

# Charitable Funds Committee Meeting

Tue 19 September 2023, 14:30 - 16:30

MS Teams

## Agenda

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### 14:30 - 14:35 **1. Preliminaries**

5 min

#### **1.1. Welcome & Introductions**

*John Union*

#### **1.2. Apologies for Absence**


*John Union*

#### **1.3. Declarations of Interest**

*John Union*

#### **1.4. Minutes of the Committee Meeting held on 21 March 2023**

*John Union*

 1.4 CFC Minutes 20.06.2023.pdf (12 pages)

#### **1.5. Action Log following the Meeting held on 21 March 2023**

*John Union*

 1.5 Draft CFC Action Log MD.pdf (2 pages)

#### **1.6. Chair's Actions**

*John Union*

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### 14:35 - 15:20 **2. Items for Review & Assurance**

45 min

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

25 minutes *Robert Mahoney*


- *Cashflow*
- *General Fund Deficit and Actions*
- *Dormant Funds*

 2.1 Financial Position Report June 2023 Meeting.pdf (6 pages)

 2.1a Appendix 1 - Cash flow.pdf (1 pages)

#### **2.2. Third Sector Grants Scheme (Presentation by Lani Tucker, Glamorgan Voluntary Services).**

20 minutes *Joanne Brandon*

 2.2 Third Sector Grants Scheme Update (Aug '23).pdf (7 pages)

 2.2a Appendix 1 GVS Third Sector Fund presentation.pdf (12 pages)

Saunders-Narayan  
19/09/2023 12:11:11

15:20 - 15:45  
25 min

### 3. Items for Approval / Ratification

#### 3.1. Bale Fund balance – 9649 – “proposal for spend”

5 minutes Joanne Brandon

📄 3.1 Bale Fund Balance - 9649 - proposal for spend (Sept '23).pdf (3 pages)

#### 3.2. Over £25k bids for approval: (N.B General Reserve Fund closed to applications)

5 minutes Joanne Brandon

- Breast Centre Appeal
- Cystic Fibrosis Centre – Garden Development

📄 3.2 Over £25k Endowments requests Sept '23.pdf (3 pages)

📄 3.2a Appendix 1 - Breast Centre Endowments Over £25k application.pdf (4 pages)

📄 3.2b Appendix 2 - CF Unit Over 25K Endowment Application v2.pdf (3 pages)

📄 3.2c Copy of Quotation.pdf (6 pages)

📄 3.2d Endowment Funds Authorisation Requests.pdf (1 pages)

#### 3.3. Health Charity Annual Workplan 2023-24

5 minutes Joanne Brandon

📄 3.3 - Health Charity Annual Plan 2023-24.pdf (3 pages)

#### 3.4. Legacy Proposal – including Staff Recharge

10 minutes Joanne Brandon

📄 3.4 Legacy Proposal.pdf (4 pages)

15:45 - 16:15  
30 min

### 4. Items for Noting and Information

#### 4.1. Disposal of Rookwood Hospital Summary Update

5 minutes Catherine Phillips

📄 4.1 Rookwood Disposal Update 2023 rev1.pdf (4 pages)

#### 4.2. Our Health Meadow Update

5 minutes Joanne Brandon

📄 4.2 Our Health Meadow Update. Sept 2023.pdf (9 pages)

#### 4.3. Health Charity Fundraising Report

5 minutes Joanne Brandon

📄 4.3 Health Charity Fundraising Report - September 23.pdf (4 pages)

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

10 minutes Joanne Brandon

Forget Me Not Chorus

📄 4.4 Reporting Feedback on Successful CFC Bids (Sept '23).pdf (4 pages)

📄 4.4a Appendix 1 - CFC Approved Bids spreadsheet (Sept '23).pdf (3 pages)

#### 4.5. Staff Benefits Group Report

5 minutes Rachel Gidman

📄 4.5 Staff Benefits Group Report (19 Sept '23).pdf (4 pages)

#### 4.6. Staff Lottery:

5 minutes Joanne Brandon

##### 4.6.1. Staff Lottery Bids Panel Report

📄 4.6.1 Staff Lottery Bids Panel Report (Sept 23).pdf (7 pages)

#### 4.7. Health Charity Events Planner

Joanne Brandon

📄 4.7 Health Charity Events Planner '23 -'24 (Sept '23).pdf (2 pages)

📄 4.7a Appendix 1 - Health Charity Events '23-'24.pdf (1 pages)

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### 16:15 - 16:20 5. Any Other Business

5 min

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### 16:20 - 16:20 6. Agenda for the Charitable Funds Committee Private Meeting:

0 min

1. Staff Lottery Terms of Reference
2. Staff Lottery Licensing

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### 16:20 - 16:20 7. Review of the Meeting

0 min

John Union

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### 16:20 - 16:20 8. Date and time of next Meeting:

0 min

John Union

5th December 2023 via MS Teams

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### 16:20 - 16:20 9. Declaration:

0 min

John Union

*"To consider a resolution that representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest [Section 1(2) Public Bodies (Admission to Meetings) Act 1960]"*

Saunders, Nathan  
19/09/2023 12:21:14

**Unconfirmed Minutes of the Charitable Funds Committee  
20 June 2023 2:30pm  
Via Microsoft Teams**

<b>Present:</b>		
John Union	JU	Committee Chair / Independent Member – Finance
Susan Elsmore	SE	Independent Member – Local Authority
Rachel Gidman	RG	Executive Director of People & Culture
Keith Harding	KH	Independent Member – University
Sara Mosely	SM	Independent Member – Third Sector
Catherine Phillips	CP	Executive Director of Finance
<b>In Attendance:</b>		
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Emma Cooke	EC	Deputy Director of Therapies & Health Sciences
Marcia Donovan	MD	Head of Corporate Governance
Angela Hughes	AH	Assistant Director of Patient Experience
Rob Mahoney	RM	Deputy Director of Finance
<b>Secretariat:</b>		
Nathan Saunders	NS	Senior Corporate Governance Officer
<b>Apologies:</b>		
Fiona Jenkins	FJ	Executive Director of Therapies and Health Sciences
James Quance	JQ	Interim Director of Corporate Governance

<b>CFC23/06/001</b>	<b>Welcome &amp; Introductions</b>  The Committee Chair (CC) welcomed everyone to the meeting.	Action
<b>CFC23/06/002</b>	<b>Apologies for Absence</b>  Apologies for Absence were noted.	
<b>CFC23/06/003</b>	<b>Declarations of Interests</b>  No declarations of interests received.	
<b>CFC23/06/004</b>	<b>Minutes of the Committee Meeting held on 21 March 2023</b>  The Committee reviewed the minutes of the meeting held on 21 March 2023.  The Executive Director of People & Culture (EDPC) queried their attendance at the previous meeting.  The Head of Corporate Governance checked with the EDPC's Executive Assistant who confirmed that the EDPC was at a conference on 21 March 2023 and did not attend the Committee meeting in March.  <b>The Committee resolved that:</b>  a) The minutes of the meeting held on 21 March 2023 were approved as a true and accurate record.	

