significant portion of the money before going ahead with phase 2 of the project.</p> <p>The CC concluded that it had been a very important and robust discussion and confirmed that the Committee had noted the recommendations outlined within the paper but would be unable to approve any actions required to move forward on the phase 2 of the OHM project.</p> <p><b>The Committee resolved that :</b></p> <ul style="list-style-type: none"> <li>e) the financial underwriting of £1,788,259 for the mobilisation and construction phase (Phase 2) of the Nature Haven at Our Health Meadow could not be supported via the Charity's funds;</li> <li>f) The work of Down to Earth as an exemplar Wellbeing of Future Generation Act project was commended and it was noted that conversations with Down to Earth on smaller scale opportunities and projects would continue; and</li> <li>g) the work of the Our Health Meadow Committee in delivery of phase One of the OHM project was commended.</li> </ul>	
<b>CFC22/12/011</b>	<p><b>Disposal of Rookwood Hospital (verbal)</b></p> <p>The Disposal of Rookwood Hospital verbal update was received.</p> <p>The EDTHS advised the Committee that she was not in a position to provide a written report due to a number of factors.</p> <p>She added that her role as the Senior Responsible Officer (SRO) was to maximise the income for the Charity from the sale of Rookwood.</p> <p>It was noted that there were terms around the conditions of the sale of Rookwood and that the Health Board had taken legal advice regarding a potential variation to the covenant against the site, and that the Health Board was not in a position to ask for that covenant to be varied.</p> <p>The Committee was advised that the Health Board needed to consider whether it could maximise more income for the Charity by selling the entire Rookwood site rather than just a part of it.</p> <p>The EDTHS added that the site hosted the Artificial Limb Appliance Centre (ALAC) and the Assistive Technology Centre and so discussions had been held with the Specialised</p>	

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	<p>Services Clinical Board about relocation of those services. It was noted that all of the options around that needed to be considered.</p> <p>She concluded that the Director of Capital, Estates and Facilities and the EDF were in discussion with the Health Board's agents regarding the sale of the site, and with regards to the relocation of existing services, and so she would await the outcomes of those conversations before she brought a paper to the Committee.</p> <p>The EDF added that there were 2 sites, one of which was charitable (Rookwood Hospital) and the other was Health Board owned (Whitchurch Hospital) and she had asked a specialist advisor to do a piece of work.</p> <p>She added that a report had been drafted by that advisor which would be shared with the Trustees at their next meeting.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Disposal of Rookwood Hospital verbal update was noted.</p>	
<b>CFC22/12/012</b>	<p><b>Over £25k bids for approval</b></p> <p>The Over £25k bids for approval information was received.</p> <p>The DC advised the Committee that the bid had been received from the Directorate Manager of the Cardiac Services and that it asked for £70k of the money that they had been gifted through a legacy to be spent on the refurbishment of the Cardiac catheterisation theatre changing facilities at the University Hospital of Wales (UHW).</p> <p>She added that a paper had been written by them and received by the Committee which outlined the reasons for the request.</p> <p>It was noted that the money had been gifted to that service and was not coming out of the general reserves but that it was one of their restricted funds, hence why the Committee was receiving the information for approval due to being over the £25k limit.</p> <p>The CC asked for clarity that it was their own funds they were spending and that the Committee was receiving the information because it fell outside of the £25k limit.</p> <p>The DC confirmed that the approval was for the service to spend their own money.</p> <p><b>The Committee resolved that:</b></p> <p>a) The indicative planned expenditure of £70,000 from Cardiac Services Endowment Fund 9541 was approved.</p>	
<b>CFC22/12/013</b>	<p><b>Policies: - Fundraising Policy</b></p> <p>The Fundraising Policy was received.</p> <p>The DC advised the Committee that the draft revised policy was published for consultation via Sharepoint (staff facing) and copies were sent to the Chairs of the SRG, Local Partnership Forum and Cardiff Health Council for wider consultation.</p> <p><b>The Committee resolved that:</b></p> <p>a) The revised Fundraising Policy was reviewed and recommended to the Board of Trustees for approval.</p>	
<b>CFC22/12/014</b>	<p><b>Health Charity Fundraising Report</b></p> <p>The Health Charity Fundraising Report was received.</p> <p>The DC advised the Committee that she would take the report as read and would note some of the key appeals outlined in the report:</p>	

	<ul style="list-style-type: none"> <li>The Prop Appeal – It was noted that after a gap of two years, the Health Charity welcomed nearly 200 guests to Mercure Holland House for the Prop Appeal Ball. The event was well attended and that total amount raised was £11,875 minus the expenditures for venue hire, food, and entertainment, which left a profit of £3,118.</li> </ul> <p>The DC added that the profit was slightly disappointing as pre-Covid, profit had been around £17k.</p> <ul style="list-style-type: none"> <li>Breast Centre – It was noted that fundraising from events had currently raised around £26,000.</li> <li>Legacy donations received since 1st April 2022: £217,581.07</li> </ul> <p><b>The Committee resolved that:</b></p> <ol style="list-style-type: none"> <li>The Fundraising Report was reviewed</li> <li>The progress and activities of the Health Charity as advised was noted.</li> </ol>	
<b>CFC22/12/015</b>	<p><b>Reporting Feedback on Successful CFC bids</b></p> <p>The DC advised the Committee that she would take the report as read.</p> <p>She noted that there were 3 areas that the Charity had provided funding for:</p> <ul style="list-style-type: none"> <li>Staff Recognition Awards</li> <li>Keeping Me Well Website</li> <li>Welsh Transplant Games</li> </ul> <p><b>The Committee resolved that:</b></p> <ol style="list-style-type: none"> <li>The Committee accepted and noted the report as assurance of the appropriate use of the allocated charitable funds.</li> </ol>	
<b>CFC22/12/016</b>	<p><b>Breast Centre Appeal</b></p> <p>The Breast Centre Appeal was received.</p> <p>The DC advised the Committee that they had received the Breast Centre's annual report for assurance.</p> <p>She added that the report outlined the work that had been undertaken and noted that it was one of the oldest and long-standing appeals.</p> <p>The Committee was advised that Irene Hicks Nicholls, had been a fundraiser for the Breast Centre Appeal since 2014 and that in August 2022, Irene and her team of fundraisers and supporters reached a fundraising total of £200,000.</p> <p>The DC noted that a letter of thanks had been written to Irene.</p> <p>The CC asked if the Committee had expressed their thanks to Irene.</p> <p>The DC confirmed that a letter had been written from the Charitable Funds Committee.</p> <p><b>The Committee resolved that:</b></p> <ol style="list-style-type: none"> <li>The report was noted.</li> </ol>	
<b>CFC22/12/017</b>	<p><b>Events Planner 2023 Update</b></p> <p>The Events Planner 2022 Update was received.</p> <p>The DC advised the Committee that it had been agreed that the Events Planner would be received at each Committee.</p>	

	<p>She asked Members for support and commented that their presence at events would be greatly appreciated.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Health Charity Events Planner 2023 was noted.</p>	
<b>CFC22/12/018</b>	<p><b>Staff Benefits Group Report</b></p> <p>The Staff Benefits Report was received.</p> <p>The DC advised the Committee that the amount of work undertaken to get the benefits out to staff was huge.</p> <p>She added that the Health Charity team had worked with the Executive Director of People &amp; Culture's (EDPC) team to provide information to staff with regards to accessing savings/discounts and financial support.</p> <p>The IMTU noted that he had been part of the group for a number of years and that over the past 18 months he had seen it grow and thanked the DC and her team for the amount of benefits provided to staff.</p> <p>The CC added that it would be good to try and get data on the amount of savings provided by schemes such as the Blue Light card and to encourage people to use it.</p> <p>The Committee resolved that:</p> <p>a) The Staff Benefits Group Report for the period September – November 2022 was noted.</p>	
<b>CFC22/12/019</b>	<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 the report was noting and that the Staff Lottery had continued to go from strength to strength.</p> <p>She added that the Mega Draw of £22,000 had occurred in November 2022 and that it would continue to be built upon for future draws.</p> <p>The Committee was advised that the Lottery funds provided support to patients, staff and visitors and was extremely efficient in terms of its turnaround of fast-track bids of up to £250 for funding, which benefited services across the Health Board.</p> <p>The Independent Member – Local Council (IMLC) asked why charitable funds had been used for Staff Lottery Bid BP731 - Optimal Birth Training.</p> <p>The DC responded that it was probably due to the fact that the training was not part of the Health Board's core services but noted that she would clarify that detail and let the IMLC know.</p> <p>The EDF advised the Committee that period poverty was an area that should be considered by the Health Charity and noted that it would be difficult to withdraw once it was put in place.</p> <p>The IMTU added that somebody would need to put in a bid for that so that the Charity could look at it and response accordingly.</p> <p><b>The Committee resolved that:</b></p> <p>a) The content of the Staff Lottery Bids Panel Report was noted.</p>	JB
<b>CFC22/12/020</b>	<p><b>Any Other Business</b></p>	

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	<p>The DCG advised the Committee that the current Chair of the Staff Lottery Panel would be retiring in June 2023 and that he had suggested that the IMTU could be the replacement.</p> <p>The IMTU noted his thanks for the recommendation and that he would be delighted to pick it up.</p>	
<b>CFC22/12/021</b>	<p><b>Review of the meeting:</b></p> <p>The EDF advised the Committee that a large number of difficult topics had been covered and that they have been covered well which should be commended.</p>	
	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 21 March 2023, 9:00am</p>	

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**Action Log**  
**Following Charitable Funds Committee Meeting**  
**6 December 2022**  
**(Updated for 21 March 2023 Meeting)**

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>Actions Completed</b>					
<b>BT 22/04/007</b>	Charity Current Financial Position	£0.350 had been drawn down from the investments for capital purposes and noted how that would be distributed would be looked at and reported back to the Trustee via the Charitable Funds Committee.	<b>06.12.22</b>	Catherine Phillips/Robert Mahoney	<b>COMPLETED</b>
<b>CFC22/06/007</b>	Charity Financial Position	A forecast of what the general funds could achieve would be received by the Committee in September which would cover costs, income potential from dormant funds as well as other legacies and donations.	<b>06.12.22</b>	Catherine Phillips/Robert Mahoney	<b>COMPLETED</b>
<b>CFC22/06/009 And CFC 22/06/014</b>	Health Meadow Secured Funding Proposal	Committee to receive a structured plan which sets out the financial commitment including the various funding components, timings of the same, funding sources.	<b>06.12.22</b>	Catherine Phillips/Robert Mahoney, Joanne Brandon / Nicola Foreman	<b>COMPLETED</b>
<b>CFC22/06/014</b>	Clarification of Bids.	A piece of work around Health Charity cash flow to be received at the next meeting.	<b>06.12.22</b>	Robert Mahoney / Catherine Phillips / Joanne Brandon	<b>COMPLETED</b>
<b>BT 22/01/009 and BT 22/09/009</b>	Disposal of Rookwood Hospital	It was noted that a further report with regards to the proposed way forward would be brought back to the next Board of Trustee meeting.	<b>06.12.22</b>	Fiona Jenkins	<b>COMPLETED</b>  (see action <b>CFC22/12/011</b> ).
<b>BT 22/09/007</b>	Charity's Financial Position	All future CFC and Board of Trustees meeting to receive a routine report which details the Charity's current financial position, including cashflow projections/forecasts, to provide the Trustees with assurance.  The next CFC and Board of Trustees meetings to receive a report with an overview of which commitments were due in the current financial	<b>06.12.22</b>	Catherine Phillips/Rob Mahoney	<b>COMPLETED</b>

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MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
		year, how much was due in year two and how much was due in year three.			
<b>CFC22/09/002</b>	Charitable Funds Strategy Review Session	The actions which arose from the Strategy Review session would be written up and brought back to the Charitable Funds Committee (CFC) in December.  A Task and Finish Group should be set up to progress the Strategy review	<b>06.12.22</b>	Catherine Phillips/Jo Brandon	<b>COMPLETED</b>
<b>CFC22/09/007</b>	Health Charity Financial Position & Detailed Investment	EDF to review the outstanding commitments on the Charity's funds.	<b>06.12.22</b>	Catherine Phillips/Rob Mahoney/Jo Brandon	<b>COMPLETED</b>
<b>Actions in Progress</b>					
<b>CFC22/12/009</b>	Charitable Funds Draft Strategy	To provide the Committee with a first draft of the updated strategy and timeline of governance.	<b>21.03.23</b>	Catherine Phillips/Jo Brandon	<b>Update in March 2023</b> Agenda item: 2.4
<b>CFC22/12/007</b>	Rathbones Investment	Meeting to be held between CEO, EDF and Alex Dow to discuss the Charity's risk appetite	<b>21.03.23</b>	Catherine Phillips / Suzanne Rankin	<b>Update in March 2023</b>  Meeting arranged - Outcome/Update of meeting to be given to Committee during Action Log discussion
<b>CFC22/12/008</b>	Health Charity Financial Position	To consider the deficit of £1.2million on the general reserve funds in order to understand when the Charity would recover this position and provide the Committee with an update.	<b>21.03.23</b>	Catherine Phillips/Jo Brandon/Rob Mahoney	<b>Update in March 2023</b> Agenda item: 2.1
<b>CFC22/12/008</b>	Health Charity Financial Position	It was recommended to keep the freeze on new bids.	<b>21.03.23</b>	Catherine Phillips/Rob Mahoney	<b>Update in March 2023</b> Agenda item: 2.1
<b>CFC22/12/019</b>	Staff Lottery Bids Panel Report	The Director of Communications to clarify why charitable funds had been used for Staff Lottery Bid BP731 - Optimal Birth Training.	<b>21.03.23</b>	Jo Brandon	<b>Update on March 2023</b>
<b>CFC 22/09/013</b>	Third Sector Grant Scheme Update	To invite Third Sector partner to attend CFC to provide update on impact the grant funding made.	<b>20.06.23</b>	Jo Brandon/James Quance	<b>Update in June 2023</b>
<b>Actions referred to committees of the Board</b>					

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>CFC22/12/011</b>	Disposal of Rookwood Hospital	A specialist advisor has undertaken a piece of work around the Whitchurch and Rookwood sites.  Final report to be shared with the Board of Trustees	<b>09.02.23</b>	Catherine Phillips	<b>COMPLETED</b>  Report presented in February 2023 at Board of Trustees meeting (Private Session).
<b>CFC22/09/005</b>	Health Meadow	Further meeting required by the CFC for discussion around the Health Meadow and its costs and to then provide recommendations to the Board of Trustees.	<b>19.01.23</b>	Catherine Phillips	<b>COMPLETED</b> Was discussed at CFC on 6 December 2022 and referred to the Board of Trustees in February 2023.
<b>CFC22/06/008 and CFC22/06/014</b>	Over 25K bid for approval – Bid 3 (Employee Wellbeing Service)	The bid for charitable funds for the Employee Wellbeing Service was noted by the Committee and it was noted that endorsement by the Board of Trustees was required.	<b>29.11.2022</b>	Rachel Gidman/Catherine Phillips/Jo Brandon	<b>COMPLETED</b>  The Executive Director of Finance confirmed that there would be no call on the Charity's funds next financial year with regards to the Employee Wellbeing Service. The Board of Trustees were advised of this via an email on 29 November 2022.

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Report Title:	Charitable Funds Financial Position Report for the Period Ended 31 <sup>st</sup> January 2023.			Agenda Item no.	2.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21.03.23
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Information
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				
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 April 2022 to the period 31<sup>st</sup> January 2023.
- 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. These are:

- The value of the Charitable Funds decreased by **£0.595m** for the period ending 31<sup>st</sup> January 2023.
- The stock market remains volatile with cumulative losses currently standing at **£0.196m** for the period ending 31<sup>st</sup> January 2023;
- General Reserves are currently overcommitted against outstanding approvals to the value of **£0.777m**

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

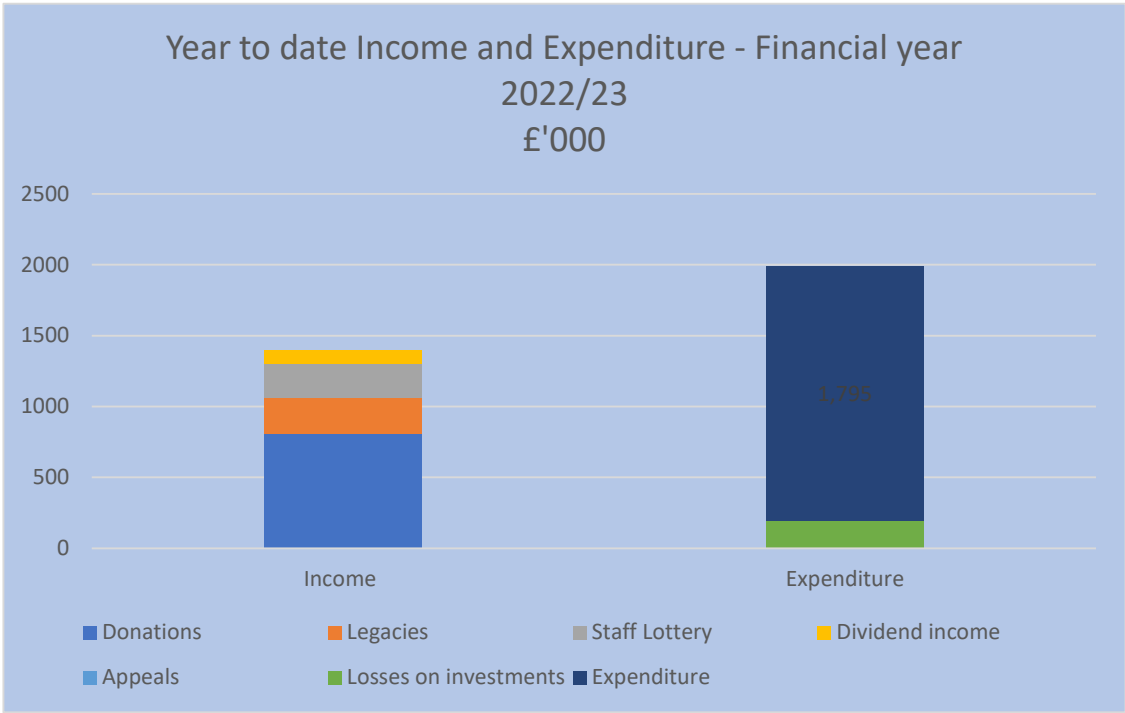
#### Financial Performance for 31<sup>st</sup> January 2023

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

**Table 1: Financial position of the Charity for the period to 31<sup>st</sup> January 2023.**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2022	4,324	2,140	2,524	8,988
Total Income Resources	993	403	0	1,396
Total Resources Expended	-1,417	-378	0	-1,795
Net Incoming/( Outgoing) Resources	-424	25	0	-399
Gains / ( Losses) on Investment Assets	-193	0	-3	-196
Fund Balances carried forward January 2023	3,707	2,165	2,521	8,393
Net Movement in Funds	-617	25	-3	-595

Table 1 shows the Charity generated £1.396m of income and spent £1.795m for the first ten months of the financial year. This has resulted in net expenditure of £0.399m. In addition, the charity also had market value loss on its investments of £0.196m for the period to the January 2023 valuation. The combined effect of these results is a net decrease in fund balances for the period ending January 2023 of £8.393m. This is shown in the following chart.