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CFC23/06/005	<p><b>Committee Action Log</b></p> <p>The Committee reviewed the Action Log.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Action Log was noted.</p>	
CFC23/06/006	<p><b>Chair's Action</b></p> <p>No Chair's Actions to note.</p>	
CFC23/06/007	<p><b>Health Charity Financial Position &amp; Investment Update</b></p> <p><b>2.1.1 The Health Charity Financial Position &amp; Investment Update for the Period Ended 31st March 2023.</b></p> <p>The Deputy Director of Finance (DDF) advised the Committee that the report provided the position up to 31<sup>st</sup> March 2023.</p> <p>He added that, there were three key points to identify, which would be familiar to the Committee already, which included:</p> <ul style="list-style-type: none"> <li>• During the year, the value of the Charitable Funds had decreased by £0.567m for the period ending 31st March 2023.</li> <li>• The stock market remained volatile with cumulative losses currently stood at £0.323m for the period ending 31st March 2023.</li> <li>• General Reserves were currently overcommitted against outstanding approvals to the value of £0.685m and so the fund had been closed to new bids for a number of months whilst the Finance team continued to assess what the position was and how it could be recovered.</li> </ul> <p>The DDF advised the Committee that table one within the report summarised the Health Charity's (the Charity) Financial Position and showed net outgoing resources of £0.244m, stock market losses of £0.323m which meant that the fund balance carried forward was £8.421m.</p> <p>The Committee were provided with an analysis of the income received by the Charity for the year which also showed the comparison of income received for the same period over the previous 2 years where it was noted that a reasonable performance of income was observed for 2022/23 compared to a fairly suppressed 2021/22.</p> <p>It was noted that a balance sheet had been provided to the Committee which showed the opening balance of the Charitable Funds for the year and how that would be split.</p> <p>The DDF advised the Committee that the value of Rookwood Hospital on the balance sheet was a fixed valuation and then the other balances outlined had moved in the year.</p> <p>He added that an area to note would be the net current Assets / Liabilities and that the year had opened with £0.060m of overcommitted funds and that some of the assets were liquidated to free up cash flow on the charitable funds.</p> <p>It was noted that the Charity still held some of the cash in bank which was the reason for the closing balance of £0.400m</p> <p>The Committee was advised that Table 4 within the report provided a summary of the Investment Portfolio Performance and it was noted that the investment portfolio had started the financial year with a market value of £6.569m and had ended the year with a value of £5.546m.</p> <p>The DDF advised the Committee that the reduction in value of £1.023m was due to: -</p>	

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- £0.700m sale of investments to generate cash
- £0.323m decrease in the value of investments held

He added that current assets had increased by £0.456m as result of the cash generated through the sale of investments and through donations received.

The Independent Member – Third Sector (IMTS) noted that it would be helpful to understand where the Charitable Funds were against expenditure and noted that one of the areas picked up in the audit of the Charitable Funds was the size of the Fundraising team and that there was no record of the increase in the size of that team having been agreed by the Committee.

She added that it would be also be helpful to compare where Charitable Funds were in terms of expenditure and investment i.e. what was the Charity investing in fundraising and what was the return on that investment.

The DDF responded that it was difficult to answer because the Charitable Funds received a return on the investment of the investment portfolio to make sure that the Charity's investments were performing as expected. The investment portfolio was managed by Rathbones, who were the Charity's financial management consultants.

He added that in terms of control of the overall expenditure in relation to the size of the Fundraising team, a paper would be provided further on in the meeting to outline those areas.

The Director of Communications, Arts, Health Charity and Engagement (DCAHCE) added that the Health Charity Annual Plan would address the comments raised by the IMTS and noted that the cost of the Fundraising team came out of the General Reserves and that the audit report had noted that one post in particular was not tracked back to Committee approval.

She added that learning had been taken from the recommendations of the audit to ensure processes were followed correctly and noted that the cost of the Fundraising team would be looked at more prudently in terms of where they got their costs from and which appeals and funds they were allocated to so that the Charity could identify the true costs of where the capacity and the resource came from.

The Executive Director of Finance advised the Committee that the areas raised by the IMTS were being looked at for future reporting and that the Charitable Funds Committee had been working on governance for the last year and tweaks were still required.

She added that she would look at the structure of the Charitable Funds Committee meeting agenda offline with the CC and the Director of Corporate Governance (DCG).

CP / JU  
/ JQ

The DDF advised the Committee that when looking at the forecast for the Charitable Funds annual position, the Charity had a net worth of £8.421m structured around undesignated and designated funds where financial responsibility had been delegated to named fund holders and Heads of Service.

He added that the Funds Held on Trust included the General Reserve which had been used to fund to the net costs of the Charity Team and other commitments recommended by the Charitable Funds Committee.

It was noted that the General Reserve was, as already outlined, £0.541m in deficit at the end of 2022-23 due to:

- Balance brought forward into 2022-23 of £0.429m
- Net expenditure in year of £0.647m
- In year decrease in the value of investments held of £0.323m.

The DDF added that there were also outstanding commitments of £0.144m yet to be discharged from the General Reserve which would bring the accumulated deficit to £0.685m which was the reason for freezing new bids to the fund.

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He added that the Finance Charity team would continue to monitor dormant funds and would transfer funds to the General Reserve where appropriate in line with the financial control procedure and that the next review was due to conclude in September 2023.

The CC asked if adding dormant funds back into the General Reserve would help the deficit position.

The DDF responded that it would but noted that the values of the dormant fund were modest compared to the General Reserve's deficit.

The IMTS noted that the Charity Commissioner suggested that there should be a specific percentage in reserves compared to how much was being spent and asked what the percentage was.

The EDF responded that the percentage being alluded to was the amount that a general charity should hold in order to wind up business should they come into difficulty.

She added that she was unsure if those rules applied to the Charity, in the sense that the Health Board underwrote the Charitable Funds.

The CC concluded that it would be helpful to receive the value of the investment portfolio at the start of each Committee meeting which would help inform discussions.

The DDF responded that he would look into that and was sure that the figure would be available.

**The Committee resolved that:**

- a) The financial position of the Charity was noted
- b) The performance of the investment portfolio was noted
- c) The over commitment of the general reserve was noted

**2.1.2 Funds Held on Trust – Financial Projections**

The DDF advised the Committee that part two of the report, Financial Projections consisted of 2 elements which included:

- Funds Held on Trust Cashflow
- Income & Expenditure (I&E) Outlook analysis of the General Reserve Fund

He added that the Funds Held on Trust Cashflow detailed the anticipated cash inflows and outflows for the Funds Held on Trust in 2023-24.

It was noted that the projected cashflow was based on retrospective review of previous years' relevant inflows and outflows combined with specific information provided by the Charity Team in respect of 2023-24.

The DDF advised the Committee that the draft cashflow was based on an opening cash balance of £0.559m and a net annual outflow of £0.444m and had projected a year-end cash balance of £0.115m.

He added that based on that projection there would not be a requirement to liquidate investments to support liabilities in 2023-24.

It was noted that within the outlook, there were 2 significant non-recurrent elements which included:

- Horatio's Garden - £192k agreed contribution to the development of the garden.
- Food Sense Wales - £138k to reflect a brought forward fund surplus from 2022-23 that would be deployed in 2023-24.