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

**Table 2: Schedule of Income for the period to 31<sup>st</sup> January 2023**

2020/21 included some significant acts of generosity from individuals and a large contribution from NHS Charities together during the pandemic period.

Income	Unrestricted £000	Restricted £000	Total 22/23 £000		21/22 To January £000		20/21 To January £000
Legacies	255		255		131		135
Donations	660	149	809		722		1,333
Staff Lottery		235	235		208		193
Appeals					81		58
Dividend Income	78	19	97		121		82
<b>Total Income</b>	<b>993</b>	<b>403</b>	<b>1,396</b>		<b>1,263</b>		<b>1,801</b>

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

**Table 3: Summary Balance Sheet as at 31<sup>st</sup> January 2023**

	Opening Balance £000 01.04.22	Closing Balance £000 31.01.23	Movement  £000
<b>Fixed Assets</b>			
Investment Portfolio	6,569	5,673	896
Rookwood Hospital	2,479	2,479	0
Net Current Assets / Liabilities	-60	241	-301
<b>Total Net Assets</b>	<b>8,988</b>	<b>8,393</b>	<b>595</b>
Unrestricted Funds	4,680	3,707	973
Restricted Funds	1,784	2,165	-381
Endowment Funds	2,524	2,521	3
<b>Total Funds</b>	<b>8,988</b>	<b>8,393</b>	<b>595</b>

fund balances have decreased by £0.595m in the period to £8.393m. The fixed asset balance of £2.479m relates to Rookwood Hospital with £5.673m relating to the investment portfolio. Of the net current assets closing balance of £0.241m, some £0.463m is supported with cash (with the balance being net current liabilities of £0.222m).

The following graph shows the investment portfolio’s performance from April 2022 to January 2023.

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



The investment portfolio started the financial year with a market value of £6.569m. The value has decreased to £5.673m for the period ending January 2023, which includes two cash withdrawals totaling £0.700m in the current financial year and resulted in a market value loss of £0.196m for the period ending January 2023 compared to the opening balance of £6.569m.

In summary the value of the Charitable Funds has decreased by £0.595m in the current year to £8.393m. This decrease represents net expenditure of £0.399m and market value losses of £0.196m.

## Table 5 – Cashflow Forecast

The cashflow forecast below provides a cashflow for the period January to March 2023. The committee will note that Charitable cashflows, especially receipts are difficult to predict with any certainty and therefore could be subject to change. The department updates the cashflow for actuals each month.

The estimated cashflow forecast closing balance for the 31<sup>st</sup> March 2023 has improved from the previous projection, mainly attributable to omission of the Cardiff and Vale Employee and Wellbeing expenditure which is now being charged to the Health Board's revenue position.

A complete annual cash flow forecast for the 2023/24 financial will be presented to the Charitable Funds Committee at the June meeting.

### Cardiff and Vale Health Charity Cash Flow Forecast

	Jan-23	Feb-23	Mar-23
<b>Brought forward balance</b>	<b>522,376.44</b>	<b>462,476.73</b>	<b>389,659.31</b>
	<b>Est</b>	<b>Est</b>	<b>Est</b>
<b><u>Receipts</u></b>			
Other Donations	44,262.49	31,000.00	31,000.00
JustGiving		10,000.00	10,000.00
Fundraising	2,796.71	10,000.00	10,000.00
NHS Charities			
Staff Lottery	48,572.35	23,000.00	23,000.00
Rathbone Dividend Income			
Rathbone Cash Tfr			
Food Sense Wales			
Legacies (est)	32,925.02		
	<b>128,556.57</b>	<b>74,000.00</b>	<b>74,000.00</b>
<b><u>Payments</u></b>			
Other Creditors	-59,848.34	-10,000.00	-10,000.00
Cardiff and Vale		-20,000.00	-20,000.00
Food Sense Wales		-35,000.00	-35,000.00
Trade Creditors	-40,134.27	-40,000.00	-40,000.00
C & V Employees Wellbeing			
C&V Quarterly Salary Recharges ( Admin)	-23,573.10		-23,573.10
C&V Quarterly Salary Recharges ( Audit)	-4,817.42	-4,817.42	-14,817.42
C&V Quarterly Salary Recharges ( Fundraising Recharges)	-60,083.15	-37,000.00	-37,000.00
	<b>-188,456.28</b>	<b>-146,817.42</b>	<b>-180,390.52</b>
<b>Closing balance</b>	<b>462,476.73</b>	<b>389,659.31</b>	<b>283,268.79</b>

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

Whilst the charity has a net worth of £8.393m, 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 negative value of (£0.308m) made up of the following:

- Consolidated general reserve fund balance of £0.112m
- Year to date investment losses of (£0.196m);

In addition to the general reserve deficit the Charity has approved a number of bids which has resulted in significant financial commitments. These are assessed at being circa £0.469m and are summarised below.

This means that general reserves are over committed by circa £0.777m. The committee will note that this represents a reduction of £0.428m from the previous October report. The key issues being the improved year to date performance of the investment portfolio and the removal of commitments, which are now being charged through revenue funding.

**Table 6: Outstanding commitments against General Reserves**

Commitments	Approved £ £'000	Outstanding £ £'000	Comment
UHB Transport Solutions	392	62	
Staff Recognition Awards	20	16	£5k per year - 3 years outstanding
Cost of Fundraising Team 2022/23	495	43	Full year £407 ( net of recharge) less £364k expenditure to date
Less Make it Better Fund recharge	-14		
Less Staff Lottery recharge	-32		
Less Appeal Funds recharge	-25		
Less NHS Charities Fund Recharge	-17		
Forget-me not Choir	13	5	
Welsh Transplant Team	40	40	Up to 8k per year for 5 years
Neurological Gardens	192	192	Neuro garden costs
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Courtesy Car UHL	33	17	Commencement of scheme following Covid -19 pandemic
<b>Total</b>	<b>1,191</b>	<b>469</b>	

The Committee will note that the Charity has now received an invoice for the £0.192m relating to the Charity's contribution of Horatio's Garden. This has been brought to the attention of the Committee as the value of the payment ( >£125k) requires both CFC and Trustee approval.

## 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 be concluded in March 2023 for the period ending March 2022.

**Fundraising Costs:** The Trustees 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.

**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 over commitment of the general reserve;
- **RECOMMEND** the Board of Trustees approve of the payment of £192K in respect of the Charity's contribution to Horatio's Garden.

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	
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## 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	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

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Report Title:	Charitable Funds Review of Dormant Funds			Agenda Item no.	2.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21.03.23
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval		Information
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

## 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 update on the dormant fund review for year-ending March 2022.

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

There is an expectation that Charitable Funds are utilised in a timely manner in accordance with the wishes of the donor. Funds should not be allowed to become dormant as this reflects poor management, and this was first considered by the Board of Trustees at their meeting on 23<sup>rd</sup> July 2020.

To address this issue, the Trustees agreed that all delegated funds that have remained dormant for a period of longer than two financial years will be transferred to general funds, so they can be utilised by the charity for the benefit of staff and patients. This would satisfy a reasonable expectation that donations are used in a timely manner. The Trustees recognised that this is a notable change of policy, therefore the committee will note that fundholders of dormant funds have the opportunity to submit expenditure plans within a set timetable, to demonstrate that the funds are still active.

Fundholders overseeing these dormant funds were notified of the intention to transfer these funds to the general fund in line with instructions from the Trustees. Where fundholders made representation that there were imminent expenditure plans, the fundholders were granted an additional ten months.

The table below summaries the funds which were dormant for two years to the 31<sup>st</sup> March 2022, and which have not seen any movement to the period ending 31<sup>st</sup> January 2023.

The Charity Finance Team have received representation from the fundholders to initiate spending plans. These are outlined in Appendix 1 for information. The CFC is requested to decide whether the funds should be transferred to the general funds or retained by the fundholders for deployment.

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



FUND NAME	FUND NO		FUND BALANCE	FUND BALANCE
			2021/22	2022/23
CHILD HEALTH THERAPIES	9198	CAW	(5,295.65)	(5,295.65)
PARKINSONS DISEASE PURSUE APPEAL	9449	MED	(17,319.59)	(17,319.59)
INFECTIOUS DISEASES (UHW 6499)	9162	MED	(253.47)	(253.47)
GENERAL RESPIRATORY FUND	9195	MED	(5,968.74)	(5,968.74)
PROGRAMME DIRECTORS - GERIATRIC	9416	MED	(14,267.69)	(14,267.69)
SEVERE ASTHMA SERVICE	9499	MED	(3,403.37)	(3,403.37)
RESEARCH METHOD LLAN T1103 (01112)	9518	MED	(768.88)	(768.88)
GERONTOLOGY RESEARCH-MORSE (UHW 6753)	9536	MED	(558.52)	(558.52)
LLANDOUGH CANCER - CARTER LEGACY	9575	MED	(2,126.70)	(2,126.70)
PULMONARY PHYSIOLOGY	9596	MED	(210.79)	(210.79)
GARDINER LEGACY HEAD INJURY RESEARCH	9545	SPEC	(18,330.36)	(18,330.36)
HARRIES LEGACY - EPILEPSY UNIT	9462	SPEC	(10,564.74)	(10,564.74)
CHAWLA LEGACY - SPINAL INJURIES UNIT	9468	SPEC	(6,483.95)	(6,483.95)
CLINICAL RESEARCH(STEPHENS) (UHW 6410)	9519	SPEC	(3,331.14)	(3,331.14)
ROOKWOOD SPINAL RESEARCH(UHW 7002)	9805	SPEC	(1,049.41)	(1,049.41)
GULLET & STOMACH CANCER RES (UHW 6756)	9546	SURG	(289.69)	(289.69)
			Total	(90,222.69)

## Recommendation

The Committee is requested to:

a) **consider** the contents of this Report; and

b) *either*

(i) **Approve** the transfer of dormant funds to the Charity's general reserve;

*or*

(ii) **Agree** that the dormant funds listed be given an extension to become active under the direction of the designated fundholders again.

## 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: <i>Please state yes or no for each category. If yes please provide further details.</i>									
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									
Approval/Scrutiny Route:									
Committee/Group/Exec					Date:				

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## DORMANT FUNDS SPENDING PROPOSALS – Jan 2023

### **FUND 9198 CHILD HEALTH THERAPIES**

#### **BALANCE £52,95.65**

Hire of Motor House Down at Insole Court for afternoons (April, September) including refreshments for 9 people. Children's Therapies Clinical Leads meetings (prep for AHP Professional Collaborative and joint protocol/pathway development). Cost £254

Hire of Carriage House Hall at Insole Court for 2 days (one in May/June and one in Oct/Nov) including refreshments for 50 people. Children's SLT Service Improvement Planning Meetings. Cost £1495

Hire of Carriage House Hall at Insole Court for 2 days (one in May/June and one in Oct/Nov) including refreshments for 40 people. Children's Occupational Therapy Service Improvement Planning Meetings. Cost £1304

Hire of Carriage House Hall at Insole Court for 2 days (one in May/June and one in Oct/Nov) including refreshments for 50 people. Children's Physiotherapy Service Improvement Planning Meetings. Cost £1495

Purchase items from Budd Electrical for staff rooms. Equipment for staff rooms in St David's Children's Centre and Llandough Children's Centre. Cost £716

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### **FUND 9449 PARKINSONS DISEASE PURSUE APPEAL**

#### **BALANCE £17,319.59**

The fund will be used to support the continued development of the 'myparkinsons' web-app developed in-house by the team. Also Welsh translation of all content contained on the web-app, quoted approx. £3,000. The ongoing support and management of the app will also consume these funds. In addition, we would like to use these funds for the annual cost of the PKG watches (approx. £5). The PKG watch significantly improves the assessment and management of Parkinson's disease.

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### **FUND 9162 INFECTIOUS DISEASES**

#### **BALANCE £253.47**

Fund holder would be grateful if the small amount of money left in fund 9162 could be moved into 9483, as they are both intended to be used for the benefit of patients. This can then be used towards the purchase of the equipment that my colleague, Brendan Healy has outlined (Accuvein 500 vein finder).

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### **FUND 9195 GENERAL RESPIRATORY FUND**

#### **BALANCE £5,968.74**

This fund will be combined with Funds 9499 and 9596 to purchase the following items:

- Handheld spirometer - £1860
- Micro spirometer - £527
- Rhinolaryngo scopes - £4600
- HS Pulse Oximeter x 4 - £160.76
- Nonin 3150BLE Pulse Oximeter x 2 - £960.50

All of these items will be key in more accurate diagnosis and management of patients with a range of respiratory conditions but will be used in particular by the Asthma and Home Ventilation teams. See also 9499 and 9596.

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### **FUND 9416 POGRAMME DIRECTORS GERIATRIC**

**BALANCE £14,267.69**

Proposal to fund a band 6 nurse post within the Memory Team to undertake a twelve month cognitive health/dementia prevention clinic pilot from April/May 2023. This will provide bespoke care for patients referred to the Memory Team, who are without a dementia diagnosis, but suffering mild cognitive impairment (MCI). The patients with MCI would be assessed using a standardised protocol looking at all the preventable causes of dementia. The patients would be then given a personalised prescription specific to them to aim to reduce the risk of them progressing to dementia.

It will be led by AHPs (nurse/psychologist/SALT), freeing up medic clinic slots, reducing the waiting list and in turn the referral to assessment time, whilst improving patient care. This also provides development opportunity for nursing colleagues as they will be engaging with the outpatient clinics. This pilot would enable active data collection and provide evidence of outcomes to strengthen our bid for long term provision of funding from Welsh Government. The cost of this will be £44,849 and will be funded using this fund, along with funds from 9153 Geriatric Research.

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**FUND 9499 SEVERE ASTHMA SERVICE****BALANCE £3,403.37**

To combine with 9195 and 9596 to purchase clinical equipment. See Fund 9195 (above).

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**FUND 9518 RESEARCH METHOD LLANDOUGH****BALANCE £768.88**

We propose to use these monies to fully fund specialised training that will enhance knowledge and build advanced research skills within the Directorate. To rapidly build capacity in key research areas, we will prioritise training and development for current research active staff and Research Fellows. Individuals who receive training through the fund can then share their skills with others, promoting research, and supporting those less experienced in research. This will not only increase training uptake, but also improve research quality and capacity. We have identified a need for formal training in systematic review in two staff members of the department, and therefore propose to fully fund training in the following :

Systematic review through the Cochrane Interactive Learning platform at a cost of £199

National Centre for Research Methods Questionnaire Design for Mixed-Mode, Web and Mobile Web Surveys training £60

Systematic Approaches to Searching for Evidence (University of Sheffield SchARR short courses) £179

Qualitative Research Methods 1 and 2 (University of Sheffield SchARR short courses) £398

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**FUND 9536 GERONTOLOGY RESEARCH MORSE****BALANCE 558.52**

Proposal to contribute balance towards purchase a large interactive screen and AV equipment to facilitate team MDM and TEAMS dial in.

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**FUND 9575 LLANDOUGH CANCER CARTER LEGACY****BALANCE 2,126.70**

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We have expensive thoracoscopy kit to purchase which we have only recently had the go ahead to roll out. By taking these funds away from the team, it will be difficult to purchase and run the thoracoscopy service to help diagnose patient with lung cancer and mesothelioma. We also have plans to set up a support group to help patients diagnosed with lung cancer and Mesothelioma in the local area - for which the funding is crucial to setting this up.

Three members of the team are attending the British Thoracic Oncology Group meeting in Belfast this year and we will need to be able to pay for this through the endowment funds. This course is imperative to our learning and CPD hours.

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**FUND 9596 PULMONARY PHYSIOLOGY  
BALANCE £210.79**

To combine with 9195 and 9596 to purchase clinical equipment. See Fund 9195 (above).

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**FUND 9545 GARDINER LEGACY HEAD INJURY RESEARCH  
BALANCE £18,330.36**

£2,000 per staff member will be spent to support EMDR (eye movement desensitization and reprocessing) training for one to two members of the brain injury psychology team.

Undertake a project to support the development of the concussion service. Funds would assist in acquiring additional support in undertaking neuropsychological assessment, rehabilitation/neurology assessment with some admin and nursing clinic support.

Project looking at MEG imaging for TBI patients. Funds will contribute towards MEG costs and researcher time which Professor Khalid Hamandi has access to in Cardiff University.

Project looking at clinic based instrumental gait analysis tools for spasticity assessment (e.g. sEMG gait analysis). Project looking at using a Virtual Reality Rehabilitation system for TBI patients - funds will go towards purchasing a VR system and therapist/researcher time.

Project looking at ADL retraining in post-traumatic amnesia patients. Find will contribute towards a researcher/therapist's time.

Purchase of equipment to help spasticity interventions, e.g.: Nervestim, Myoguide, sEMG.

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**FUND 9462 HARRIES LEGACY EPILEPSY UNIT  
BALANCE £10,664.74**

Funds will be used to support conference attendance for epilepsy specialist nurses and trainees to i) The International Epilepsy Congress; and ii) the International League Against Epilepsy British Branch annual scientific meeting in Newcastle. The IEC is a prestigious international biennial meeting that is in Dublin in September 2023. We plan to send a minimum of three Clinical Nurse Specialists and two Speciality Trainees doctors, which will include registration, flight and accommodation costs. Also the International League Against Epilepsy ILAE British Chapter meeting in Gateshead October 2023, that we will have students and nursing staff attending – registrations costs are £300 pp + travel and accommodation.

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Epilepsy research with biological sample collections. Cost for consumables and staff time (Cardiff University) in blood sample / saliva collection, DNA extraction and storage for the project 'An observational study of epilepsy: biology and outcomes using real-world data'. The overarching project aim is 'To establish a comprehensive population-based cohort of people with epilepsy in the Cardiff & Vale and Cwm Taf regions, and associated real-world clinical, paraclinical and biological data.' Funds from Harries legacy will support staff time and consumables for this.

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#### **FUND 9468 CHAWLA LEGACY SPINAL INJURIES UNIT**

##### **BALANCE £6,483.95**

Purchase of Ferticare 2.0, being a re-engineered device for penile vibratory stimulation in men with spinal cord injury. These costing: £590 per person - we will require two.

Attendance for multi-disciplinary colleagues to attend the 14<sup>th</sup> World Congress on Brain Injury in Dublin. Organised by the International Brain Injury Association (IBIA), the World Congress on Brain Injury is the largest gathering of international professionals working in the field of brain injury. Costs approximately £2500 for five people.

Training courses - the Sensory Modality & Rehabilitation Technique, also known as SMART. This is a standardised investigative and assessment tool specially designed for patients with prolonged disorders of consciousness (PDOC) as recommended in the Royal College of Physicians Guidelines 2013. We will be sending two individuals on this course, consisting of a cost of £750 per person being £1500 in total.

A height adjustable kitchen worktop, thus making worktop areas accessible to all users is a key feature of an adaptable and flexible kitchen installation. A simple change in height for each user can provide great benefits in usability and independence in day-to-day living. Cost being: £1,000

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#### **FUND 9519 CLINICAL RESEARCH (STEPHENS)**

##### **BALANCE £3,331.14**

Professor Fraser's proposal is for a new research computer for his office at Monmouth House. The current equipment is way below par and is so old, upgrades cannot be carried. Recent quotes suggest a cost of £2,321.00, leaving £1010.14.

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#### **FUND 9805 ROOKWOOD SPINAL RESEARCH**

##### **BALANCE £1,094.41**

Commissioning and decorating of Llandough premises, following move out of Rookwood, with part furnishing for Ty Hyfryd Rehabilitation step down bungalow at Llandough. Costs around £1000, to include:

Printing of photos taken when Rookwood Hospital closed, to be displayed in new unit.

Part furnishing for Ty Hyfryd bungalow, including bedside lamps, cabinets and a slim line fridge.

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#### **FUND 9546 GULLET AND STOMACH CANCER**

##### **BALANCE £289.69**

Fund holder has agreed to the closure of this Fund.

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Report Title:	Health Charity Strategy			Agenda Item no.	2.3
Meeting:	Charitable Funds Committee	Public	x	Meeting Date:	21 <sup>st</sup> March 2023
Status (please tick one only):	Assurance	x	Approval	Information	x
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					

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

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

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at the Health Charity's Business Unit at Woodland House as part of the Communications, Engagement, Arts and Health Charity department.

The Health Charity's Strategy for the period 2019 – 2024 was approved in principle by the Charitable Funds Committee in September 2019 and subsequently endorsed for publication by the Board of Trustees on 23.07.20 where it was revised to cover the period 2020 – 2025.

### Strategy Refresh – from 2022

At the CFC meeting held on 21<sup>st</sup> June 2022, the Committee discussed the requirement for a review of the Strategy, following on from the Covid-19 pandemic and all of the learnings and change that it had brought.

A Strategy Review Session was held on 20<sup>th</sup> September 2022, attended by available members of the CFC and independently facilitated by a member of the Health Board's Organisational Development Team. Resulting in the establishment of a Task and Review group, Chaired by the Director of Communications, Engagement, Arts and Health Charity (DoC) and a series of recommendations on improving and developing the Health Strategy, more aligned to the post pandemic world and cost of living crisis.

The actions and recommendations have subsequently been presented to the CFC on the 6<sup>th</sup> December 2022 and the CFC approved a date of March 2023 for the Strategy to be completed, enabling a potential implementation date to coincide with the start of the new financial accounting period.

### Progress Update

On 22<sup>nd</sup> November 2022 the DoC, senior members of the Finance Directorate, Health Charity and Independent Member, Mike Jones attended the first Task and Finish Group where a first draft of the strategy was shared for discussion.

An update was also provided to the CFC on 6 December 2022 whereby a number of further comments were provided to support the evolution of the draft strategy.

Key points raised from the CFC and Task and Finish group for further exploration and inclusion in the next draft are:

1. Comments from the CEO in relation to optimising and safeguarding the views of those who donate to the Health Charity – An engagement period will be incorporated into the process of strategy development and sense checking with our communities and staff
  2. Inclusion of the ethos of the Health Charity and what is our approach, similar to that presented by Rathbones Investment as a socially responsible organisation
  3. Strengthening the strategic alignment in procurement and purchases alongside the Health Boards
  4. That the strategic focus of the Health Charity was firmly aligned to Staff Wellbeing and support during the Cost-of-Living Crisis with a number of examples to explore provided.
  5. A period of consultation and engagement will be undertaken as part of the Health Charity Strategy refresh.
- A further Task and Finish Group session to progress the five points was convened for January 2023, however was postponed due to Industrial Action and operational demands.
  - A progress report was provided to the Board of Trustees meeting held on 7th February 2023 and members asked to provide any further comments to the DoC and the Task and Finish group by 24<sup>th</sup> February 2023.

The draft strategy refresh document – Appendix 1 has been developed, and will continue to be reviewed and discussed in line with the strategy engagement timeline – Appendix 2.

The final draft will be submitted to the Charitable Funds Committee in July 2023 for approval and to the Board of Trustees in October 2023 for assurance.

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

The Charitable Funds Committee are asked to note the progress made, and the inclusive approach undertaken.

### Recommendation:

**The Charitable Funds Committee are requested to:**

- **Note** the current status of the Health Charity Strategy refresh.

**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		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	x
5. Have an unplanned (emergency) care system that provides the right care in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	x

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

*Please tick as relevant*

Prevention		Long term		Integration	x	Collaboration	x	Involvement	x
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Impact Assessment: <i>Please state yes or no for each category. If yes please provide further details.</i>	
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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# Cardiff & Vale Health Charity Strategy 2023 - 2033



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## Cardiff & Vale Health Charity Strategy

"Going above and beyond NHS services for the benefit of patients, staff and communities" 2023- 2028

### INTRODUCTION

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

The strategic aims of the Health Charity are;

- Going above and beyond NHS services for the benefits of patients, staff and communities.
- Support the health, wellbeing and welfare of our population through positive engagement to care and keep them well.
- To work with fund holders to ensure that donated funds are spent, and to attract funds to benefit our local communities.
- Create the best possible environment for sustainable healthcare, including making the best use of technology.

Health Charity funds do not replace NHS funding but optimises donations for the benefit of the thousands of people cared for and employed by the Health Board.

The Health Charity Strategy has been refreshed and revised in alignment with the Health Board's 10-year Shaping Our Future Wellbeing Strategy, and will be delivered alongside the timescales therein.

### VISION

- Working in partnership as a dynamic, agile and inspirational charity to support people to live well.

### MISSION

- To manage and distribute charitable funds in order to go above and beyond NHS services to make people's lives better.

### 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.










### What we are planning on doing?

We will be proactive and explore all available opportunities to increase our charitable funds income in support of the Health Board's pioneering work and future developments plans.

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Success will be evidenced by delivery of the following critical areas of engagement and development:

People		Fostering a spirit of inclusivity and 'open to all ethos' to be transparent in all of our business, and develop positive relationships with our fundraisers, volunteers, sponsors, and partners.
Wellbeing		Bold and ambitious in connecting health and wellbeing; underpinning the principles of the Wellbeing of Future Generations Act.
Community & Third Sector		Work with the third sector and other charities by funding and developing initiatives that support our communities.
Creativity		Enhance the experience of healthcare by utilising creativity and arts for positive experiences and engagement.
Promote Health		Support projects that matter to people and support them to live well by listening and acknowledging the user voice.
Develop Relationships		Collaborating and engaging with our communities and develop our corporate and charity partnerships whilst utilising our social and digital media.
Communication		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.

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How we'll achieve our aims;

<p>Supported by  <b>Gifts in Wills</b>          Cefnogi gan  <b>Rhodd mewn Ewyllys</b></p> 	<p>Generate income through a Gift in Wills campaign</p>
	<p>Raise growth and income via the Staff lottery</p>
	<p>Planned fundraising events.  Grants and Bids</p>
	<p>Corporate and Charity partnerships and sponsorship</p>
	<p>Further increase brand awareness and visibility through all healthcare sites and local community</p>
	<p>Continue to improve the patient, staff and public experience in partnership with Clinical services, volunteers and Third Sector organisations</p>
	<p>Strengthen and expand the engagement with all stakeholders within the reach of the Arts Programme</p>

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## GOVERNANCE ARRANGEMENTS

The Cardiff and Vale Health Charity operates under the Charities Act and is registered with the Charity Commission: 1056544.

The Charitable Funds Committee provides the governance overview of the day to day business scrutiny of the Charity's activities.

The Trustees provide governance assurance for major investment decisions and to ensure appropriate oversight of statutory accounting processes and outputs. To ensure that we comply with the requirements of the Trustees, an annual review led by the Executive Lead for the Health Charity and the Health Charity Committee Chair is presented to the Trustees.

Wales Audit Office act as external auditors and report to the Trustees in respect of each year's set of accounts.

The Health Charity will manage its resources effectively and prudently, in accordance with Charity Commission for England and Wales regulations, focussing on the delivery of the Health Charity financial plan.

The charity observes best practice and exercises appropriate probity, in accordance with the University Health Board's employment, procurement and financial processes including the stewardship of investments.

The Charity works closely with finance colleagues to manage cash flows and to ensure that funds are properly administered and accounted for. Consideration of appropriate and available resource is key to all expenditure commitments.

To find further information visit our website. <https://healthcharity.wales/>

The strategy should be read in conjunction with Health Charity policies and reviewed in line with corporate governance requirements.

# Strategy Engagement Timeline

Reviewed previous strategy, 2020-2025, due to COVID-19, cost of living, and change in personnel of Charitable Funds Committee

Discussed and received feedback at time out session

Shared with small group for comment - Rob, Jo, Catherine, Helen, Mike

Revised following T & F group and discussion - draft 2

Collated feedback

Review Charitable Funds Committee March 2023

Charitable Funds Committee July 2023 for approval

Discussed at Charitable Funds Committee meeting

Themes and reflections to produce draft strategy

Task and finish group

Shared draft 2 with Independent Members and Charitable Funds Committee members vis e-mail with request for comments by end of January 2023

Review by Executive Director of Finance and Director of Communications, Arts, Health Charity and Engagement

Senior Leadership Board for consultation

Board of Trustees for assurance October 2023

Saunders, Niamh  
 13/03/2023 16:35:35

Report Title:	Legacy Updates				Agenda Item no.	2.5
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	21 <sup>st</sup> March 2023	
		Private				
Status <i>(please tick one only):</i>	Assurance	X	Approval		Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					

## 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 Reg. No. 1056544.

The day-to-day work related to the Health Charity is undertaken by the Fundraising Team and the Charity Office, which, in addition to its core fundraising functions and activities includes legacy management.

The Business/Operational Manager of the Health Charity in liaison with colleagues in the Charitable Funds Finance Team is responsible for the receipt and administration of legacy donations to Cardiff and Vale University Health Board.

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

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

#### Legacy Income 2022/23

The Health Charity is pleased to report a **90.99% increase in legacy income** from the previous year, as of month 10 in 2022/23. See below 3 year comparison table for information.

Legacy Income	£	% increase
Year 20 - 21	147,176	
Year '21 - '22	134,038	
Year '22 - '23	256,006*	90.99%

**\*Legacy income recorded at end of month 10, which may potentially increase by year end.**

#### Review of year 2022/23



The Health Charity and Arts In Health Programme launched a combined Gifts In Will fundraising campaign in 2022, with the aim of increasing awareness and sharing information of how to leave a gift in will to Cardiff and Vale University Health Board and increasing potential pledges.



This included the creation of a Gifts In Will logo which is displayed alongside and acknowledged in stories and information sharing of projects funded directly by legacy donations.

Information sharing and updates via the Health Charity website - [Gifts in Wills | Cardiff & Vale Health Charity](https://healthcharity.wales/how-you-can-help/gift-in-wills/) ( <https://healthcharity.wales/how-you-can-help/gift-in-wills/>)

and [Legacy-donation info booklet A5.pdf \(healthcharity.wales\)](https://healthcharity.wales/app/uploads/2020/09/Legacy-donation_info_booklet_A5.pdf) [https://healthcharity.wales/app/uploads/2020/09/Legacy-donation info booklet A5.pdf](https://healthcharity.wales/app/uploads/2020/09/Legacy-donation_info_booklet_A5.pdf) has resulted in increased enquiries from both Health Board colleagues and the general public.

The Arts Programme received several enquiries of how to donate artwork via a gift in will donation plus donations of artwork in remembrance of loved ones, which have been displayed throughout the Health Board.

#### **Some examples of legacy funded projects during 2022:**

- Installation of vinyl's at UHW and UHL, including acknowledgement of legacy donations
- Installation of motivational artwork at the Spinal Rehab Gym, University Hospital Llandough plus purchase of kitchen items for the Spinal Unit.
- Vehicle lease extension and Pedal Power costs within Mental Health Services for Older People at UHL.

The charitable funds finance department are engaging with clinical boards to identify their planned spend of legacy funds and it is anticipated that an update will be included in the next annual report.

#### **Action Plan 2023/24**

The Health Charity continues to promote its Gift In Wills awareness raising campaign, with features and promotional communications linked to relevant events throughout the year.

The Business/Operational Manager and the Senior Communications and Engagement Officer will meet monthly to develop and deliver the following plan of action throughout the year:

- **Creating stories**

Increase engagement with clinical boards to develop promotional stories demonstrating how previous gift in will donations have benefitted:

**patients** - by purchasing items outside of the scope of NHS revenue budgets and improving the patient experience

- **staff** - improving internal and external environments to support staff health and wellbeing

- engagement with **family members** (by prior consent) who wish to share reasons why a relative or loved one has left a gift in their will to Cardiff and Vale University Health Board
- **Website review** – keep updated with new and relevant content
- **Gifts in Will Information Pack** – up to date, topical, relevant and including general advice on how to obtain support and legal advice when making a will
- **Awareness raising** - utilise internal and external platforms to share information on the benefits of leaving a legacy to Cardiff and Vale UHB.
- **NHS@75** – increased engagement via the period leading up to the 75<sup>th</sup> anniversary of the NHS – themed “thank you NHS” and providing information on how to make a pledge to support the Health Board in the future by leaving a Gift In Will.
- **Staff Teams Sessions** - to discuss how Gift In Will awareness raising could assist in clinical board / departments
- **Annual Planner** – Gift in Wills Month – March and October 2023 - increase information sharing across all internal and external digital platforms.

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

The Health Charity looks forward to working collaboratively with colleagues in the Finance Department during 2023/24 in:

- Reviewing its joint processes for communication, recording and administration of legacy donations
- Identifying clinical boards spending plans of legacy funds to facilitate internal engagement and communication to create stories to demonstrate how legacy donations can be used to support patients and staff and provide research and development opportunities

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

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

#### Recommendation:

The Charitable Funds Committee are requested to:

- **NOTE** the report on the increased legacy income received to date in 2022/23, plus the ongoing Gift in Will fundraising awareness campaign.

#### 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	
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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	√
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#### 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  
13/03/2023 16:35:35

Report Title:	Food Sense Wales Fund – Annual progress report			Agenda Item no.	2.6
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21 <sup>st</sup> March 2023
Status (please tick one only):	Assurance	Approval		Information	X
Lead Executive:	Executive Director of Public Health				
Report Author (Title):	Programme Manager, Food Sense Wales				

## Main Report

### Background and current situation:

#### Food Sense Wales:

Food Sense Wales works with communities, organisations, policymakers and Government across Wales to create a food and farming system that is good for people and good for the planet. We aim to influence and impact on how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system. Through good food advocacy and the development of a good food movement Food Sense Wales is catalysing the co-creation of a food system for Wales that is good for people and the planet.