CP

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<p style="transform: rotate(-45deg); opacity: 0.5; font-size: small;">Saunders, Nathaniel 19/09/2023 12:21:44</p>	<p>The DDF advised the Committee that the underlying annual cash deficit was projected at being £0.114m based on all other income and expenditure variables remaining constant.</p> <p>He added that he would read directly from the report which was important and included the statement:</p> <p><i>“In reality, it was unlikely that the key income and expenditure cashflow variables would remain exactly in line with the current projections – the projections represented ‘best estimate’ and the monthly updating of actual flows could improve or deteriorate out-turn which in turn may necessitate the further liquidation of investments”.</i></p> <p>It was noted that it was the best estimate from the Finance Charity team but noted that it could change.</p> <p>The DDF advised the Committee that in relation to the I&amp;E Outlook analysis of the General Reserve Fund, they had been provided with an assessment of the General Reserve Fund that had been closed to new applications since the middle of 2022-23.</p> <p>He added that the analysis covered the last three years from 2020-21 to 2022-23 and a projection for the next three financial years, 2023-24 to 2025-26.</p> <p>It was noted that the analysis provided the context for the over commitment that had been brought forward into the current financial year and that the General Fund had been utilised in previous years to meet the net costs of the Charity Team.</p> <p>It was noted that the income attributable to the General Reserve Fund was limited because much of the income received by the Funds Held on Trust (FHOT) was increasingly of a restricted and specific nature which limited the legacy income that could be allocated to the General Fund.</p> <p>It was noted that whilst the 2020-21 major review of dormant funds had led to less scope to transfer unused funds to the General Fund since the fund had previously relied heavily on an annual increase in investment values which in turn had necessitated the sale of investment assets to facilitate cashflow.</p> <p>The DDF advised the Committee that it had left the fund exposed to downturns in investment values and dormant fund transfers at a time when additional significant expenditure commitments were made.</p> <p>He added that it had resulted in a deficit on the fund of £0.541m at the end of 2022-23 and was forecast to grow to £1.226m by the end of 2025-26.</p> <p>The CC noted that the analysis showed the deficit in the General Fund and noted that it was going to increase every year even if the market picked up by 3% and asked what actions would be taken.</p> <p>The EDF responded that she would recommend that the approach taken was to almost ignore the Investment Gains/Losses element of the £0.541m because unrealised investment and portfolio gains and losses only mattered when they were cashed and even if assumed that it broke even as part of the position, those unrealised investments should not be spent because they could turn the other way.</p> <p>She added that a long-term strategy required discussion to spend Charitable funds in a reasonable way that would have the Charity cashing in investments at the appropriate times.</p> <p>It was noted that it would not take away the long-term problem because fundamentally what the situation was, was agreement to spend funds where there was no source of money for that spend. That was an issue that needed to be resolved and a plan would be required on that.</p> <p>The EDF added that it would require help from the DCAHCE’s team to come up with a suitable plan on a way to cover the Horatio’s Garden element and other investments done in advance of having the money.</p>	<p><b>RM / JB</b></p>
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	<p>She added that the Committee would need to receive that in the future.</p> <p>The CC noted that the biggest cost, which was the net cost of the Fundraising team, needed to be reallocated somewhere away from the general fund and that some of the investments could be taken out as profit when it became available in order to get realised profit.</p> <p>The IMTS asked if the EDF could explain how the Finance Team had considered maximising unrestricted fundraising.</p> <p>The EDF responded that it would be discussed later in the meeting during a future item on the agenda in relation to the Fundraising team and noted that the activities of the Fundraising team had moved to focus more on designated and restricted funds.</p> <p>The CC asked how Audit Wales would report the issues identified when they came to do a review of the annual accounts.</p> <p>The EDF responded that Audit Wales would factually report their findings and that it would show that the Charity had spent in excess of the money it had received. She said that the Committee had been open about the issues and that they were well documented.</p> <p>She added that systems and processes would be put in place to resolve the issue and to make sure that it would not happen again.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The cashflow outlook of the Funds held on Trust was noted</li> <li>b) The balance outlook for the General Fund was noted</li> <li>c) The next steps for the General Fund were discussed and considered.</li> </ul>	
<p><b>CFC23/06/008</b></p>	<p><b>Prop Appeal Annual Update</b></p> <p>The Prop Appeal Annual Update was received.</p> <p>The DCAHCE advised the Committee that the Prop Appeal was launched in 2008 to raise funds to help improve the overall experience and facilities for people receiving rehabilitation after suffering a brain injury.</p> <p>She added that the report provided an overview of where the Prop Appeal was in relation to the reporting period April 2022 to March 2023.</p> <p>It was noted that during the reporting period, the main highlights included:</p> <ul style="list-style-type: none"> <li>• Afternoon Tea at the Coal Exchange Hotel where £1,685 was raised.</li> <li>• Claire Nokes Invitational Golf Day where £18,900 was raised</li> <li>• Halloween Masquerade Ball at Mercure Holland House where £3,147 was raised.</li> </ul> <p>The DCAHCE advised the Committee that money had been spent on a number of areas which included Health Meadow Rehabilitation for Neuro patients which included:</p> <ul style="list-style-type: none"> <li>• Music therapy sessions, which supported physical, psychological and emotional progress through music therapy</li> <li>• SaeboStim One - a wireless, rechargeable electrical stimulation device, designed to strengthen weakened muscles, improve range of movement and offset the effects of disuse.</li> <li>• Neater Eater - assistive technology eating aids supporting greater independence, dignity, and choice when facing difficulties when eating or drinking, due to physical or cognitive limitations.</li> </ul> <p>She added that a huge amount of satisfaction was seen from patients, their families and staff around the Health Meadow rehabilitation activities.</p> <p>It was noted that the closing balance of the Prop Appeal for 2022/23 was £42,024</p>	

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	<p>The DCAHCE advised the Committee that in relation to Horatio's Garden, it was decided that they would also build the Neuro Garden which would be at a cost to the Charity and the Health Board. The Prop Appeal Committee had agreed to support the funding and the continued maintenance costs of the garden for Neuro patients to the sum of £3140 and the overall cost of the garden would be £6278 which required approval from the Charitable Funds Committee.</p> <p>The CC asked if that £6278 was known to the Committee.</p> <p>The DCAHCE responded that it was not new, but that a minute was required that the Committee had approved the funds because Horatio's Garden was no longer funding any element of the Neuro part of the garden, only the spinal element.</p> <p>The CC asked if that would be an ongoing commitment.</p> <p>The DCAHCE responded that it would be an ongoing maintenance cost.</p> <p>The IMTS asked if any of the receipts from Rookwood Hospital would be available to the funds.</p> <p>The EDF responded that in theory, yes, but noted that in reality, Rookwood Hospital would not be sold in the timescales outlined by Horatio's Garden.</p> <p>The IMTS added that the Committee was being asked to sign off on an area without the appropriate funds in place.</p> <p>The EDF responded that the question was, where did the Charitable Funds think the source of funding would be coming from for the ongoing maintenance.</p> <p>The DCAHCE responded that the Charity had understood that Horatio's Garden would provide the funding, but then the Chair of Horatio's Garden had informed the Charity that they would not support that funding.</p> <p>She added that the Fundraising team had worked hard to secure a third of the costs from the Prop Appeal.</p> <p>The EDF noted that the team would need to go away and come up with some choices and actions for the Committee.</p> <p>The DDF noted that in the General Fund deficit, part of that deficit was a £9400 a year commitment to support the neurological garden and asked if that was in addition to previous discussions on the General Fund deficit.</p> <p>The DCAHCE responded it had been agreed that the Prop Appeal had agreed to pay a third of the costs.</p> <p>The DDF noted that because the Prop Appeal had committed to pay a third of the costs, the commitment on the General Fund reduced £3140 a year.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The continued success of the Prop Appeal and associated fundraising events/activities undertaken during 2022/23, was noted</li> <li>b) The proposal offered for Horatio's Garden annual maintenance contribution, from The Prop Appeal income, as a third of the overall cost, to be reviewed on an annual basis was endorsed.</li> </ul>	
<p>CFC23/06/009</p> <p style="transform: rotate(-45deg); font-size: small;">Saunders-Natham 19/06/2023 12:21:14</p>	<p><b>Health Charity Annual Plan 2023-24</b></p> <p>The Health Charity Annual Plan 2023-24 was received.</p>	