- The focus of Food Sense Wales' (FSW) activity over the last year has been building the evidence base for the need and imperative for a vision and framework for the food system in Wales. This includes submitting evidence into the development of the Draft Food Wales Bill and the Agriculture Bill in conjunction with [Food Policy Alliance Cymru](https://www.foodsensewales.org.uk/good-food-advocacy/food-policy-alliance-cymru) (<https://www.foodsensewales.org.uk/good-food-advocacy/food-policy-alliance-cymru>), speaking at the at the Oxford Real Food and Farming Conference and featuring on BBC Radio 4 Farming Today discussing food and farming policy in Wales. FSW also contributed to a Wicked Leeks piece on 'A Welsh food and farming revolution' (<https://wickedleeks.riverford.co.uk/features/a-welsh-food-and-farming-revolution/>) featuring Food Sense Wales and Food Cardiff.
- A key success was building the case for Welsh Government' investment into the development of cross sector food partnerships across Wales. FSW is supporting the development of these partnerships alongside our Sustainable Food Places' work and working with every Health Board in Wales to integrate into local public health plans. Every local authority area has received £97K to support staff time and project costs which for Food Cardiff and Food Vale means an investment of £194K. FSW continues to support WG in the work of Healthy Weight Healthy Wales, especially with communications and as part of the Healthy Start Wales Network.

#### A few more highlights from 2022-23:

- FSW organised the [FSW Food in Communities Conference](https://www.foodsensewales.org.uk/good-food-movement/food-in-communities-conference-2022/) (<https://www.foodsensewales.org.uk/good-food-movement/food-in-communities-conference-2022/>) and produced a [video](https://youtu.be/uvCBQBYgmno) (<https://youtu.be/uvCBQBYgmno>) summarising the event alongside publishing our [2021-2022 FSW Impact Report](https://www.foodsensewales.org.uk/app/uploads/2022/06/ImpactReport_FoodSenseWales_English.pdf) ([https://www.foodsensewales.org.uk/app/uploads/2022/06/ImpactReport\\_FoodSenseWales\\_English.pdf](https://www.foodsensewales.org.uk/app/uploads/2022/06/ImpactReport_FoodSenseWales_English.pdf))
- FSW continues to support the development of [Sustainable Food Places in Wales](https://www.foodsensewales.org.uk/good-food-movement/sustainable-food-places/) (<https://www.foodsensewales.org.uk/good-food-movement/sustainable-food-places/>) and has seen two further partnerships become members of the network;

**Bwyd Sir Gâr Food** (<https://www.sustainablefoodplaces.org/members/carmarthenshire/>) and North Powys joining established members:

**Food Cardiff** (<https://foodcardiff.com/>)

**Food Vale** (<https://foodvale.org/>)

**Monmouthshire Food Partnership** (<https://www.foodsensewales.org.uk/monmouthshire-sustainable-food-partnership/>)

**RCT Food** (<https://www.foodsensewales.org.uk/rct-food/>)

**Blaenau Gwent Food Partnership** (<https://www.foodsensewales.org.uk/blaenau-gwent-food-partnership/>)

FSW is also supporting Torfaen and Swansea as they continue to develop their own partnership models and work towards becoming fully fledged members of the UK Sustainable Food Places Network. We supported Food Vale with its comms around the announcement of its [Bronze Sustainable Food Places Award](https://www.foodsensewales.org.uk/vale-of-glamorgan-celebrates-achieving-a-sustainable-food-places-bronze-award/) (<https://www.foodsensewales.org.uk/vale-of-glamorgan-celebrates-achieving-a-sustainable-food-places-bronze-award/>) helped to shape and produce a 30min **Country Focus** special on BBC Radio Wales about food partnerships and Sustainable Food Places where Katie Palmer was interviewed

- The [Peas Please Progress Report 2022](https://www.foodsensewales.org.uk/2022-peas-please-progress-report-highlights-challenges-ahead-for-the-food-industry/) (<https://www.foodsensewales.org.uk/2022-peas-please-progress-report-highlights-challenges-ahead-for-the-food-industry/>) has been published showing a cumulative 771 million portions of veg purchased or served. As part of this work we released a report on small scale horticulture reported on by BBC Radio 4 Farming Today and published a report and press release following a pilot study looking at getting Welsh veg into Primary Schools in Wales aimed at supporting the Universal Free School Meal roll out.
- Food Sense Wales is one of only 12 food systems' practitioners' fora from across the globe to be elected as a member of **The Conscious Food Systems Alliance's (CoFSA)** Inner Council. CoFSA is a movement of food, agriculture, and consciousness practitioners, convened by **UNDP**, and united around a common goal: to support people from across food and agriculture systems to cultivate the inner capacities that activate systemic change and regeneration. FSW is now working with Welsh Government's Sustainable Development Change Manager around developing a community of practice to support the growing food partnerships network in Wales. Part of the offer will be training to build inner capacities linked to the Wellbeing of Future Generations Act's ways of working.

### **Moving Forward in 2023/4**

On top of delivering the FSW programme portfolio, 2023/4 will be a year of planning as the team look to develop the FSW strategy and consolidate our funding beyond Winter 2023.

FSW priorities include:

- Strengthening and expanding the Sustainable Food Places Network in Wales and integrating FSW work with WG on developing cross-sector Food Partnerships
- Working towards Gold Sustainable Food Status for Food Cardiff in preparation for 2024/5
- Working with Peas Please partners to develop the next phase of Peas Please beyond 2023 to continue to support innovative ways to drive up Veg consumption with a particular focus on low income households
- Supporting Welsh Government in meeting and optimizing Programme for Government commitments, especially around the Community Food Strategy, Universal Free School Meal provision and the passage of the Agriculture Bill
- Strengthening and consolidating the FSW position within Cardiff and Vale Charity, working closely with Charity colleagues
- Seeking and achieving medium-term funding to secure the programme from December 2023

## Financial Position

The Food Sense Wales fund has funding to cover staff and committed project delivery in full until December 2023. Following a successful visit by our main funder, Esmee Fairbairn, we were invited to submit an expression of interest with an outcome expected in March 2023. If successful a full funding bid will be submitted in May/June 2023.

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

- Food Sense Wales has had substantial success over several years, building on the success and learning of the original Food Cardiff sustainable food partnership, both to influence Wales wide policy around creation of the conditions to create meaningful food systems which support people and the environment alike, and to support all regions of Wales develop their own sustainable food partnerships
- The work of Food Cardiff, Food Vale, and Food Sense Wales is going from strength to strength
- Such work is pivotal if we are to positively contribute to sustainability and to tackling climate change in the medium and long term

## Recommendation:

The Board / Committee are requested to:

- Note successful delivery and local and national influence of Food Sense Wales over the past 12 months

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

*Please tick as relevant*

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

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

*Please tick as relevant*

Prevention	Y	Long term	Y	Integration	Y	Collaboration	Y	Involvement	Y
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## Impact Assessment:

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

Risk: No

Safety: No

Financial: No

Please see update on Finance within report. To note that current core funding coming to an end in December 23 and fundraising for next 3-year cycle is underway

Workforce: No

Legal: No	
Reputational: No	
Socio Economic: No	
Equality and Health: No	
Improving health and reducing inequalities by increasing the availability of healthy and affordable food is a key aim of Food Sense Wales	
Decarbonisation: No	
Improving environmental sustainability of our food systems is a key aim of Food Sense Wales	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders, Nathan  
13/03/2023 16:35:35



Report Title:	Arts for Health and Wellbeing - Annual Report 2022			Agenda Item no.	2.7
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	21st March 2023
Status (please tick one only):	Assurance	Private		Information	X
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

## Main Report

### Background and current situation:

This paper introduces the Arts for Health and Wellbeing Annual Report for 2022 which can be viewed here: <https://cardiffandvale.art/2023/03/07/annual-report-2022/>

Highlighting the work carried out by the Arts for Health and Wellbeing Programme and the many partners and artists who work in collaboration with the Health Charity and Health Board to bring patient stories, staff experiences and health issues to light through a different medium.

The Arts Programme in Cardiff and Vale UHB is an exemplar across Wales and attracts interest from the communities we provide services to, patients, staff, the thriving arts and cultural scene and significantly supported by the Arts Council of Wales and Art in Business

During 2022-2023, the Arts for Health and Wellbeing Team has delivered a significant number of physical, visual, virtual and creative arts projects. The team have striven to make things better for staff, patients and visitors and through collaborations with the Arts Council for Wales and NHS Charities together, as well as many other stakeholders and third sector groups. The Arts Team have produced projects and exhibitions, where demonstrably through feedback and lived experiences have enhanced the lives of those who work in and visit CAV hospital and community healthcare sites.

The report presents a few selected highlights of the Arts for Health and Wellbeing Programme and shows the ways in which it has improved and supported health and wellbeing, the way in which we connect with, engage with and care for all people at Cardiff and Vale UHB.

A Welsh version of the report will be added to the website following translation.

### 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 Arts for Health and Wellbeing Annual Report and acknowledge the team for their continuing hard work and the contribution they make to connecting health and wellbeing to the communities, staff and patients of Cardiff and Vale.

### Recommendation:

The Committee is requested to:

a) **NOTE** the information presented:

### 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	X



		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	X	Long term	X	Integration	X	Collaboration	X	Involvement	X
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#### 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  
13/03/2023 16:35:35

Report Title:	OUR HEALTH MEADOW APPEAL ANNUAL REPORT				Agenda Item no.	2.8
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	21.03.23	
		Private				
Status <i>(please tick one only):</i>	Assurance	✓	Approval		Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement					

## Main Report

### Background and current situation:

This paper contains a progress report on Our Health Meadow at University Hospital Llandough (UHL).

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

Whilst work on site has improved and many volunteers are experiencing positive benefits to their health and wellbeing, the next phase of the project, the Nature Haven, has not been successful in gaining the capital income that is needed.

The Health Charity team are looking at different ways and opportunities to launch a capital appeal to gain the funds to continue the projects.

Grant Applications (both successful and unsuccessful), Events and Fundraisers over the past 12 months include: -

Fundraising Events	Amount to Health Meadow
<b>Outdoor Cinema – August 2022.</b> Achieved £3,800 in sponsorship to cover events costs – projected profit of £2,500. Unfortunately, the event fell on a weekend of extremely high weather temperatures therefore although 600 tickets were reserved, attendance was low and forecasted fundraising not reached.	£390.00
<b>Welsh 3 Peaks Challenge – October 2022</b> 10 people took part in the Welsh 3 Peaks Challenge. £3,770 was raised in total with donations shared between the Health Meadow / CAMHS/ Uro Oncology and Children's Cancer Care Sierra Leone	£1,185
<b>The Shine Bright Appeal - December 2022</b> Local businesses and schools were invited to sponsor an LED star which was secured to the external walls of University Hospital Wales and lit up.	£4,074.21
Grant Funded Applications	
<b>Community Facilities Programme Expression of Interest Application form – April 2022</b> Expression of interest application approved and invited to submit a full application. Terms of conditions of the fund omitted charities with large reserves so we were unable to proceed at that time.	£250,000

<b>Natural Resources Wales – September 2022</b> Applied for continuation funding of Down to Earth but unsuccessful.	<b>£114,476.66</b>
<b>NHS Charities Together - January 2023</b> Originally approved for the Nature Haven Build on the condition we received further funding from CFC. An adaption form was sent to NHS Charities together in January 2023 for approval to use the money to build a sheltered outdoor seating area instead. This has now been approved.	<b>£41,488 – successful bid</b>
<b>Hubbub Greener Communities Fund Pilot project January 2023</b> Application approved to build 2 roundhouses and seating areas over the next 6 months finishing in June 2023.	<b>£76,800 – successful bid</b>

**Health Meadow Appeal total income for 2022/2023 - £54,406.24\***

**Health Meadow Appeal current balance: - £7,987.88\***

(\*at month 10)

Following a review of the constitution of the Our Health Meadow Steering Group, Mike Jones has taken up the position of Chair.

**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 Health Meadow Appeal Annual Report and thank the team for their continuing hard work and dedication.

**Recommendation:**

The Committee is requested to:

- **NOTE** the progress and activities of the Health Meadow Appeal

**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	X	Integration		Collaboration	X	Involvement	
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Impact Assessment: <i>Please state yes or no for each category. If yes please provide further details.</i>	
Risk: No	
Safety: No	
Financial: No	
Workforce: No	
Legal: No	
Reputational: No	
Socio Economic: No	
Equality and Health: No	
Decarbonisation: Yes/No	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders, Nathan  
13/03/2023 16:35:35

Report Title:	Draft Charitable Funds Committee Annual Report 2022/23			Agenda Item no.	3.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21.03.2023
Status (please tick one only):	Assurance	Approval	X	Information	
Lead Executive:	Interim Director of Corporate Governance				
Report Author (Title):	Senior Corporate Governance Officer				
Main Report					
Background and current situation:					
<p>The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to discuss the attached Annual Report prior to submission to the Board for approval.</p> <p>It is good practice and good governance for the Committees of the Board to produce an Annual Report from the Committee to demonstrate that it has undertaken the duties set out in its Terms of Reference and provides assurance to the Board that this is the case.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>The Charitable Funds Committee achieved an attendance rate of 79% if 100% attendance is observed at the March meeting. (80% is considered to be an acceptable attendance rate) during the period 1st April 2022 to 31st March 2023.</p>					
Recommendation:					
<p>The Board / Committee are requested to:</p> <ul style="list-style-type: none"> <li><b>REVIEW</b> the draft Annual Report 2022/23 of the Charitable Funds Committee.</li> <li><b>RECOMMEND</b> the Annual Report to the Board for approval.</li> </ul>					
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			
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	X	Integration	Collaboration	Involvement
					X
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	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

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# Annual Report of the Charitable Funds Committee 2022/23

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## 1.0 INTRODUCTION

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

## 2.0 MEMBERSHIP

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

## 3.0 MEETINGS & ATTENDANCE

The Committee met four times during the period 1 April 2022 to 31 March 2023. This is in line with its Terms of Reference.

The Charitable Funds Committee achieved an attendance rate of **72%** (80% is considered to be an acceptable attendance rate) during the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 as set out below:

	21/06/2022	20/09/2022	06/12/2022	21/03/2022	Attendance
Akmal Hanuk (Chair)	✓	X	✓	tbc	
Mike Jones (Vice Chair)	✓	✓	✓	tbc	
Susan Elsmore	✓	X	✓	tbc	
Catherine Phillips	✓	✓	✓	tbc	
Fiona Jenkins	X	X	✓	tbc	
Rachel Gidman	✓	✓	X	tbc	
<b>Total</b>	<b>83%</b>	<b>50%</b>	<b>83%</b>		

## 4.0 TERMS OF REFERENCE

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The Terms of Reference and annual Work Plan are reviewed and approved on an annual basis. The Terms of Reference for the year 2021/22 were reviewed by the Committee on the 1<sup>st</sup> March 2022 and were **approved** by the Board on 31<sup>st</sup> March 2022. *The Terms of Reference for the year 2023/24 were reviewed by the Committee on 21 March 2023 and were approved by the Board on 30 March 2023.*

Commented [MD(aVU-CG1): To be confirmed.

## 5.0 WORK UNDERTAKEN

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

During the financial year 2022/23, the Charitable Funds Committee ("the Committee") reviewed the following key items at its meetings:

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

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

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

In June the Committee was advised that during the last 12 months, there had been (i) a reduction in income received by the Charity, (ii) a market value loss on its investments of £0.084million, and (iii) a decrease from £6.569 million to £6.135million in the Charity's investment portfolio. As a consequence, overall the value of the Charitable Funds had decreased by £1.67million in the current year to £8.778 million. The Charity had approved a number of bids which had resulted in significant financial commitments assessed at being circa £0.712m. The general reserves were over committed by around £0.367m and therefore careful consideration would be required with regards to making any new commitments.

At its meeting in December, it was noted that the Charity's General Fund was overcommitted by circa £1.205million and no more bids could be accepted at that time. It was agreed that the Executive Director of Finance, the Deputy Director of Finance and the Director of Communications would consider and draw up a plan to set out how the General Fund could be restored to good health. It was noted that a process was now in place to deal with "dormant funds" so that unspent monies were not sitting in charitable portfolios for long periods of time.

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### **Over £25K bids for approval**

At each meeting a number of bids, where the value of each individual bid was over £25,000, were presented to the Committee for discussion and/or approval. Each bid discussed by the Committee during the year, together with the outcome of the same, is listed below whilst noting that during its June 2022 meeting, the Committee agreed that no further bids for over £25,000 would be received by the Health Charity for the remainder of the financial year. That was because it was noted that the request for money was held against the Health Charity's general reserves which were already overcommitted.

- Improving the Environment of the Employee Wellbeing Service - **Approved**
- Innovation Collision Space to support People and Culture - **Approved**
- Employee Wellbeing Service – **Endorsed by the Committee and approved by the Board of Trustees**
- Cardiac Services / Legacy Funds - The Committee was advised that the Directorate Manager of the Cardiac Services had requested for £70k of the money that they had been gifted through a legacy to be spent on the refurbishment of the Cardiac catheterisation theatre changing facilities at the University Hospital of Wales (UHW). It was noted that the money had been gifted to that service and was not coming out of the general reserves but that it was one of their restricted funds, hence why the Committee had received the information for approval due to being over the £25k limit. The Committee approved the spend of the money.

### **Fundraising Reports**

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

The reports covered the progress and activities of the Health Charity Appeals for the period 1st April 2022 – 31<sup>st</sup> March 2023.

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

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

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

Covid-19 Patient Experience Support Project - £25,000  
Recovery and Wellbeing College Senior Peer Trainer - £31,237.59  
Grow Cardiff - £99,759  
Staff Outdoor areas - £79,800  
Our Health Meadow - £80,000  
Staff Recognition Awards - £25,000 over 5 years (2018 – 2023)  
Keeping Me Well - £164,000  
Welsh Transplant Games - £25,000 - £40,000 over 5 years (2021 – 2026)

Any further feedback

Commented [NS(aVU-CG2): To be confirmed at the March 2023 meeting.

### **Staff Benefits Group Report**

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

At each meeting, the Committee was informed of staff benefits discussed and agreed by the Group between April 2022 – March 2023. The last Staff Benefits Group meeting was held on 10th November 2022.

Commented [NS(aVU-CG3): To be confirmed

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

### **Staff Lottery Bids Panel Report**

The Board of Trustees has delegated responsibility for the Staff Lottery Bids Panel to consider and approve Charitable Funds bids up to a maximum of £10,000.

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

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The Charity was pleased to report that the Staff Lottery Scheme income continued to grow month on month with the increased number of allocated numbers being at its highest level since its launch and which increased 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.

#### **Events Planner 2022/2023 Update**

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

The events planner for 2022/23 was received by the Committee at each of its meeting and provided a draft of the key events taking place for the year.

Other matters of business discussed during the year, included:-

**Health Meadow Secured Funding Proposal** - at its meeting in June, the Committee agreed that further work was required in relation to the Our Health Meadow bid to enable the Committee to have a better understanding of the financial commitment involved and how the same could be underwritten.

In December, the Committee had a detailed and challenging discussion with regards to the request to fund and/or underwrite Phase 2 of the Health Meadow project. The Committee noted that the matter was complex for several reasons and after much consideration decided that they could not, at that time, support the funding request.

**Health Charity Therapy Puppy Proposal** – In June, the Committee was advised that the Health Charity would like to purchase a dog for emotional support to attend clinical areas 2-3 days per week, for a maximum of two hours per session and that the welfare of the dog had been secured by a volunteer via the Patient Experience Team. The Committee agreed to a further discussion, following which the Committee was advised at its meeting in September that the original proposal had been withdrawn and that other avenues were being considered..

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**Third Sector Grants Scheme** – Committee Members were advised at the meeting held in June that the Health Charity had worked successfully in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC) since 2016 to provide grants to Third Sector organisations. In September, the Committee received a more detailed evaluation on how the Third Sector Grant Scheme money had been spent and the impacts seen by the local community. The Executive Director of Finance noted that the Third Sector Grant Scheme should continue to support annually initiatives where demonstrable benefit could be seen in continuing to support initiatives for the Health Board's population.

**The Charity's Strategy 2020-2025** - the Committee held an Away Day session on 22 September 2022, with members of the Board of Trustees, to reflect on the Health Charity's Strategy in light of a number of matters that had occurred since the Strategy had been originally implemented (e.g. The COVID -19 pandemic, the cost of living crisis). Feedback from the Away Day was presented to the Committee in December and the Committee was informed that a Task and Finish Group had been established in order to refresh the Charity's Strategy. At the time of writing this Annual Report, a draft of the refreshed Strategy is due to be discussed by the Committee on 21 March 2023.

**Rathbones Investment Update** – in June and December, the Committee received an update from the Health Charity's investment managers (Rathbones). It was noted that due to a number of factors (high inflation, higher interest rates and the risk of recession), this was a challenging period for investment. That said, it was noted that the Charity's investments were exposed to the global economy rather than the UK economy (the UK was likely to see a deeper recession than the US's economy). As at the end of November, the Charity's investment portfolio was worth just under £5.6million. Rathbones were investing funds in "greener" companies and those with Environmental, Social and Governance (ESG) issues high on their agendas. It was agreed that some further work would be undertaken in conjunction with Rathbones to review the Charity's risk appetite (currently Risk Level 3 (medium risk)) in order to maximise better returns whilst safeguarding the charitable donations, to carry out some benchmarking in relation to the same, and to consider investing further with ESG companies (as opposed to non ESG companies).

**Disposal of Rookwood Hospital** - the Committee was advised that a number of options were being considered with regards to the potential disposal of Rookwood Hospital (a Charity asset).

**Breast Centre Appeal** – The Committee received a report which outlined the work that had been undertaken and noted that it was one of the oldest and long-standing appeals of the Charity. The Committee was advised that Irene Hicks Nicholls, had been a fundraiser for the

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Breast Centre Appeal since 2014 and that in August 2022, Irene and her team of fundraisers and supporters reached a fundraising total of £200,000.

**Health Charity Updates:** - Prop Appeal Annual Fundraising Report - The Committee was advised that some of the events within the Prop Appeal had not been held and so a slight dip in the funding had been observed. It was noted that the Prop Appeal had offered to support a third of the cost of the maintenance of Horatio's Garden which would be reviewed on an annual basis.

**Self-Assessment of Committee Effectiveness** - The Committee noted the results of the Committee Effectiveness Review for 2022 and agreed that the action plan for improvement would be completed by March 2023.

**Policies - in December** the Committee reviewed the revised Fundraising Policy and recommended it to the Board of Trustees for approval.

## **6.0 REPORTING RESPONSIBILITIES**

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

## **7.0 OPINION**

The Committee is of the opinion that the draft Charitable Funds Committee Report 2022/23 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

**Akmal Hanuk**

**Committee Chair**

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Report Title:	Charitable Funds Committee – Terms of Reference			Agenda Item no.	3.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21 <sup>st</sup> March 2023
Status (please tick one only):	Assurance	Approval	X	Information	
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Director of Corporate Governance				
Main Report					
Background and current situation:					
<p>In line with the UHB's Standing Orders, Terms of Reference for Committees of the Board, should be reviewed on an annual basis.</p> <p>This report provides Members of the Charitable Funds Committee with the opportunity to review the Terms of Reference prior to submission to the Board acting as Charity Trustee for approval.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>The Terms of Reference for the Charitable Funds Committee were last reviewed in March 2022 and approved by the Charity Trustee in March 2022 therefore, only a few changes have been recommended.</p>					
Recommendation:					
<p>The Charitable Funds Committee are asked to:</p> <ul style="list-style-type: none"> <li>(a) Review the Terms of Reference for the Charitable Funds Committee</li> <li>(b) Ratify the Terms of Reference for the Charitable Funds Committee</li> <li>(c) Recommend the Terms of Reference for approval to the Charity Trustee.</li> </ul>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
Please tick as relevant					
1. Reduce health inequalities	x	6. Have a planned care system where demand and capacity are in balance			
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn		x	
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology		x	
4. Offer services that deliver the population health our citizens are entitled to expect	x	9. Reduce harm, waste and variation sustainably making best use of the resources available to us		x	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives		x	

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

Please tick as relevant

Prevention		Long term	x	Integration		Collaboration		Involvement	
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**Impact Assessment:**  
Please state yes or no for each category. If yes please provide further details.

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Workforce: Yes/No

Legal: Yes/No

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

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

**Approval/Scrutiny Route:**

Committee/Group/Exec	Date:
N/A	

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# Charitable Funds Committee

## Terms of Reference

Reviewed at the Charitable Funds Committee: **21<sup>st</sup> March 2023**  
Approve by the Board:

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## 1. INTRODUCTION

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

## 2. PURPOSE

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

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

### 3. DELEGATED POWERS AND AUTHORITY

#### Delegated Powers and Duties of the Director of Finance

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

#### Authority

- 3.2 The Committee is empowered with the responsibility for:

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

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

3.3 The Committee is authorised by the Charity Trustee to:

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

### **Access**

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

### **Sub Committees**

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

- Charitable Funds Bids Panel
- Staff Benefits Group

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## 4. MEMBERSHIP

### Members

A minimum of six (6) members, comprising:

Chair	Independent Member of the Charity Trustee
Vice Chair	Independent Member or Member of the Charity Trustee
Members	<p>A minimum of 4 other members of the Charity Trustee as follows:</p> <p>Independent Member Executive Director of Finance (Lead Executive) Executive Nurse Director (<del>Lead Executive</del>) Executive Director of People and Culture Executive Director of Therapies and Health Science</p>

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

### Attendees

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

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

4.3. By invitation:

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

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## Secretariat

- 4.4 Secretary: as determined by the Director of Corporate Governance

## Member Appointments

- 4.5 The Membership of the Committee shall be determined by the Charity Trustee, based on the recommendation of the Chair of the Charity Trustee- taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by the Welsh Government.
- 4.6 Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Charity Trustee, based upon the recommendation of the Charity Trustee Chair (and, where appropriate, on the basis of advice from the UHB Remuneration and Terms of Service Committee).

## Support to Committee Members

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

## 5. COMMITTEE MEETINGS

### Quorum

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

### Frequency of Meetings

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

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## **Withdrawal of Individuals in Attendance**

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

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

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

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

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

## **7. REPORTING AND ASSURANCE ARRANGEMENTS**

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

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## 8. APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

8.1 The requirements for the conduct of business as set out in the UHB Standing Orders are equally applicable to the operation of the Committee, except in the following areas:

- Quorum
- Notifying and equipping Committee members – Committee members shall be sent an Agenda and a complete set of supporting papers at least seven (7) clear days before a formal Committee meeting (unless specified otherwise in law).
- Notifying the public and others – at least seven (7) clear days before each Committee meeting a public notice of the time and place of the meeting, and the public part of the agenda, shall be displayed on the Health Board's website together with the papers supporting the public part of the agenda (unless specified otherwise in law).

## 9. REVIEW

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

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Report Title:	Charitable Funds Committee – Annual Workplan 2023-24			Agenda Item no.	3.3
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21 <sup>st</sup> March 2023
Status (please tick one only):	Assurance	Approval	X	Information	
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Director of Corporate Governance				
Main Report					
Background and current situation:					
<p>The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to review the Charitable Funds Committee Work Plan 2023/24 prior to presentation to the Charity Trustee for approval.</p> <p>The work plan for the Committee should be reviewed on an annual basis to ensure that all areas within its Terms of Reference are being delivered.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>The work plan for the Charitable Funds Committee has been developed based upon the requirements set out in its Terms of Reference (also on the agenda). It ensures that the Committee will advise and assure the Charity Trustee on whether effective governance and assurance arrangements are in place.</p>					
Recommendation:					
<p>The Charitable Funds Committee are requested to:</p> <ul style="list-style-type: none"> <li>(a) Review the Work Plan 2023/24</li> <li>(b) Ratify the Work Plan 2023/24</li> <li>(c) Recommend approval of the Work Plan to the Charity Trustee</li> </ul>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
Please tick as relevant					
1. Reduce health inequalities	x	6. Have a planned care system where demand and capacity are in balance			
2. Deliver outcomes that matter to people	x	7. Be a great place to work and learn		x	
3. All take responsibility for improving our health and wellbeing	x	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology		x	
4. Offer services that deliver the population health our citizens are entitled to expect	x	9. Reduce harm, waste and variation sustainably making best use of the resources available to us		x	
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives		x	
Five Ways of Working (Sustainable Development Principles) considered					
Please tick as relevant					
Prevention	x	Long term		Integration	
				Collaboration	
				Involvement	
Impact Assessment:					

Please state yes or no for each category. If yes please provide further details.	
Risk: Yes/No	
Safety: Yes/No	
Financial: Yes/No	
Workforce: Yes/No	
Legal: Yes/No	
Reputational: Yes/No	
Socio Economic: Yes/No	
Equality and Health: Yes/No	
Decarbonisation: Yes/No	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:
N/A	

Saunders,Nathan  
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Charitable Funds Committee Work Plan 2022.23					
App. -Approval Ass. - Assurance Inf. - Information	Exec Lead	15-Jun	19-Sep	05-Dec	19-Mar
Agenda Item					
Standing Items					
Staff Lottery Bids Panel Report	JB	Inf	Inf	Inf	Inf
Finance Monitoring Report	CP	Ass	Ass	Ass	Ass
Staff Benefits Group Report	RG	Inf	Inf	Inf	Inf
New Charitable Fund Applications	JB	App	App	App	App
Feedback on approved successful CFC Bids	JB	Ass	Ass	Ass	Ass
Health Charity Fundraising Report	JB	Ass	Ass	Ass	Ass
Charitable Funds Strategy Review - fundraising - budgets - Priorities - spending Criteria - investment decisions	JB		Ass		Ass
Health Charity Annual Report	JB				App
Legacy Updates	JB				Ass
Walk for Africa	JB			Ass	
Food Sense Wales	FJ				Ass
Change Account	JB		Ass		
Arts Annual Report	JB				Ass
Investment Update	CP	Ass		Ass	
Events Planner	JB				App
Scheme of Delegation	CP		App		
Annual Accounts	CP				App
Appeals					
Breast Centre Appeal	JB			Ass	
Prop Appeal	JB	Ass			
Orchard Appeal	JB				Ass
Better Life Appeal	JB		Ass		

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

Saunders Nathan  
13/03/2023 16:35:35

Report Title:	Over £25k Endowment Expenditure (request for endorsement of spend) - <b>Cardiac Services, University Hospital of Wales</b>			Agenda Item no.	<b>3.4.1</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	√	Meeting Date:	21.03.23
		Private			
Status (please tick one only):	Assurance		Approval	√	Information
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Cardiac Services)				

## Main Report

### Background and current situation:

#### Background and current situation:

The Board of Trustees of Cardiff & Vale Health Charity have delegated responsibility to the Charitable Funds Committee for consideration and approval of bids and endowment expenditure over the value of £25,000, up to a maximum of £125,000.

The Health Charity has received the following request from Cardiac Services, University Hospital of Wales (UHW) for approval of a planned expenditure from Biggs Legacy Fund no: 9494 as follows:

Dept.	Proposal	Amount	Requested by:	Bid approved by:
Cardiac Services	Set up of a web-based platform "Explain My Procedure" – that provides medical animations to support communication, understanding and consent, and enables shared decision making  <b>See Appendix 1 - Application for funds</b>	*£87,400 (exc vat)	Nick Gidman, Directorate Manager	Sarah Lloyd, Interim Director of Operations, Specialist Services

#### Reason for proposed spend:

The current Cardiac Services endowment fund balance is £745,000\*. The Directorate is actively pursuing ways in which its endowment funds can be used to benefit patients and staff through improving facilities and optimising services.

\* **as advised in attached report at time of writing.**

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

The current Cardiac Services endowment fund balance is £745,000\*. Clinical Boards are being actively encouraged to utilise these existing charitable funds to support service improvements which cannot be funded through revenue streams.

**\*as advised in attached report at time of writing.**

## Recommendation.

The Charitable Funds Committee are requested to:

- **Approve** the planned expenditure of £87,400 (exc vat) from Cardiac Services Legacy 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	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		Long term	X	Integration	X	Collaboration	X	Involvement	
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## 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:



### APPLICATION FOR FUNDS >25K

Once completed please send this form to:

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

Applicant's Name: RICHARD WHEELER

Designation: Clinical Director Cardiology

Hospital/Base: UHW Cardiff

Department: Cardiology

Telephone No: 07790039122

Email: [Richard.Wheeler@wales.nhs.uk](mailto:Richard.Wheeler@wales.nhs.uk) Details of proposal for application:  
(Use the reverse side of form for additional information)

Explain My Procedure is a web-based platform that provides medical animations to support communication, understanding and consent and enables shared decision making.<sup>1</sup> During the initial stage of the consent process patients are given a weblink and QR code for their proposed procedure which takes them to an animation which describes the procedure that has been recommended and the benefits and the risks involved. In order to improve accessibility, these animations are provided in English, Welsh, Polish, Hindi, Bengali, Arabic. For non-urgent procedures, patients will then have the opportunity to watch this in their own home with their friends and family. For emergency procedures the QR code and weblink can be given to the patient by the clinical staff involved in their care and the content can be viewed using freely available wi-fi connection on the hospital wards. Alternatively, the animation can be viewed on a video-book while in clinic or alternatively when waiting on the ward for their procedure. This proposed initiative will transform the consent process for patients accessing cardiology services in the Cardiff & Vale UHB, allowing them to make informed decisions about their ongoing care

1. <https://www.explainmyprocedure.com>

Please detail link with approved themes:

Patient decision aids support shared decision making. Incorporating decision aids into the informed consent process can improve uptake of shared decision making in time pressured situations. The development of decision aids is a professional task and use of existing resources is encouraged. Shared decision-making is in alignment with the GMC ethical practice guidance.<sup>2</sup>

GMC guidance on consent highlights the importance of information being given to patients in a way they can understand and with the time and support they need to understand it and subsequently make an informed decision about their treatment. The GMC stipulates that 'information should be provided to patients in a format they prefer including written, audio, translated, pictures or other media or methods.'<sup>3</sup> The use of animations during the consent process. A Study of the proposed resource found a significant improvement in patient understanding of the procedure and risks and benefits compared with those who consented for the procedure without the aid of the animation resource.<sup>4</sup>

2. <https://www.health.org.uk/sites/default/files/ImplementingSharedDecisionMakingInTheUK.pdf>



3. [https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---decision-making-and-consent-english\\_pdf-84191055.pdf?la=en&hash=BE327A1C584627D12BC51F66E790443F0E0651DA](https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---decision-making-and-consent-english_pdf-84191055.pdf?la=en&hash=BE327A1C584627D12BC51F66E790443F0E0651DA)

4. Animation-supported consent for urgent angiography and angioplasty: a service improvement initiative D Wald et al. *Heart* 2020;106:1747-1751

Does this application benefit:

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

Benefits to public/staff/patients:

Providing a standard information resource for patients reduces variability in explanations given to patients during the consent process. Using images in addition to text has been proven to improve understanding of procedures and the risks and benefits involved.<sup>5-7</sup> Alleged failures to provide informed consent can be costly for individual Health Boards and the NHS as a whole. Incorporating multimedia resources into the consent process increases the uptake of shared decision making therefore reducing avoidance of shared decision aids due to time pressure of clinical work.

5 P Houts et al. The role of pictures in improving health communication: a review of research on attention, comprehension, recall, and adherence. *Patient Educ Couns* 2006;61:173-90.

6 Paasche-Orlow MK, Taylor ha, Brancati FI. readability standards for informed- consent forms as compared with actual readability. *N Engl J Med* 2003;348:721-6.

7 Iatruca B, Barber-chamoux n, alos B, et al. impact of video on the understanding and satisfaction of patients receiving informed consent before elective inpatient coronary angiography: a randomized trial. *Am Heart J* 2018;200:67-74.