	<p>The DCAHCE advised the Committee that it had been agreed at the last Board of Trustees meeting that further engagement had been required on the Health Charity Annual Plan 2023-24 and noted that the Health Charity team had looked at having a credible annual plan that would support the work of the Fundraising team and would work to ensure alignment in the approach.</p> <p>She added that the Annual Work plan would be submitted for assurance to the Charitable Funds Committee and would be embedded as part of the annual governance reporting mechanisms which included:</p> <ul style="list-style-type: none"> <li>• Projected income and expenditure</li> <li>• Staff team structure and updates</li> <li>• Staffing costs</li> <li>• Calendar of Fundraising Events 2023/24</li> <li>• Successful Grants updates</li> <li>• Gifts in Wills (Legacy) update</li> <li>• Priorities for 2023/24</li> </ul> <p>It was noted that it was the first time the Health Charity Annual Plan had been created and that it was open to comments/ recommendations.</p> <p>The IMTS thanked the DCAHCE and her team for all of the work included in the plan and noted that she would like to see the implications of the limited amount of unrestricted funding and volatility surrounding investments addressed in the plan.</p> <p>She added that the priorities outlined within the plan were very good wellbeing initiatives that had made a huge difference to staff and patients.</p> <p>The EDF noted that the annual plan was good and laid out the plan for 2023/24 very well. She highlighted the outlined income of £912,040, although that she was unsure if all the spend had been identified.</p> <p>She added that the DCAHCE and her team would need to undertake an exercise to ensure that all of the income and costs were included in the plan and noted that it was helpful to see the team identified in the plan as well as the breakdown of the team but that a lot of the information provided was too identifiable and so perhaps roles could be used instead of names.</p> <p>The CC concluded that the final draft of the Health Charity Annual Plan would be received by the Committee at the next meeting for approval.</p> <p><b>The Committee resolved that:</b></p> <p>a) The Draft Health Charity Annual Work Plan 2023/24 for was received for information and assurance.</p>	JB
CFC23/06/010	<p><b>Our Health Meadow – Short Term Plan</b></p> <p>The Our Health Meadow – Short Term Plan was received.</p> <p>The DCAHCE advised the Committee that the Our Health Meadow Appeal Annual Report was submitted to the Charitable Funds Committee on 21st March 2023 where the progress and activities of the Health Meadow Appeal had been noted.</p> <p>She added that the Committee of the Health Meadow was chaired by the Independent Member – Trade Union (IMTU) and that with the DDF's help, the Committee had come up with proposals for the future and credible plans to ensure that all of the work now had the income and expenditure attached to it.</p> <p>It was noted that a number of Roundhouses were to be built on the Our Health Meadow and that one had already been set up.</p>	

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	<p>The DCAHCE added that further funding had been obtained for the remaining Roundhouses with Down2Earth and NHS Charities Together.</p> <p>The CC asked if the Committee needed to approve the spend as it was being received from a grant.</p> <p>The DCAHCE responded that it did have to be approved due to the amount.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The short-term plan for Our Health Meadow was received for information; and</li> <li>b) The spend of £41,488 for the provision of outdoor seating at Our Health Meadow was approved.</li> </ul>	
<p><b>CFC23/06/011</b></p>	<p><b>Over £25k bids for approval</b></p> <p>The Over £25k bids for approval information was received.</p> <p>The DCAHCE advised the Committee that there were no bids against the General Reserve but that 2 bids had to be considered from endowment funds:</p> <ul style="list-style-type: none"> <li>• Cardiology funds allocated to Our Health Meadow</li> <li>• Health Meadow Roundhouses</li> </ul> <p>Cardiology funds allocated to Our Health Meadow:</p> <p>She added that the Cardiology fund had a healthy balance of £863,320 and because it was delegated funds permission from the Committee to spend it was required.</p> <p>It was noted that Members of the South Wales Adult Congenital Heart Disease Group (ACHD) within Cardiology Services had taken part in 'Wellbeing Group Sessions', facilitated by Down to Earth at Our Health Meadow, University Hospital Llandough.</p> <p>It was noted that the six sessions, once weekly groups, provided members with the opportunity to connect with others and with nature, to learn new skills and to challenge themselves, physically and mentally.</p> <p>The DCAHCE noted that positive feedback had been received from both the Clinical Psychology and Nursing teams and group members.</p> <p>The DDF asked if the £863,320 was an amalgamation of a number of different funds.</p> <p>The DCAHCE responded that it was and that all the different funds made up the overall Cardiology fund.</p> <p>The DDF noted that it would be helpful to see how the funds were listed to make up the £863,320</p> <p>Health Meadow Roundhouses:</p> <p>The DCAHCE advised the Committee that the Charity had successfully received a grant award of £76,800 from Hubbubs Greener Communities Project in January 2023 and that monies had subsequently been received into the 'Meadow Hubbub Donation Fund 9714', in line with the Hubbub's grant payment plan.</p> <p>The IMTS asked if the grant funding outlined had administrative costs.</p> <p>The DCAHCE responded that they did and were quite significant.</p> <p>She added that learning would be taken to ensure that overhead costs were included when bidding for future funding.</p>	

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	<p>The IMTS asked if it could be claimed back as part of the grant.</p> <p>The DCAHCE responded that it could not be unless it was included in the original bid.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The planned expenditure of £26,400 from Cardiology Services Endowment Funds to support the continuation of South Wales Adult Congenital Heart Disease Group participation in the Wellbeing Groups held at Our Health Meadow, University Hospital Llandough was approved.</li> <li>b) The payment plan of £76,800 to Down To Earth as outlined, in line with the terms of agreement of the grant award, including an immediate initial payment of £38,400 (50%) and two subsequent payments of £19,200 (25% each), in line with the grant award criteria, from Meadow Hubhub Donation Fund 9714 was approved.</li> </ul>	
<p><b>CFC23/06/012</b></p>	<p><b>Health Charity Fundraising Report</b></p> <p>The Health Charity Fundraising Report was received.</p> <p>The DCAHCE advised the Committee that she would take the report as read and noted that it provided the Committee with a very short synopsis of all of the funds.</p> <p>The CC asked if the gifts in wills would be unrestricted.</p> <p>The DCAHCE responded that it depended on the terms of the will and noted that the conversation was always held with people in a sensitive way to get the best outcome for funds.</p> <p>The DDF added that a lot of legacy funds came with a specific spend purpose which made the funds restrictive.</p> <p>He added that it was heavily audited by Audit Wales.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Fundraising Report was reviewed and the progress and activities of the Health Charity were noted.</li> </ul>	
<p><b>CFC23/06/013</b></p>	<p><b>Reporting Feedback on Successful CFC bids</b></p> <p>The Reporting Feedback on Successful CFC bids information was received.</p> <p>The DCAHCE advised the Committee that following a successful bid to the Charitable Funds Committee, the recipient aimed to provide reassurance and assurance regarding the bids by reporting to the Committee how the money had been spent and the relevant impact/improvement.</p> <p>She added that the report provided information on 2 bids for Proactive Wellbeing Support for staff and managers 2020 which included:</p> <ul style="list-style-type: none"> <li>• Bid 1 - £282,000 - project bid had been endorsed by the Committee in September 2020 and approved by Board of Trustees in November 2020</li> <li>• Bid 2 - £194,864 - bid for funding extension endorsed by the Committee in June 2022 and approved by Board of Trustees in September 2022.</li> </ul> <p>It was noted that the report gave an extensive background on how the bids had benefited staff.</p> <p>The DCAHCE added that the project had subsequently been adopted by the Employee Wellbeing Service, and central funding had been allocated to facilitate its continuation as an essential health and wellbeing support service.</p>	