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

Annual license cost: TBC

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

The Directorate budget is currently £440K overspent and is not in a position to support this proposal.

The existing endowment funding available for cardiac services currently sits at £745,000. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff through improving facilities and optimising services.

Funds Required

Name and number of Fund to be used:

Set Up (one-off cost): Customised Weblink and Web pages QR code links to Home page and procedure Pages **£1500.00**

Explain my Procedure Animations (unlimited access 2 years, updates and maintenance) covering a large number of cardiology and cardiothoracic procedures performed in Cardiff and Vale with translations available in English, Welsh, Bengali - **£75,900**

Video-books (7" HD screen, A5 finished size Hard Back, headphone socket, Internet-free operation, preloaded with 5 client selected animations) 20 units (one off cost) **£12,000**

Fund name: Biggs legacy Fund number: 9494

**Total: £87,400 + VAT @ 20% £15,480 = £102,880**

Application for Funds from Charitable Funds Committee

Signed by Bid Proposer:



Designation: Directorate Manager

Name (capital letters): NICK GIDMAN

Date: 28 Dec 2022

Signed by Divisional Manager:



Designation: Interim Director of  
Operations, Specialist Services

Name (capital letters): SARAH LLOYD

Date: 31/12/2022

Saunders, Nathan  
13/03/2023 16:35:35

Application for Funds from Charitable Funds Committee

Report Title:	Over £25k Endowment Expenditure (request for endorsement of spend)  <b><i>Nephrology &amp; Transplant Equipment spend – (Legacy funds)</i></b>			Agenda Item no.	<b>3.4.2</b>
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	21.03.23
Status (please tick one only):	Assurance	Private		Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Cardiac Services)				

## Main Report

### Background and current situation:

#### Background and current situation:

The Board of Trustees of Cardiff & Vale Health Charity have delegated responsibility to the Charitable Funds Committee for consideration and approval of bids and endowment expenditure over the value of £25,000, up to a maximum of £125,000.

The Health Charity has received the following request from Nephrology and Transplant Services for approval of spend from its Legacy Fund 9646 as follows:

Dept.	Proposal	Amount	Requested by:	Bid approved by:
Nephrology & Transplant	<b>See Appendix 1 - Application for funds</b>	<b>£28,571.28) inc vat)</b>	Rachel Long, Directorate Manager	

#### Reason for proposed spend:

The Williams Legacy Fund 9626 balance is **£87,809.11**. The Directorate is actively pursuing ways in which its endowment funds can be used to benefit patients and staff through improving facilities and optimising services.

The Directorate proposes to utilise funds to replace tv brackets for equipment which is in poor condition and requires replacing and has no maintenance contract in place – **Appendix 1 application form.**

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

The current Williams Legacy Fund balance is **£87,809.11**. Clinical Boards are being actively encouraged to utilise these existing charitable funds to support service improvements which cannot be funded through revenue streams.

### Recommendation.

The Charitable Funds Committee are requested to:

**Approve** the planned expenditure of **£28,571.28 inc vat)** from Nephrology & Transplant Services Williams Fund Legacy – 9646.

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

Please tick as relevant

1. Reduce health inequalities	X	6. Have a planned care system where demand and capacity are in balance	
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	X
4. Offer services that deliver the population health our citizens are entitled to expect		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	X	Integration	X	Collaboration	X	Involvement	
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## 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  
13/03/2023 16:35:35

Report Title:	CORPORATE PARTNERSHIPS			Agenda Item no.	3.5
Meeting:	Charitable Funds Committee	Public	x	Meeting Date:	21.03.23
		Private			
Status (please tick one only):	Assurance	Approval	x	Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>Corporate partnerships have been identified by Cardiff &amp; Vale Health Charity as a source of funding which can help boost income whilst also raising its profile.</p> <p>Corporate Partnership guidance (Appendix 1) will assist in developing professional and strategic corporate partnerships and will outline how we identify specific partners which match the Health Charity's strategy and objectives. The guidance will help create compelling opportunities to local businesses which would be mutually beneficial, with increased income, profile, support, and public relations for the Health Charity.</p> <p>The Health Charity has worked with solicitors from the Legal Commercial Team to produce a Commercial Participator Agreement (Appendix 2).</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>The Health Charity continues to review all fundraising opportunities and has identified the benefits available from developing its engagement with external corporate businesses. I am pleased to report on the collaborative working with the Legal Commercial Team to develop governance led guidance and agreements.</p> <p>The Committee is asked to review and approve the draft Corporate Partnership guidance and support the Commercial Participator Agreement.</p>					
Recommendation:					
<p>The Committee is requested to:</p> <p><b>a) Consider and approve</b> the attached Corporate Partnerships Guidance and recommend for approval 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	√
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### 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: Yes

*To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we acknowledge ethical, sensitive fundraising as a legitimate means to enable the purchase of goods and equipment or services which are not available within capital or revenue budgets, but will help ensure the UHB remains a premier health care provider. The public see donating cash or equipment, or actively raising funds, as a positive way of supporting a health service which is short of funding.*

Reputational: Yes

*The Health Charity's corporate trustee is Cardiff and Vale University Health Board. Further accountability is provided by the Charity Commission and the Welsh Government's Minister for Health and Social Services of Wales. Responsibility for the management and distribution of funds and the receipt of new charitable monies is with the corporate trustee. This falls on the members of the Board, though the corporate trustee remains the UHB. Responsibility for the management of charitable funds is delegated to the Charitable Funds Committee.*

Socio Economic: No

Equality and Health: No

Decarbonisation: No

### Approval/Scrutiny Route:

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  
**HealthCharity**  
**Elusenlechyd**  
Caerdydd a'r Fro

# Cardiff & Vale Health Charity **Corporate Partnerships**



Selligence Cardiff at a corporate volunteering day at  
Our Health Meadow, University Hospital Llandough.



## Background

Corporate partnerships have been identified by Cardiff & Vale Health Charity, the official charity of Cardiff and Vale University Health Board as a source of funding which can help boost income and raise profile each year.

This document will help us to create more meaningful and strategic corporate partnerships and will outline how we can target specific partners that are right for us. It will help us to create compelling opportunities to local companies that will be mutually beneficial with increased income, profile, support, and PR for the Health Charity.

## What are corporate partnerships

A corporate partnership is a mutually beneficial relationship between a for-profit company and a not-for-profit organisation. The two parties work collaboratively to pursue and achieve a common goal. This goal is based on the values of each organisation which should be in synergy.

## What does the Health Charity need from a Corporate Partnership

- Positive engagement, PR and social media opportunities. Our logo on their website.
- Raffle/auction prizes
- Mentors
- Advice
- Project support
- Engagement with our fundraising events and campaigns – submitting teams to events
- Sell our merchandise
- Host collection
- Employee/customer fundraising, organising own events
- Introduce us to more potential prospects
- Financial sponsorship/donations or matched funding or event sponsorship
- Volunteers – donation of employee time
- Free room hire
- Grounds maintenance
- Donation of large items e.g. furniture for staff areas
- Donate % of profits
- Placing collection tins
- Charity stand
- Company payroll giving scheme
- Company expertise or donation of services

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## What we can offer a corporate partner

- Staff motivation with employee volunteering opportunities
- Potential to reach new audiences (17,000 staff) and grow their business and boost customer trust
- Meet their Corporate Social Responsibility goals and business needs and helping to stand out from their competitors.
- Choice of department or appeal to benefit and opportunity to see first-hand where their support is going.
- Boost staff morale and satisfaction at work through involvement with charitable events
- Positive engagement, PR and social media opportunities. Company logo on our website. Weight of NHS Branding
- Build their brand profile and demonstrates they are a good organisation investing in charitable projects.
- Big enough charity to help the business make a difference yet flexible enough to spend time with the business and employees to ensure the partnership leaves a lasting legacy
- Marketing opportunities within our events and campaigns
- Specialist fundraising advice, plus fundraising materials such as t-shirts, collection tins, posters etc.

## Corporate Partnership and Commercial Participator Agreements

Cardiff & Vale Health Charity may from time to time arrange for a commercial business to either run a promotional venture as a 'Commercial Participator' or provide financial sponsorship for an event run by the charity in return for publicity or other sponsorship benefits for the business.

Arrangements between a commercial business and a charity are regulated by charity law when the business is a 'Commercial Participator'. The Commercial Participator and the charity must enter into a written agreement not only setting out the deal between both parties but also covering further legislation.

A business will, under charity law, be a 'Commercial Participator' where it arranges with a charity to promote and advertise its own products or services and donate a share of its profits to the charity.

An example of a suitable Corporate Partnership agreement is located in [Appendix 1](#).

Saunders Nathan  
13/03/2023 16:35:35

# AGREEMENT BETWEEN CARDIFF & VALE HEALTH CHARITY, AND A COMMERCIAL PARTICIPATOR (fill in name here)

DATED - (fill in date here on the day of signature)

## BETWEEN

- 1) **Cardiff & Vale Health Charity**, Registered Charity No. 1056544 whose head office is at; Woodland House, Maes Y Coed Road, Cardiff, CF14 4HH (The Charity), and
- 2) (fill in Commercial Participator name here) whose registered office is at (fill in address here) (CP)

## BACKGROUND

- a) CP is a commercial participator in relation to the Charity as defined in Section 58 of the Act.
- b) This agreement is entered into to comply with the Act and the Regulations.

**NOW IT IS AGREED** as follows:

### 1. Definitions

In this agreement the following words and phrases shall have the following meanings, unless the context otherwise requires:

'the Act' the Charities Act 1992, as amended

'Data' all lists of names and/or other details of supporters of the charity in whatever form supplied to or held by CP

'Logo' the logo of the Charity, details of which appear in Schedule 1

'Product' (fill in here) the products/services details of which appear in Schedule 2

NOTE: ie. cans of beans, package holidays, Christmas cards

[Fundraising Activities, fundraising activity of CP details of which appear in Schedule 4] NOTE - to remove if no Fundraising Activity]

'Regulations' the Charitable Institutions (Fund-Raising) Regulations 1994, as amended

'Royalty' (fill in here) % of the recommended retail price/p per Product sold

NOTE: It is better, if possible, to agree a fixed price per item to be paid over or a fixed percentage of the price of the product or service. The Charity Commission has indicated that they do not think it is appropriate to state "All net profits from the promotion go to XYZ Charity"

'Term' the period of (fill in dates here)

'Territory' United Kingdom of Great Britain and Northern Ireland

2. The purpose of the agreement is to raise funds for the Charity by (here state the method by which this will be achieved e.g. the sale of baked beans bearing XYZ Charity's Logo)

### 3. Appointment of Sub-licensee

In consideration of the undertakings given by CP in this agreement, The Charity hereby appoints CP as its non-exclusive sub-licensee to use the name and Logo on the Product and to exploit the Data in the Territory for the Term on the terms of this agreement.

### 4. Obligations of CP

CP undertakes with the Charity that it shall:

4.1 not bring the name or the Logo into disrepute in any way whatsoever and that none of its activities or those of any subsidiary or holding company are or will be inimical to the activities of the Charity

4.2 promote the sales of the Product throughout the Territory to the best of its abilities

4.3 create and manage the design artwork, print and manufacture of the Products and all advertising material relating thereto, but on condition that it shall obtain the prior written approval of The Charity (which approval shall not be unreasonably withheld or delayed) to all materials which bear the name and/or Logo

4.4 be responsible for the production, promotion, marketing and distribution of the Product and to that end may enter into such reasonable agreement as it shall think fit so as to fulfil its obligations under this agreement

4.5 ensure that the Product shall be of good quality and comply in all respects with all relevant statutory standards and shall contain the statement:

[pence per Product] is paid to The Charity

covenants all its taxable profits to The Charity registered charity number 1056544

4.6 keep separate, legible and detailed books of account and records relating to the production, promotion and sales of the Product and shall allow The Charity, its employees, agents and professional advisers to inspect, audit and take copies of any such books of account, VAT records, bank statements or other records of CP

4.7 promptly pay to The Charity any sums revealed as having been underpaid as a result of an inspection pursuant to 4.6 plus interest at 4% over Barclay Bank Plc's base rate of the time being calculated from the date payment should have been made (quarterly) to the date of actual payment

4.8 pay the reasonable professional costs of inspection under 4.6 in full if it has made an underpayment of at least 10% of the sums due

4.9 provide details to The Charity of the sales of the Product (fill in here monthly, quarterly or by 'x' date) and of the Royalty due

**NOTE: In a short-term promotion it may only be possible to have the details of the sales paid over and the payment made at the end of the promotion. But on a promotion that is to last for more than one year, the Charity should demand, at the very least, quarterly payments and details of sales.**

4.10 keeps confidential all Data disclosed to it by The Charity and to use it only for the purpose of this agreement and on termination of this agreement (for whatever reason) to hand over promptly all copies of the Data to TC

4.11 abide at all times with Part II of the Charities Act 1992, the General Data Protection Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018 (DPA 18) and, in particular, will state on all notices, advertisements and other documents soliciting funds for the Charity the fact that the Charity is a registered charity and the Charity's registered charity number

4.12 in accordance with regulation 3(4)(a) of the Regulations, the statement of principal objectives is contained in Schedule 3.

## **5. The Royalty**

5.1 CP shall pay to The Charity the Royalty plus VAT from (*insert date contract starts* (Effective date)). Payments to be made on a quarterly basis from the Effective Date.

Definition of Quarterly Basis: period of 3 months starting on the Effective Date and continuing every 3 months thereafter until the end of the Term.

5.2 prior to the payment of an instalment of Royalty, CP shall advise The Charity of the amount due and The Charity shall promptly render a VAT invoice to CP in respect of the instalment

5.3 The Charity undertakes with CP that it will donate all its taxable profits for the financial period(s) to which this agreement relates to the Charity

## **6. Termination**

6.1 The Charity shall be entitled to terminate this agreement on the giving of 30 days written notice to CP.

6.2 The Charity shall be entitled to terminate this agreement forthwith if:

(i) CP fails to pay any sum due to The Charity after the due date and The Charity has given CP 30 days written notice requiring it to pay and CP has failed to pay in the 30-day period

(ii) CP does anything which in the reasonable opinion of The Charity brings or is reasonably likely to bring the name or Logo or reputation of The Charity into disrepute

(iii) A resolution is passed for the voluntary or compulsory liquidation of CP or a receiver is appointed over all or part of its business or if CP as an individual has a bankruptcy petition presented against him or her

6.3 if The Charity terminates this agreement under 6.2 CP will no longer be authorised to use the name and Logo and the Data, and will cease immediately the distribution and sale of all existing Products bearing the name and Logo and cease to use the Data

6.4 subject to The Charity's right to terminate under 6.2 this agreement shall last for the Term. On expiry of the Term CP shall have the right to sell all existing Products bearing the name and Logo and use the Data until such Product has been sold and for no other purpose as if expiry had not taken place and it shall account to The Charity for all Royalty payments in respect of such sales in accordance with this agreement and the rights of The Charity under this agreement shall continue during that period

6.5 notwithstanding termination of this agreement clauses 4, 5 and 7 shall survive termination.

## **7. Indemnity**

8.1 CP agrees to indemnify The Charity in respect of any costs, claims, loss or liability whatsoever suffered by The Charity (including reasonable legal costs and disbursements paid by either) as a result of any breach by CP of any of the terms of this agreement

## **8. Confidentiality**

The Charity agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or persons or to otherwise make use of or permit to be made use of any information relating to CP's business affairs or finances where knowledge or details of the information was received during the period of this agreement unless required to do so by law.

The obligations of confidence referred to in this clause shall not apply to any confidential information which:

8.1 is in the possession of and is at the free disposal of The Charity or is published or is otherwise in the public domain prior to the receipt of such information by the Charity or The Charity; or

8.2 is or becomes publicly available on a non-confidential basis through no fault of The Charity; or

8.3 is received in good faith by The Charity from a third party who on reasonable enquiry by The Charity claims to have no obligations of confidence to the CP in respect of it and impose no obligations of confidence upon The Charity

8.4 the obligations imposed by this clause on The Charity shall apply mutatis mutandis to CP

## 9. General

9.1 this agreement is personal as between the parties and CP can only assign the benefit of this agreement with The Charity's prior written consent, but CP may appoint sub-licensees provided that it has obtained The Charity's prior written consent to the granting of a sub-licence (not to be unreasonably withheld or delayed) and CP shall remain liable for all its obligations hereunder as if it had not appointed a sub-licensee

9.2 no amendment or addition to this agreement shall be made unless made in writing and executed by the parties

9.3 the parties are not partners nor joint ventures nor is CP entitled to act as nor represent itself as agent for The Charity, nor to pledge The Charity's credit

9.4 neither party shall be liable for any breach of any term of this agreement that is the result of any clause beyond the reasonable control of the party in breach

9.5 this agreement shall be governed by the laws of England and Wales

9.6 any notice to be served on any of the parties shall be sent by pre-paid recorded delivery or registered post to the address above (or such other address may be advised from time to time) and shall be deemed to have been received within 72 hours of posting or 24 hours if sent by email to [Fundraising.cav@wales.nhs.uk](mailto:Fundraising.cav@wales.nhs.uk)

**AS WITNESS** the hands of the parties

SIGNED by  
for and on behalf of the  
Charity name here

\_\_\_\_\_  
Authorised signatory, print name: \_\_\_\_\_

SIGNED by  
for and on behalf of the  
(Fill in name here – COMMERCIAL PARTICIPATOR)

\_\_\_\_\_  
Authorised signatory, print name: \_\_\_\_\_

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**Schedule 1**  
Details of the Logo



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## Schedule 2

Details of the Products (add details of products here or a website link to products. Also include the total amount which is received in payment for the Product)

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### Schedule 3 - Statement of Principal Objectives

1. The people looking after this partnership are:

[Charity representative, name and job title].....(The Charity)

[CP representative name and job title].....(CP)

2. Principal Objectives

The purpose and aims of this arrangement are to [insert or list overall objectives or aims, name of project etc]

3. The Charities' roles and responsibilities:

The Charity will: [List agreed actions to help achieve objectives, e.g]

- post promotions of the partnership on various social media platforms (including blog) on at least 3 occasions throughout the month.

- Provide hard copy leaflets for distribution to customers.

- Display the company's Logo on our supporter accreditation page Etc

4. CP's roles & responsibilities

CP will:

List of agreed actions/donations/contributions, e.g.

- Post their support of \*\*Charity name\*\* on social media and website

- Donate 10% of sales of website sales during November to \*\*Charity name\*\*

- Pay any donations from staff fundraising/sales of Product/website etc. via bank transfer every 3 months.



Report Title:	HEALTH CHARITY EVENTS PLANNER 2023/24			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	21 <sup>st</sup> March 2023
Status (please tick one only):	Assurance	Approval		Information	√
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

## 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.

The attached events planner for 2023 (Appendix 1), provides a draft of the key events taking place for the year.

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

Executive Directors are asked to review the Health Charity Events Planner 2023 and identify individual events which they will be supporting/attending. This schedule is provided to the Charitable Funds Committee for information purposes.

### Recommendation:

The Charitable Funds Committee are requested to: **note for information** the Health Charity Events Planner 2023

### 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	√

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4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	√
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	

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

*Please tick as relevant*

Prevention		Long term		Integration		Collaboration		Involvement	
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#### 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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# Proposed Health Charity Events 2023

Appeal	Month	Day	Event	Location	Engagement Level
	April	3	<b>Art Auction</b>	<b>Online/Gallery</b>	
	June	9	<b>NHS @ 75 Staff Recognition Event</b>	<b>Tramshed</b>	<b>TBC</b>
 	July	8  TBC 8 & 9	<b>BC Strictly Top Dancer Competition</b>  <b>NHS @ 75 Big Tea</b> <b>Sky Dive for NHS @ 75</b>	<b>Vale Resort</b>  TBC <b>Swansea Airport</b>	<b>TBC</b>  Open event with thank you message to supporters/partakers.
 	October	1  6	<b>Cardiff Half Marathon</b>  <b>Prop Ball</b>	<b>Cardiff</b>  <b>Coal Exchange Hotel. Cardiff Bay</b>	<b>No lead required, public event.</b>  <b>Open event with welcome, introduction and thank you message.</b>
 	November	TBC  25	<b>Wreath Workshop</b>  <b>Shine Bright</b>	<b>TBC</b>  <b>UHW/UHL</b>	<b>TBC</b>  Open event with welcome, introduction and thank you message.
	December	2	<b>Breast Centre Pink Tie Gala Dinner</b>	<b>Marriott Hotel, Cardiff</b>	<b>Open event with welcome, introduction and thank you message.</b>

Report Title:	Health Charity Fundraising Report			Agenda Item no.	4.2
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	21 March 2023
Status (please tick one only):	Assurance	Approval		Information	√
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

## 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> December 2022 – 28<sup>th</sup> February 2023.

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

I am pleased to provide an updated report on the activities of the Health Charity during the period 1<sup>st</sup> December 2022 – 28<sup>th</sup> February 2023

Further information on events financial forecasting and income/expenditure is available as required.

### Recommendation:

The Committee is requested to:

- a) **Review** the Fundraising Report for information; and
- b) **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		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	✓
<b>Impact Assessment:</b>							
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:			




## Health Charity Fundraising Report

December 2022 to February 2023

	<p>The Prop Appeal Committee held the Annual Afternoon Tea event at the Coal Exchange on Friday 17<sup>th</sup> February 2023. The event attracted over 100 attendees, including Cardiff &amp; Vale UHB, independent members. Approximately £1,685 raised.</p> <p>The committee have agreed to hold the annual Blue Tie Ball at the Coal Exchange on Friday 6<sup>th</sup> October 2023. Sponsorship of £3,000 secured by Hugh James Solicitors and tickets are on sale.</p>
	<p>The annual Pink Tie Gala Dinner took place in December 2022 after a 2 year break due to Covid. It was a sold-out event which also celebrated 10 years of the Breast Centre (which should have taken place in 2020!). The event raised just over £4,100. The Committee have already secured a date for the 2023 Breast Centre Ball.</p> <p>Fundraiser Irene Hicks continues to support the Breast Centre Appeal, albeit on a smaller scale,</p>

	<p>and has generously has donated £1,562 since the end of November 2022.</p> <p>Mr Alan Dark from Britton Ferry has started supporting the Breast Centre Appeal. He holds fundraising events via local darts matches and has raised £900 since the end of November 2022 (£1600 in total since he started fundraising in October 2022)</p>
<p><b>Legacy/ Gifts in Will</b></p> 	<p>The Health Charity continues to receive an increase in interest due to the ongoing “Gift in Will” awareness raising campaign.</p> <p>Further information is available in the <b>Legacy Annual Report - Agenda item 2.6</b></p>
	<p>c) Nichola Hope, is raising funds for artworks for the Trauma and Orthopaedic Department</p> <p>d) Lisa-Marie Mansfield ran the Cardiff Half Marathon and raised <b>£520</b>.</p> <p>e) NHS 75 Online Art Auction, entries submitted for launch in April 2023</p> <p><b>f) Art Shop has been created on the Arts website</b></p> <p>g) £2,600 has been secured from the Darkley Trust for project with people experiencing homelessness in partnership with the Wallich.</p>
	<p>The ‘next Staff Lottery ‘<b>SuperDraw</b>’ will take place in May 2023 with the grand prize of £7,000. Promotion is currently underway.</p> <p>5615 numbers are currently allocated to members of the lottery scheme.</p>
 <p>Shaping Our Future Sustainable Healthcare</p>	<p><b>Health Charity branded ball pens made from recycled plastic have recently been purchased.</b></p> <p><b>The Health Charity is researching an option to place ‘Choose to Re-Use’ clothes recycling bins on hospital sites, with further information to follow.</b></p> <p><b>The Health Charity is also researching a ‘Cash 4 Coins’ scheme where people can donate out of date or foreign currency at no cost to the Health Charity.</b></p>

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	<p>The Shine Bright Appeal at UHL raised <b>£4,074.21</b> with local schools and businesses sponsoring a star throughout December 2022.</p> <p>Hubbub, a charity organisation, who believe in creating positive environmental changes, have agreed funding to the amount of <b>£76,800</b> from their greener communities' fund pilot scheme to construct two roundhouses on the meadow before June 2023.</p> <p>NHS Charities together have agreed to the adaptation of the original application of <b>£41,000</b> to be used to construct a sheltered outdoor seating area.</p> <p>An application for <b>£48,000</b> has been submitted to the Landfill Disposals Tax Communities Scheme to fund a third roundhouse at Our Health Meadow.</p>
	<p>A further grant for the Recovery and Well-being College Senior Peer Trainer project has been awarded for another 2 years totalling <b>£35,963</b>. Funds will contribute to the cost of a staff member, which will be a Band 5, 0.5wte.</p> <p>After submitting an interim report, NHSCT have released Year 2 funding of <b>£48,879</b> for the 'Grow Well' Project.</p> <p>In February '23, following a check in call and adaption process with NHSCT, the Health Charity received approval to release the second year of funding for the 'Child Health Social Prescribing Project' of <b>£129,900</b>.</p>
	<p>Staff donations via the 'In for a Penny' fundraising scheme is just under <b>£160 per month</b>.  <a href="https://healthcharity.wales/hospital-staff/in-for-a-penny/">https://healthcharity.wales/hospital-staff/in-for-a-penny/</a></p> <p>The Health Charity has recently met with representatives from the People and Culture Department, to explore options to encourage employees to sign up to this scheme. Further discussions are planned and updated information to be included on the Learning@Wales website.</p> <p>'In For A Penny' had a soft relaunch on social media in February 2023.</p>

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## NHS@75 Events

A recognition event to acknowledge the 75<sup>th</sup> anniversary of the NHS is planned for June 2023. Sponsorship is being sought by the Health Charity from local businesses and via an application to the Staff Lottery Fund.

A number of activities are currently being co-produced with colleagues from Clinical Boards.

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Report Title:	Reporting Feedback on Successful Cfc Bids			Agenda Item no.	4.3
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	21.03.23
Status (please tick one only):	Assurance		Approval		Information
Lead Executive:	Catherine Phillips, Executive Director Of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

## 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 project updates:

Project	Approved Funding	Project Report Status
1. Improving the Environment of the Employee Wellbeing Service	£60,000.00	Final
2. Innovation Collison Space to support our People and Culture	£24,000.00	Final
3. Social Prescribing Project within Child Health*	£180,000.00	Interim

\*The Social Prescribing Project within Child Health is supported by NHS Charities Together funding.

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

### 1. Improving the Environment of the Employee Wellbeing Service (EWS)

The Employee Wellbeing Service environment at Denbigh House, UHW was poor, tired and lacked focus. Monies were secured to improve the environment so that staff who visited the service would feel valued and recognize that Staff Wellbeing is important for the organization. Work commenced in October 2022 and was completed Feb 2023 Both of the waiting areas were painted and new light fittings installed. Counselling rooms and the landing were also painted and vinyl wall arts fitted to improve the aesthetics. A water station has been installed and new furniture provided for counselling rooms and both reception areas.

The project also engaged staff to provide bespoke art work to inspire other members of staff. Two colleagues who engage in creative hobbies were chosen to produce pieces for display within the area.

The project has made a difference to colleagues who attend the site and those who work within the building by making the waiting areas and counselling rooms more welcoming and providing a pleasant and peaceful environment for all who attend appointments.

The team based in EWS have given positive feedback, finding the improved environment a pleasing and calm environment to work in

### Feedback received

Numerous reports and positive comments have been received advising that the environment has vastly improved.

A wall vinyl in the waiting area highlights and acknowledges Cardiff & Vale Health Charity as the funder and supporter of staff wellbeing

Further images and information can be found here:

<https://healthcharity.wales/people-health-and-wellbeing-service-is-refurbished/>



## 2. Innovation Collison Space to support our People and Culture

In July 2022, The Hive Project Team created a Camerados Living Room - a warm, welcoming space, furnished with comfortable sofas and chairs and low tables. The Living Room is open to all staff and has a range of materials highlighting the six simple Camerados principles to explain how they are run.

The space has made a difference to patients and staff by:

- supporting staff wellbeing and providing a safe area where they can leave clinical areas and share experiences and ideas with their colleagues, the aim is to support the energy and resilience they require to support patients in these challenging times.
- The funds have been used to improve the wellbeing of our exhausted workforce by delivering a safe, comfortable, non-clinical environment through the Camerados Living Room for staff with an emphasis on promoting a culture of peer-to-peer support. The space allows staff the opportunity to break away and reset from the challenges of the hospital environment.
- The space also amplifies the voices of staff in delivering better services. The area encourages the entire workforce to share their wins and fails, benchmark, share good practice and ask for help. It's also an area where the Health Board can educate, instruct and support staff in how to improve their workplace and to take forward change ideas.

### Feedback received

- "The Hive provides the perfect physical space for CAVUHB staff to come together. We've visited on two separate occasions and at both times it was buzzing (pun intended) with

activity. Also, as an external collaboration partner, it provided us with a fantastic space for meeting with CAVUHB senior staff but outside of the traditional, formal office setting”

- “The Hive also provides the perfect space to run events, workshops and network meetings for CAVUHB staff. For example, we would be happy to deliver fun and light idea generation sessions at the Hive to help deliver against innovation and improvement strategic objectives.”
- “Seeing the team transform what was a necessary Covid space into a colourful hub where staff, visitors, and businesses can meet for lunch, coffee, or conduct meetings has been fantastic.

The marquee, and the Camerados space that it has facilitated, has allowed the Project Team to deliver on the following requirements:

- **Support the mental health and wellbeing of staff** – the space looks and feels different, with clear guidance provided that the area is to be used: ‘to listen, to treat everyone the same, not to judge nor try to fix each other’. It provides a platform for all staff to come together to support each other through the 6 Camerados principles.
- **Create an area that can be used by all, where staff can feel removed for the strains of the clinical /working environments and relax** – building on the above, the area is situated within easy reach of staff working at UHW, but also creates an important separation from their clinical and work areas. The Living Room is deliberately designed with homely touches such as fairy lights and soft furnishings to visually and emotionally separate it from work.
- **Develop the culture of an authentic compassionate workforce** – authenticity and compassion is at the heart of what the Public Living room seeks to achieve. Because people feel welcome and relaxed, it provides the foundation for people to make connections and improve their wellbeing.
- **Access to the expertise of the Innovation and Improvement teams** – the proximity of the Living Room to the Collision Space and CAV-A-Chat areas means that those in The Hive will have clear direction (posters, whiteboards, screens) about how to access the Innovation and Improvement teams.
- **Support our staff development** – The Hive's other focus is on the bookable meeting space and the CAV-A-Chat area, both of which facilitate learning, building collaborations and improving C&V UHB services for the benefit of public and staff.
- **Connect people with the correct experience already within our gift** – building on the above, here at CAVUBH we have a phenomenal pool of talented individuals, and the wider Hive space facilitates the coming together of people and ideas.
- **Develop and explore working relationships with external stakeholders and Health boards** - the bookable meeting space is designed specifically to bring CAVUHB staff and other partners together. It provides the physical space to host industry, Welsh Government and other Health Boards to develop ideas, benchmark and collaborate.
- **Encourage stakeholders to invest in C&V UHB** – as above, the ideas and innovation generated through the meetings held in this space will amplify CAVUHB as an exciting and innovative investment.
- **Develop a culture of continued learning and development** – the idea for the space is to do things differently, to seek out others’ views and collaborate in ways that benefit patients and staff. The pursuit of learning and development underpins everything that The Hive, and the Camerados space is designed to do, whether that be the next cutting-edge innovation or learning about how to support others with their mental health.

The Health Charity logo features on posters and signage displayed near to and within The Hive to acknowledge the support of the Health Charity.

There is an ongoing cost of the marquee (£24,000) - Zoe Hilton is due to discuss the ongoing vision for this area with Rachel Gidman to support this initiative.

### 3. Social Prescribing Project within Child Health

Cardiff & Vale Health Charity received funding from NHS Health Charities Together to run a social prescribing pilot within Emotional Wellbeing and Mental Health Services for children and young people at Cardiff and Vale University Health Board.

This pilot service is for young people aged 11-18 years old who are facing low level challenges to their emotional wellbeing. The project is an opportunity to test out whether a social prescribing service is useful for young people referred to Emotional Wellbeing & Mental Health, and whether it has a positive impact on their emotional wellbeing. The service will be known as the Community Connections team.

The pilot includes funding for a project lead and two community connectors. Staff joined the project between August 2022 and November 2022 with an aim to start working directly with young people in January 2023. Funding is due to run until the end of March 2024.

Part of the team's role is to collect information and data about the impact of the service to determine whether social prescribing is a good way to use resources in the future. Hearing and including the views of young people is important when co-creating new services because:

- Staff better understand what would work for young people and can design services to meet young people's needs.
- Young people are aware of new services on offer, and can ask to access them or help spread the word. We have listened to young people in two main ways:
  - visited different youth groups across Cardiff and the Vale of Glamorgan to get feedback on our ideas for the project, as well as to hear young people's views about how best to run the service.
  - developed a section on Cardiff & Vale Regional Partnership Board's participation website, allowing people to give feedback and opinions online, either alongside or instead of attending the in-person sessions.

The project will continue to gather feedback from youth groups and the engagement platform throughout the life of the project.

The service was launched in January 2023. This means:

- Accepting referrals from the Single Point of Access
- Meeting with young people and connecting them to groups, activities and services in the community.
- Continue listening to young people throughout the project - this is very important for a service centred around young people, the engagement platform will remain active throughout the project.
- Approach different groups of young people from various backgrounds
- Create a new video to explain and promote the service

NHS Charities Together have received feedback on progress to date and have released funds for the next project phase. *The Social Prescribing Project within Child Health is supported by NHS Charities Together funding.*

**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 Fund and Charitable Funds General Reserves, which has positively impacted patients, staff and the wider community of Cardiff and Vale University Health Board.

#### Recommendation:

The Charitable Funds Committee is requested to:

- 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	√
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#### 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 - current date								
CFC Meeting Date	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Approved	Update report to Committee	Interim report	Final Report to Committee	Comments
11 <sup>th</sup> September 2018	Staff Recognition Awards	Learning Education & Development	Exec. Director of Workforce & OD	£ 25,000.00		Dec '22	Dec-23	Bid approved by CFC
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	Dec '22	Dec'23	Bid endorsed by CFC and Approved by BoT - Nov 2020 - <b>BALE APPROVED FUNDS</b>
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	N/A	Dec-23	Bid approved by CFC - <b>NHSCT FUNDS</b>
29th June 2021	Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project	Richard Cuddihy/ Julie Highfield	Director of Operations	12,500*	N/A	N/A	Dec-23	* Original bid for £25,000 approved by CFC - June '21. Reviewed in July '22 by Finance (CP and RM) as funds not spent in '21-'22 due to further income received by dept. from WG. Finance agreement to fund 50% of bid (£12,500) to be spent in '22-'23.
6th December 2021	Social prescribing project within Child Health	Rose Whittle	Directorate Mananger. Community Child Health	£ 180,000.00	N/A	Mar-23	Mar-24	Bid endorsed by CFC and Approved by BoT - Jan 2022 - <b>NHSCT FUNDS</b>
6th December 2021	Welsh Transplant Games - 5 year project	Shaun Thomas, Senior Renal Youth Worker	We are requesting flexible funding between £5000-£8000 a year, i.e. total costs of between £25,000 - £40,000 .	as bid - max £8k/year £40k - 5 yrs	Dec '22	Dec '24	Dec '26	Bid approved by CFC
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	£ 12,500.00	N/A	N/A	Sep-23	Bid approved by CFC
21st June 2022	Improving The Environment of the Employee Wellbeing Service)	Simone Joslyn	Head of EWS	£ 60,000.00	N/A	N/A	March '23	Bid approved by CFC
21st June 2022	Innovation Collison Space to support our People and Culture	Zoe Hilton	Exec Director of People and Culture	£ 24,000.00	N/A	N/A	March '23	Bid approved by CFC
21st June 2022	Employee Wellbeing Service - Proactive Wellbeing Support for Staff and Managers	Nicola Bevan	Exec Director of People and Culture	£ 194,864	June '22 - further bid received	N/A	Sept '23	<b>Bid 1 - £282,000</b> - project funding bid endorsed by CFC Sept '20/ approved by BoT - Nov'20. <b>Bid 2 - £194,864</b> - bid for funding extension endorsed by CFC June '22 / approved by BoT - Sept '22

Report Title:	Staff Benefits Group Report			Agenda Item no.	4.4
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	21.03.23
		Private			
Status (please tick one only):	Assurance	Approval		Information	X
Lead Executive:	Rachel Gidman, Executive Director of People and Culture				
Report Author (Title):	Barbara John, Business/Operational Manager, Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					

Cardiff and Vale University Health Board Staff Benefits Group (SBG) 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 opportunities and progress, discussed and agreed by the SBG between December 2022 - February 2023.