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	<p>The Committee also received a spreadsheet which outlined all of the various projects and provided a complete picture of bids as required by the Committee at previous meetings.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The report was received as assurance of the use of charitable funds for its intended purpose, as approved by the CFC and Board of Trustees.</li> <li>b) The expenditure of grant awards as outlined, in line with the charitable funds' approvals scheme of delegation were approved.</li> </ul>	
<b>CFC23/06/014</b>	<p><b>Staff Benefits Group (SBG) Report</b></p> <p>The Staff Benefits Report was received.</p> <p>The Executive Director of People &amp; Culture (EDPC) advised the Committee that she chaired the Staff Benefits Group (SBG) to look at opportunities to raise the profile of staff benefits and noted that the report informed the Committee of staff benefits opportunities and progress, discussed and agreed by the SBG between March - May 2023.</p> <p>The CC asked if benefits being provided to other Health Boards were looked at.</p> <p>The EDPC responded that they were and also different schemes that other Health Boards were running.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The Staff Benefits Group Report for the period March – May 2023 was noted.</li> </ul>	
<b>CFC23/06/015</b>	<p><b>Staff Lottery Bids Panel Report</b></p> <p>The Staff Lottery Bids Panel Report was received.</p> <p>The DCAHCE advised the Committee that the Staff Lottery Bids had been highlighted within the fundraising report and provided growth areas for the Charity.</p> <p>She added that the Small Bids process, which allowed bids up to a value of £250 to be fast tracked for approval, had been very successful.</p> <p>The CC noted that the IMTU had taken over as the Chair of Staff Lottery Bids Panel and thanked the previous Chair for their work.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The content of the Staff Lottery Bids Panel Report was noted</li> </ul>	
<b>CFC23/06/016</b>	<p><b>Health Charity Events Planner 2023/24</b></p> <p>The Health Charity Events Planner 2023/24 was received.</p> <p>The DCAHCE advised the Committee that she would take the report as read and asked if anybody wanted to attend any events to let her know via email.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The planned activities of the Health Charity as advised were noted.</li> </ul>	
<b>CFC23/06/017</b>	<p><b>Internal Audit Report</b></p> <p>The Internal Audit Report was received.</p> <p>The CC advised the Committee that the report was for noting and he would take the paper as read.</p>	

	<p>The EDF added that it was appropriate for the Committee to see the report and noted that there was some work to undertake based on the comments received from the Internal Audit report.</p> <p>The CC concluded that in line with all other audit reports, it would be received by the relevant Committee where appropriate.</p> <p><b>The Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>a) The final Internal Audit report was noted.</li> <li>b) The final Internal Audit report was recommended to the Board of Trustee.</li> </ul>	
<b>CFC23/06/018</b>	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 19 September 2023, 9:00am</p>	

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**Action Log**  
**Following Charitable Funds Committee Meeting**  
**20 June 2023 Meeting**  
**(Updated for 19 September 2023 Meeting)**

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>Actions Completed</b>					
CFC23/03/007	Health Charity Financial Position & Investment Update	A complete annual cash flow forecast for the 2023/24 financial year to be presented to the Committee	20.06.23	Rob Mahoney	<b>COMPLETED</b> <b>Updated in June 2023</b>  Agenda item 2.2
CFC23/03/020	Health Charity Events Planner	Committee to receive updated version with NHS75 events outlined.	20.06.23	Joanne Brandon	<b>COMPLETED</b> <b>Updated in June 2023</b>  Agenda item 4.1
<b>Actions in Progress</b>					
CFC23/06/009	Health Charity Annual Plan 2023-24	Final draft of the Health Charity Annual Plan to be received by the Committee.	19.09.2023	Joanne Brandon	<b>Update in September 2023</b>  Agenda item 3.3
CFC23/06/007	Health Charity Financial Position & Investment Update	Draft a suitable plan to cover the Horatio's Garden element and other investments undertaken in advance of having the money.	19.09.2023	Rob Mahoney / Joanne Brandon	<b>Update in September 2023</b>  Agenda item 2.1
CFC23/06/007	Health Charity Financial Position & Investment Update	Committee to receive the value of the investment portfolio at the start of each Committee meeting to help inform discussions.	19.09.2023	Rob Mahoney	<b>Update in September 2023</b>  Agenda item 2.1
CFC23/06/007	Health Charity Financial Position & Investment Update	Structure of the Charitable Funds Committee meeting agenda to be looked at offline with Committee Chair and the Director of Corporate Governance	19.09.2023	Catherine Phillips / John Union	<b>Update in September 2023</b>  Agenda item 2.1
CFC 22/09/013	Third Sector Grant Scheme Update	To invite Third Sector partner to attend CFC to provide update on impact the grant funding made.	19.09.2023	Jo Brandon	<b>Update in September 2023</b>  Deferred from June meeting Agenda item 2.2

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
<b>CFC23/03/008</b>	Review of Dormant Funds	A letter to be sent from the Committee to fundholders to ask for a solid plan to spend their funds, to describe the impact of what they wanted to do and to alert them to the fact that if funds remained unspent they would be moved into the general fund. Update in September	<b>19.09.2023</b>	Rob Mahoney	<b>Update in September 2023</b> <i>Agenda item 2.1</i>
<b>Actions referred from Committees of the Board</b>					
<b>AAC 11/5/23 007</b>	Charitable Funds Audit	To approve the Audit before it goes to BOT.	<b>20.06.23</b>	James Quance	<b>COMPLETED in June 2023</b> <i>Agenda item 4.6</i>

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Report Title:	<b>Charitable Funds Financial Position Report for the Period Ended 31<sup>st</sup> July 2023.</b>			Agenda Item no.	2.1
Meeting:	<b>Charitable Funds Committee</b>	Public	X	Meeting Date:	19.09.23
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	<b>Executive Director of Finance</b>				
Report Author (Title):	<b>Deputy Director of Finance</b>				

## Main Report

### Background and current situation:

#### Background and current situation:

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

- Provide draft information on the year to date financial performance of the Charity for the period April 2023 to the period 31<sup>st</sup> July 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:-

- The value the Charitable Funds decreased by **£0.341m** from April 2022 to July 2023. This includes a decrease in the Investment Portfolio value of **£0.043m**.
- General Reserves are currently overcommitted against outstanding approvals to the value of **£0.804m**.

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

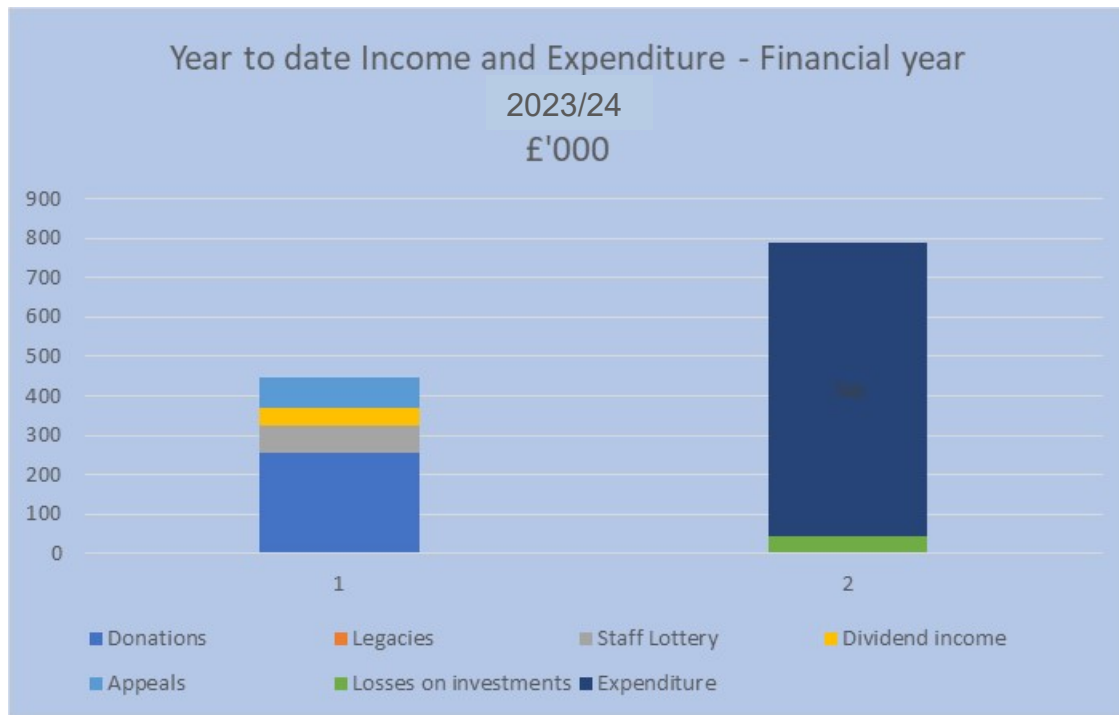
#### Financial Performance for 31<sup>st</sup> July 2023

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> July 2023.**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2022</b>	<b>3,405</b>	<b>2,494</b>	<b>2,522</b>	<b>8,421</b>
Total Income Resources	244	204	0	448
Total Resources Expended	-564	-182	0	-746
<b>Net Incoming/( Outgoing) Resources</b>	<b>-320</b>	<b>22</b>		<b>-298</b>
<b>Gains/( Losses) on Investment Assets</b>	<b>-43</b>	<b>0</b>	<b>0</b>	<b>-43</b>
<b>Fund Balances carried forward July 2023</b>	<b>3,042</b>	<b>2,516</b>	<b>2,522</b>	<b>8,080</b>
<b>Net Movement in Funds</b>	<b>-363</b>	<b>22</b>	<b>0</b>	<b>-341</b>

Table 1 shows the Charity generated £0.448m of income and spent £0.746m for the financial year. This has resulted in net expenditure of £0.298m. In addition, the charity also had market value loss on its investments of £0.043m for the period to the July 2023 valuation. The combined effect of these results is a net decrease in fund balances for the period ending July 2023 of £0.341m. This is shown in the following chart.



An analysis of the income received by the charity for 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> July 2023**

Income	Unrestricted £000	Restricted £000	Total 22/23 £000	22/23 To July £000	21/22 To July £000
Legacies	0	0	0	45	13
Donations	214	40	254	164	243
Staff Lottery	0	73	73	70	69
Appeals	0	77	77	46	31
Dividend Income	30	14	44	42	38
<b>Total Income</b>	<b>244</b>	<b>204</b>	<b>448</b>	<b>367</b>	<b>394</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> July 2023**

	Opening Balance £000 01.04.23	Closing Balance £000 31.07.23
<b>Fixed Assets</b>		
Investment Portfolio	5,546	5,503
Rookwood Hospital	2,479	2,479
<b>Net Current Assets / Liabilities</b>	396	
Cash	560	474
Liabilities	-164	-376
<b>Total Net Assets</b>	<b>8,421</b>	<b>8,080</b>
Unrestricted Funds	3,405	3,042
Restricted Funds	2,494	2,516
Endowment Funds	2,522	2,522
<b>Total Funds</b>	<b>8,421</b>	<b>8,080</b>

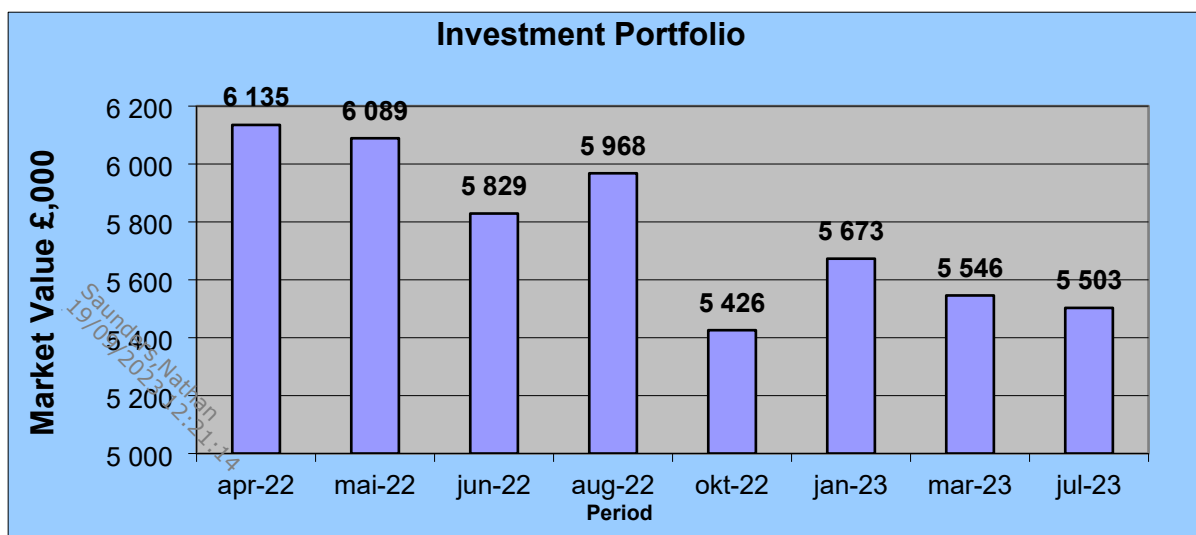
Work is continuing in order to produce the 2022-23 Charitable Fund Accounts. This work involves detailed analysis of the nature of income and expenditure between restricted and unrestricted funds. This may result in movements in the values reported in Table 3 in future iterations of this report.

Fund balances have decreased by **£0.341m** in the period to £8.080m.

The fixed asset balance of £2.479m relates to Rookwood Hospital with £5.503m relating to the investment portfolio.

The following graph shows the investment portfolio's valuation from April 2022 to July 2023.

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



The committee will note that £700k was withdrawn from the investment portfolio in the 2022-23 financial year to support the LHB's cashflow position.

The investment portfolio started the financial year with a market value of £5.546m. The value of investments has decreased by £0.043m to £5.503m for the period ending July 2023.

### Cashflow Forecast

A revised cashflow forecast is included as an attachment to this report (appendix 1), which has been updated for actual to period ending July 2023. The current estimate forecast for March 2024 is a deficit of £92k, which is anticipated to be managed by the timings of the debtor/creditor transactions.