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 Staff Benefits Group, its partners/discount providers and the Communications Team digital support. Administrative support is also provided by the Business Unit of the Communication, Arts, Health Charity and Engagement Team.

Local businesses / suppliers and online retailers (via NHS staff discount platforms) who offer discounted goods or services to NHS employees are invited to email the Communication, Arts, Health Charity and Engagement Team at [News@wales.nhs.uk](mailto:News@wales.nhs.uk) with details of their discount proposal.

New staff benefit proposals and discounted offers are submitted to the Staff Benefits Group for discussion and approval and subsequently displayed on the UHB website staff benefits pages, and promoted via staff engagement platforms, including: Staff Connects / Staff Weekly Update /social media, as relevant.

Proposals of free or subsidised local events, sports/concert tickets and time limited deals are distributed by email for SBG members consideration and approval, to ensure there are no delays in decision making and/or promotion of offers for the benefit of staff.

The last Staff Benefits Group meeting was held on 07.02.23 and recorded the following:



## **Staff Engagement Digital Platforms**

Andrew Walker (Personal Group) presented an overview of the HapiApp staff engagement platform and the potential benefits to Cardiff and Vale University Health Board, accompanied by the following comments:

- There are 600,000 employees who currently access the HapiApp forum in other Health Boards.
- HapiApp provides colleagues with access to discount offers for well-known retailers through e-vouchers. The app also provides colleagues with access to employee guidance on a variety of topics, such as Pension information and Employee Health and Wellbeing support, which can be customised to each organisation.
- AW advised the SBG that there will be a cost to the Health Board to use this platform, this was estimated at £4-£5 per user/ per annum.

## **CavConnects (formerly Staff Connects) - launch update**

- Susan Fletcher, Communication and Engagement Team lead on the re-launch of CAVConnects attended the meeting to provide an update to the group and advise on the additional benefits of the revised platform. The refreshed version of the App is scheduled to launch in the week of 13<sup>th</sup> February 2023 and training has been rolled out to colleagues in each department.
- The group were advised that the contract for Staff Connects is due to expire on 17<sup>th</sup> March 2023 and discussions re: further funding and contract renewal is ongoing with Corporate Service Finance and Procurement.

Members suggested ongoing time and investment in the CAVConnect platform is appropriate, and due to modular similarities in both Apps, and potential further costs, there is no requirement to engage further with the Happi App at this stage.

## **Staff Benefits Partners**

### **Nathaniel's Car Group**

### **Health Charity Fundraising and Promotions**

- Nathaniel Cars representatives confirmed their continued commitment to support fundraising for the Health Board via Health Charity events in 2023
- Promotional vehicles will be installed at University Hospital Llandough and University Hospital of Wales in the next few weeks, following recent delays due to vehicle shortages.

## **Health Board Engagement**

- Nathaniel Cars have offered the Health Board one week's free trial of a Fiat Ducato which is being progressed by the Head of Transport and Sustainability at Westpoint.

## Staff Benefits

- Exclusive discount on servicing at Cardiff Showroom for Health Board staff is on hold pending appointment of a Servicing Manager at Nathaniel Cars.
- The Health Charity Pod at the Concourse, University Hospital of Wales will be utilised by Nathaniel Cars to promote transport sustainability to colleagues via their range of electric vehicles, i.e. "Electrical Vehicles 'Try Before You Buy' Scheme". Dates to be scheduled in 2023.

## Digital Content/ Promotion

- Updated graphics have been requested from Nathaniel Cars to further promote current staff benefits, aligned to the re-launch of the CAVConnect staff engagement platform.
- New graphics will also be used to update the Staff Benefits webpages and for promotion via all internal staff engagement platforms.

## Other Staff Benefit providers

Engagement with local and national staff benefit providers continues to develop, and the promotion of existing and new discounts and offers is distributed via the weekly Staff Update, Sharepoint and the Health Board website.

Promotional flyers have also been distributed via the Financial Wellbeing Programme, to reach colleagues without current access to digital staff engagement platforms

## Cost of Living Crisis

The Executive Director of People and Culture discussed the ongoing Cost of Living Crisis and advised the group that the Strategic Wellbeing Group are meeting regularly to discuss the issues around this and ways in which to support colleagues.

The next meeting of the Staff Benefits Group is scheduled for 9<sup>th</sup> May 2023.

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

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

Increased engagement and negotiation with local and national suppliers have resulted in an increase in prize gifts and donations to the Health Board and Health Charity, all of which will further support employees.

## Recommendation:

The Committee are requested to:

**RECEIVE FOR INFORMATION** the Staff Benefits Group Report for the period December 2022 - February 2023

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	√
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#### 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:	Staff Lottery Bids Panel Report				Agenda Item No.	4.5
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	21.03. 2023	
		Private				
Status (please tick one only):	Assurance	✓	Approval		Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement					
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 19th September 2017.

The last meeting of the Staff Lottery Bids Panel took place on 2<sup>nd</sup> March 2023. A detailed list of approved applications from this meeting will be provided to the Committee in July.

The attached paper lists the approved bids from November 2022.

### Successful Staff Lottery Bids Panel Projects

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

#### Mental Health Services for Older People - Therapies Musical Garden Launch Party

With funding granted by the Staff Lottery Bids Panel, the Mental Health Services for Older People (MHSOP) garden has been transformed into an inviting and interactive space for patients to enjoy and utilise as part of their therapy.

The funding was used to purchase outdoor musical equipment, situated at certain points within the garden, adding an interactive experience throughout the area. The instruments will have a positive impact on patient's health and wellbeing, helping them engage with musical activities and outdoor sensory interventions, promote independence and developing daily routines, with the aim of improving mental health and wellbeing.



## Staff Wellbeing Space at the Cochrane Library

The library at the Cochrane building, University hospital of Wales is a safe and quiet space, accessible by colleagues within Cardiff and Vale University Health Board, where they can use computers to catch up with training, or study away from busy clinical environments.

The building décor had become dated and uninviting, with no designated relaxation space for library users. By transforming the space with bright and modern artwork, the dedicated wellbeing area will welcome NHS staff to relax, decompress and find information on a range of mental health and wellbeing support. It can also be used to host wellbeing-related activities such as book clubs and mindfulness workshops.



Jennie Roe from the Libraries and Knowledge Service, said:

“All Cardiff and Vale University Health Board staff are welcome to come in, have a look and find out how the library service can support you – we’re based in the Routledge Building at the main entrance. If you’re looking for space to host a wellbeing-related activity just contact the library at [cochranelib@cardiff.ac.uk](mailto:cochranelib@cardiff.ac.uk)”

Following Peter Welsh’s announcement of his retirement in June, Mike Jones has accepted an invitation to take up the position of Chair of the Staff Lottery Bids Panel from June 2023.

### Staff Lottery Bids Panel Approved Bids November 2022 (↑ £10k)

	No	Applicant	Destination	Description	Amount	Outcome
<b>Nov-22</b>	BP728 -2	Lucie Barrett	Communications, Arts, Health Charity & Engagement	Supporting staff wellbeing by providing ice creams, during an extreme heatwave	£5,348	Chairs Action
	BP729	Jennie Roe	Libraries and Knowledge Service	Enhancing staff wellbeing space. UHL	£6,386	Approved
	BP730	Catrin Simpson	Sexual Assault Referral Centre	Art for SARC- Phase 2	£9,785	Approved
	BP731	Sarah James	Obstetrics and Gynaecology	Optimal Birth Training	£1,100	Approved
	BP732	Jane James	Phlebotomy	Staff room upgrade. Wellbeing space	£3,849	Approved
	BP733	Aiden Curran	Occupational Therapist. Rehab 7 Repatriation	Pottery Group. Hafan Y Coed	£6,502	Approved
	BP734	Rhian Grapes	Spinal Outpatient Treatment Clinic	Table and chairs, staff rest room	£570	Approved

	BP735	Tim Nicholls	MHSOP	Increasing access to the Arts for Mental Health Services	£8,000	Approved
	BP736	Angela Jones	Resuscitation Service	Automated External Defibrillator	£2,753	Approved
	BP737	Mechelle Collard	Paediatric Dentistry	Staff wellbeing exercise	£2,695	Approved
	BP738	Julie Cornish	General Surgery	Every Women Festival	£2,000	Approved
	BP739	Emma Creedon	Pine Ward Hafan Y Coed	Furnishings and activities for staff and patient areas	£7,346	Approved
	BP740	Helena Roberts-Reid	Voluntary Services	Patient engagement through volunteers and digital inclusion. 2 digital interactive screens	£8,280	Approved
					<b>£64,614</b>	

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

	No	Applicant	Service	Description	Amount £
<b>Nov - 22</b>	SBP222	Rhian Grapes	Spinal Treatment Clinic	White goods for Spinal Treatment Clinic	£155
	SBP223	Sian Taylor	Communication, Arts, Health Charity and Engagement	Launch of CAVConnect	£250
	SBP224	Jane Linton	Trauma & Orthopaedics	Additional storage for patient care items at West 5 UHL	£250
	SBP225	Zoe Sweetman	Surgery	Surgery Clinical Board Staff Recognition Awards	£250
	SBP226	Rebeca Short	CAHVHIS, CRI	Recognition event for Red Cross and Oasis volunteers to celebrate 1 year of partnered working	£216
	SBP227	Lawrenza Shapely	West 3, Trauma & Orthopaedics	Staff room fridge	£149
	SBP228	Michelle Davis/ Kirsty John	HMP Cardiff	Kitchen white goods	£250
	SBP229	Jane Murphy	Medicine CB	Medicine Clinical Board Staff Recognition Awards	£250
	SBP230	Pauline Jarjis	HSDU	Rest area, kettles	£117
	SBP231	Natalie Powell	UHW	Stop Pressure Ulcer Day 2022	£150
	SBP232	Alexandra Scott	Patient Safety	T-shirts to promote and celebrate World Patient Safety Day	£250
	SBP235	Sharron Heathcote	C4ME	Cochrane Building Bee Hives – Wellbeing	£65
	SBP236	Jan Szura	Cardiff Community Resource Team	2x new microwaves for the staff kitchen	£200
	SBP237	Karen Vaughan	Occupational Health	5 x £50 Fruit & Veg Box - Financial Wellbeing and Cost of Living Support Plan	£250.00
	SBP238	Catherine Dutton	Integrated Medicine	Kitchen white goods	£149.99
	SBP239	Stephen Davies	Clinical Engineering	Defibrillator Battery - Supporting the Local Community	£214
					<b>£2,287</b>

**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.

I invite the CFC to join me in thanking Peter Welsh for his Chairmanship, support and contribution to the Staff Lottery and the Health Charity, and wish him well in his retirement.

Congratulations also to Mike Jones in his new position as Chair of the Staff Lottery Bids Panel.

### Recommendation:

The Committee is 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	✓
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### Impact Assessment:

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

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Workforce: Yes/No

Legal: Yes/No

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

### Approval/Scrutiny Route:

Committee/Group/Exec

Date:



Report Title:	Committee Effectiveness Survey 2022-2023			Agenda Item no.	4.6
Meeting:	Charitable Funds Committee	Public	x	Meeting Date:	21 March 2023
Status (please tick one only):	Assurance	Approval		Information	x
Lead Executive:	Interim Director of Corporate Governance				
Report Author (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 February to March 2023 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 2022-2023 self-assessment, surveys were disseminated via Microsoft Forms 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 2022-2023, which relate to the Charitable Funds Committee (attached as **Appendix 1**).

This year, as part of the annual review, it is proposed that a workshop will take place with the Board Committee Chairs to discuss any common themes and Committee wider learning from the Committees' survey results. Any actions flowing from the same will be set out in the action plan to be presented to the Audit and Assurance Committee on 11 May 2023.

### 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 2022-2023 were issued in February 2023. At the time of writing, only two of the Board's Committee surveys (which includes the Charitable Funds Committee survey) have closed.
- The individual findings of the Annual Board Committee Effectiveness Survey 2022-2023 relating to the Charitable Funds Committee are presented at Appendix 1 for information.

There was one area identified for improvement and that related to the timeliness of the Committee's papers. All papers received by the Corporate Governance team are published at least seven working days before the relevant Committee date in line with the Committee's Terms of Reference. It is recognised that there are occasions where some of the Committee papers are received after the publication date. It is further recognised that whilst the minutes are drafted as soon as possible following the relevant Committee meeting, there is sometimes a delay with producing the draft minutes in time for the agenda setting meetings. This is primarily due other work having to take priority within the Corporate Governance team.

- Overall the findings were positive and that provides an assurance that the governance arrangements and Committee structure in place are effective, and that the Committee is effectively supporting the Board in fulfilling its role.

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

To ensure effective governance the Board Committee 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 2024 to coincide with the end of financial year reporting requirements of the Annual Governance Statement 2023-2024.

### Recommendation:

The Committee is requested to:

- Note** the results of the Annual Board Effectiveness Survey 2022-2023 relating to the Charitable Funds Committee

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

Please tick as relevant

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

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

Please tick as relevant

Prevention	x	Long term	x	Integration	x	Collaboration	x	Involvement	x
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### 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:
Audit and Assurance Committee	11 May 2023

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13/03/2023 16:35:35

# Annual Board Effectiveness Survey - Charitable Funds

## 3

### Responses

1. 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.

Strong	3
Adequate	0
Needs Improvement	0



2. The Board was active in its consideration of Committee composition.

Strong	2
Adequate	1
Needs Improvement	0



3. Are the terms of reference reviewed annually to take into account governance developments and the remit of other committees within the organisation?

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Yes	3
No	0
Unsure	0



4. Has the Committee reviewed whether the reports it receives are timely and have the right format and content to ensure its responsibilities are discharged?

Yes	2
No	0
Unsure	1



5. 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?

Yes	2
No	0
Unsure	1



6. 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.

Strong	3
Adequate	0
Needs Improvement	0



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

Strong	2
Adequate	1
Needs Improvement	0



8. 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.

Strong	1
Adequate	1
Needs Improvement	1



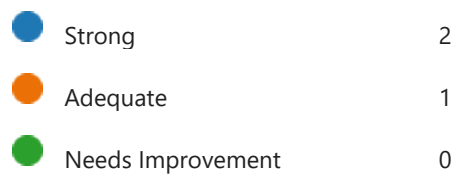
9. Committee meetings are well organised, efficient, and effective, and they occur often enough and are of appropriate length to allow discussion of relevant issues consistent with the Committee’s responsibilities.

Strong	2
Adequate	1
Needs Improvement	0

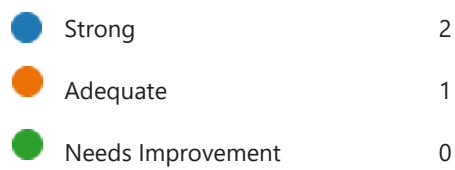


10. Appropriate internal or external support and resources are available to the Committee and it has sufficient membership and authority to perform its role effectively.

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11. 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.



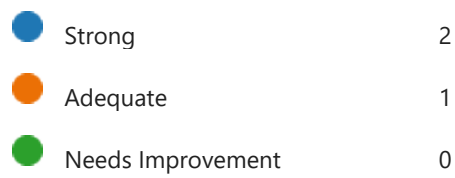
12. Are changes to the Committee’s current and future workload discussed and approved at Board level?



13. Are Committee members independent of the management team?



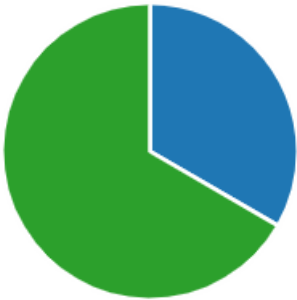
14. The Committee agenda-setting process is thorough and led by the Committee Chair.



15. Has the Committee established a plan for the conduct of its work across the year?



16. Has the Committee formally considered how its work integrates with wider performance management and standards compliance?



17. Is the Committee satisfied that the Board has been advised that assurance reporting is in place to encompass all the organisations responsibilities?



18. The Committee's self-evaluation process is in place and effective.



● Strong	1
● Adequate	2
● Needs Improvement	0



19. What is your overall assessment of the performance of the Committee?

The Committee works very well as a group adhering to the terms of reference and aims of the committee.

works well, good structure timely agenda and papers

There are some items listed here which I have not witnessed in my time on the committee so I have marked as unsure. That would detriment my overall assessment. I am also not clear how this committee links with the other fundraising activities and takes feed back from them so it can hold the overview. I think this committee could do with some targeted work to ensure arrangements are in place for it to oversee all of the CFC activities.

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