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

Whilst the charity has a net worth of £8.080m, the funds held on Trust are structured over a range of Restricted and Unrestricted funds according to the nature of the fund, on establishment, and the income that supports each individual fund.

The General Fund represents non specific funds held arising from general income not specified to a particular fund. Expenditure, not specific to a particular fund is also transacted through the General Fund. This includes the staff costs of the Charity that cannot be attributed to specific funds ( broadly 75% of the team).

Gains and reductions in investment values are also reflected through the General Fund.

The General Reserve was £0.660m in deficit at the end of July 2023 due to :-

- Balance brought forward of £0.541m from 2022/23 subject to accounts finalisation.
- Net expenditure of £0.076m, resulting from fundraising team recharges.
- Year to date investment losses of (£0.043m)

In addition to the general reserve deficit the Charity has approved a number of bids with significant financial commitments. The remaining commitments from these are detailed below.

This means that general reserves are over committed by circa £0.804m for the period ending July 2023.

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

Commitments	Approved £	Outstanding £	Comment
	£'000	£'000	
Transport Solutions	392	32	
Staff Recognition Awards	20	5	£5k per year - 3 years outstanding
Forget-me not Choir	13	5	
Welsh Transplant Team	40	8	Up to 8k per year for 5 years
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
<b>Total</b>	<b>559</b>	<b>144</b>	

In addition to the commitments above, the net cost of fundraising is met from general reserve.

**Further financial opportunities include:**

**Utilisation of Dormant Funds:**

The dormant fund exercise has concluded for those funds dormant for Financial Years 20/21 & 21/22. The committee will note that the fund holders were previously informed of the need for adequate expenditure plans. Expenditure plans were received for those relevant funds, however despite the extension of six months to the timetable, there has still been no movement on the funds. It is therefore recommended that the value of those dormant funds (£55k) is transferred to the general reserve fund. This would be transferred in September 2023 and therefore not reflected in the above general reserve deficit figures.

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

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the make it better fund.
- Once the anticipated recharges for the fund raising team and the recovery of dormant funds are actioned, the value of general reserve is forecast to be over committed to the value of circa £1.063m by the end of 2023-24. This assumes no further increase or decrease in the value of investments held.

**Key points for the attention of Committee:**

The key financial risk is the performance of the investment portfolio which is underpinning the year to date financial position and general reserves balance. In addition, currently circa 75% of the fundraising costs are being charged to the General Fund.

- The reduction of the value of the Charitable Funds year to date of £341k.
- The cashflow forecast for the year end of £92k deficit, which is anticipated to be managed by the timing of the debtor/creditor transactions.
- The General Fund is forecast to be over committed by a value of circa £1.063m by the end of the 2023-24 financial year.

**Recommendation**

The Board / Committee are requested to:

- **NOTE** the financial position of the charity;
- **NOTE** the performance of the investment portfolio;
- **NOTE** the over commitment of the general reserve:

1. Reduce health inequalities	X	6. Have a planned care system where demand and capacity are in balance	
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2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	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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**Cardiff and Vale Health Charity Cash Flow Forecast**

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total
<b>Brought forward balance</b>	559,088.97	698,055.25	697,901.87	536,591.05	474,176.55	373,862.92	501,340.25	389,648.77	285,356.16	210,305.01	72,778.37	22,464.74	559,088.97
	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	<b>ACT</b>	Est	Est	Est	Est	Est	Est	Est	Est	
<b>Receipts</b>													
Staff Lottery	23,634.20	24,050.25	24,708.95	24,513.10	23,286.68	23,286.68	23,286.68	23,286.68	23,286.68	23,286.68	23,286.68	23,286.74	283,200.00
Grants	128,694.00	189,773.17	19,200.00	2,860.00		25,984.00	28,600.00	38,739.00	1,000.00	16,340.00		26,473.00	477,663.17
Legacies	155,827.08					44,172.92		50,000.00			50,000.00		300,000.00
Investment Income			44,226.12			34,000.00			34,000.00			23,773.88	136,000.00
Food Sense Wales	103,457.96	29,860.49	9,776.03	13,854.60	8,000.00	138,509.20	5,200.00		3,762.48			1,250.00	313,670.76
Other Donations	9,013.74	20,833.08	21,853.73	40,199.46	28,595.41	28,595.41	28,595.41	28,595.41	28,595.41	28,595.41	28,595.41	28,595.45	320,663.33
Bank Account Interest	1,669.67	2,654.87	2,420.90	2,036.47	2,567.82	2,567.82	2,567.82	2,567.82	2,567.82	2,567.82	2,567.82	2,567.89	29,324.54
Gift Aid		5,512.13			5,500.00			5,500.00			5,500.00		22,012.13
JustGiving	6,625.59	10,626.18	13,033.75	14,852.14	7,857.79	7,857.79	7,857.79	7,857.79	7,857.79	7,857.79	7,857.79	7,857.81	108,000.00
Paypal	1,384.82	4,540.10	2,689.70	818.57	320.85	320.85	320.85	320.85	320.85	320.85	320.85	320.86	12,000.00
Stripe	2,474.70	3,154.91	6,402.29	3,737.48	278.82	278.82	278.82	278.82	278.82	278.82	278.82	278.88	18,000.00
Donor					112.50	112.50	112.50	112.50	112.50	112.50	112.50	112.50	900.00
Much loved	231.34	628.54		730.30	851.23	851.23	851.23	851.23	851.23	851.23	851.23	851.21	8,400.00
<b>Total Receipts</b>	<b>433,013.10</b>	<b>291,633.72</b>	<b>144,311.47</b>	<b>103,602.12</b>	<b>77,371.10</b>	<b>306,537.22</b>	<b>97,671.10</b>	<b>158,110.10</b>	<b>102,633.58</b>	<b>80,211.10</b>	<b>119,371.10</b>	<b>115,368.22</b>	<b>2,029,833.93</b>
<b>Payments</b>													
Food Sense Wales		-103,080.51		-17,380.99	-41,399.00	-41,399.00	-41,399.00	-41,399.00	-41,399.00	-41,399.00	-41,399.00	-41,406.94	-451,661.44
Grants			-51,807.96		-53,235.00	-53,235.00	-53,235.00	-53,235.00	-53,235.00	-53,235.00	-53,235.00	-53,210.21	-477,663.17
Horatio's Garden	-192,000.00												-192,000.00
Other Creditors	-71,290.01	-59,374.71	-88,963.04	-40,864.22	-12,438.50	-12,438.50	-12,438.50	-12,438.50	-12,438.50	-12,438.50	-12,438.50	-12,438.52	-360,000.00
Staff Lottery Approvals	-25,756.81	-9,330.83	-14,711.81	-12,064.87	-12,891.96	-12,891.96	-12,891.96	-12,891.96	-12,891.96	-12,891.96	-12,891.96	-12,891.96	-165,000.00
Other staff salary - Anthony ( Social Prescribing)			-16,551.00					-16,551.00					-33,102.00
Other staff salary - Edwards ( Social Prescribing)			-14,352.00					-14,352.00					-28,704.00
Other staff salary - Tarren ( Social Prescribing)			-29,522.00					-29,522.00					-59,044.00
Other Staff Salaries (Denning - Fund No 9153)		-13,669.18		-8,790.50			-15,104.75			-15,104.75			-52,669.18
Other Staff Salaries (Seal - Fund No 9649)		-16,145.95		-11,499.31		-8,375.16		-8,375.16		-8,375.16		-8,375.16	-61,145.90
Other Staff Salaries (Loderick - Fund No 9649)			-3,900.00				3,900.00						0.00
Rathbone Fees		-8,318.44			-8,000.00				-8,000.00			-8,000.00	-32,318.44
Staff Lottery Prizes	-5,000.00	-3,000.00	-12,000.00	-5,000.00	-4,000.00	-5,000.00	-5,000.00	-27,000.00	-4,000.00	-5,000.00	-4,000.00	-4,000.00	-83,000.00
C&V Quarterly Salary Recharges ( Admin)				-23,573.10			-23,573.10			-23,573.10			-94,292.40
C&V Quarterly Salary Recharges ( Audit)				-4,817.82				-4,817.82					-30,000.00
C&V Charity Wales Audit charges		-40,470.00											-40,470.00
C&V Quarterly Salary Recharges ( General Funds)		-38,397.48	-77,714.48	-38,125.81	-45,720.27	-45,720.27	-45,720.27	-45,720.27	-45,720.27	-45,720.27	-45,720.27	-45,720.34	-520,000.00
<b>Total Payments</b>	<b>-294,046.82</b>	<b>-291,787.10</b>	<b>-305,622.29</b>	<b>-166,016.62</b>	<b>-177,684.73</b>	<b>-179,059.89</b>	<b>-209,362.58</b>	<b>-262,402.71</b>	<b>-177,684.73</b>	<b>-217,737.74</b>	<b>-169,684.73</b>	<b>-229,980.59</b>	<b>-2,681,070.53</b>
<b>In Month Movement</b>	<b>138,966.28</b>	<b>-153.38</b>	<b>-161,310.82</b>	<b>-62,414.50</b>	<b>-100,313.63</b>	<b>127,477.33</b>	<b>-111,691.48</b>	<b>-104,292.61</b>	<b>-75,051.15</b>	<b>-137,526.64</b>	<b>-50,313.63</b>	<b>-114,612.37</b>	<b>-651,236.60</b>
<b>Balance carried forward</b>	<b>698,055.25</b>	<b>697,901.87</b>	<b>536,591.05</b>	<b>474,176.55</b>	<b>373,862.92</b>	<b>501,340.25</b>	<b>389,648.77</b>	<b>285,356.16</b>	<b>210,305.01</b>	<b>72,778.37</b>	<b>22,464.74</b>	<b>-92,147.63</b>	<b>-92,147.63</b>

Receipts	2,029,833.93
Payments	-2,681,070.53
<b>Net</b>	<b>-651,236.60</b>
<b>Non-Recurring</b>	
Horatio's Garden	192,000.00
FSW	137,990.68
<b>Net Underlying Cash Estimate</b>	<b>-321,245.92</b>

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Report Title:	Third Sector Grants Scheme Report		Agenda Item no.	2.2
Meeting:	CHARITABLE FUNDS COMMITTEE	Public	√	Meeting Date: 19 <sup>th</sup> September 2023
		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:				
<p>Cardiff &amp; Vale Health Charity has worked successfully in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC) since 2016 to provide grants to third sector organisations. This has developed strong, effective partnership working between the third sector, health and local government that enables better integrated planning and delivery of people-centered services that are responsive to local need. It also ensures that the third sector community has equitable access to charitable funding and gives under-represented groups a voice.</p> <p><b>In the financial year 2022/23, the Charitable Funds Committee approved funding of £36,000, for allocation to the Third Sector Grants Scheme, including:</b></p> <ul style="list-style-type: none"> <li>• <b>£33,000</b> for grant projects</li> <li>• <b>£3,000</b> for GVS to manage, administer and liaise with third sector organisations to support and advise them during the application and approval process and to provide evaluation of successful bids*.</li> </ul> <p>In its meeting held on the 20<sup>th</sup> September 2022, the Charitable Funds Committee extended an invitation to colleagues from GVS to a future CFC meeting, to provide a verbal update on the impacts seen by the funding provided. The attached six-month interim report provides information on each of the successful projects involved in this year's grant scheme</p> <p><b>Lani Tucker, Health and Social Care Facilitator</b> will represent GVS at the meeting on the 19<sup>th</sup> September, to provide a report on the delivery and evaluation of the 2022/23 grants scheme - Appendix 1 – copy of PowerPoint presentation.</p> <p><b>To note</b> – GVS have advised that one organisation was unfortunately unable to fully spend the grant funding for its project and has returned the underspend to GVS. Another organisation was unable to provide a report on their usage, due to a staff member leaving, and so returned the grant back to GVS. The total returned is <b>£1,745.35</b>. GVS has requested approval from the CFC to add this underspend to next year's grant.</p>				
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:				
<p>The Charitable Funds Committee has acknowledged the benefits of funding of the Third Sector Grant Scheme in the past 3-4 years. Discussions held in the ongoing Strategy Review sessions have also recognized the importance of maintaining strong community engagement and partnership</p>				

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working, aligned to Cardiff and Vale University Health Boards 'Shaping Our Future Wellbeing Strategy'.

The grants scheme has received extremely positive feedback, both internally and external to the Health Board in recognition of its valued support of communities across Cardiff and the Vale of Glamorgan, which are disproportionately disadvantaged and who experience health inequalities.

***n.b. A proposal paper will be submitted to the CFC meeting scheduled for the 5<sup>th</sup> December 2023, in which the committee will be asked to consider the continuation of the Third Sector Grant Scheme, including suggestions for funding resources.***

### Recommendation:

#### The Committee is requested to:

- Receive for information the evaluation report on the Third Sector Grants Scheme 2022/23 and accompanying presentation on the Health Charity's Third Sector Grant Scheme, by Lani Tucker from the Glamorgan Voluntary Service.

#### 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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## Cardiff & Vale Health Charity Fund 2022 - Six-month interim report

GVS managed the Cardiff & Vale Health Charity Fund. This involved putting forward a proposal to the Health Charity, developing criteria, guidance and application forms, promoting the fund (in liaison with C3SC), answering enquiries, developing a scoring system for the initial scoring process, producing a recommendation paper for the grant and awarding the funding. GVS will also manage the monitoring and evaluation process.

12 applications were submitted to the Funding Panel on the 13<sup>th</sup> of December 2022 for consideration and assessment, totalling £55,836.24, with £33,000 to allocate.

The criteria that the projects were scored against focused on projects which encouraged participation in nature, biodiversity and outdoor initiatives. 8 applicants were awarded funding from the Cardiff & Vale Health Charity fund. 6 applicants were awarded full funding and 2 applicants were awarded part funding.

Funding was awarded to the following:

- Innovate Trust - Full funding
- ValePlus - Full funding
- Moss Rose Cottage - Full funding
- NYAS Cymru - Full funding
- Vale People First - Full funding
- The Mentor Ring - Full funding
- GVS Gardening Project - Part funding
- Breathe Creative – Part funding

### Summary of six month interim report

In this document the *italicised* text is from the organisations' reports.

**Innovate Trust were awarded £5,000** to pilot an environmental project in partnership with the Vale Countryside Team (VOG Council). The project will support people with learning disabilities to carry out environmental work on the Thaw River in the Vale of Glamorgan.

- There was a delay to the start of the project due to site permissions but Innovate Trust assures us this will not impact overall targets.
- To date they have engaged with 32 people with a learning disability. The Vale Ranger Team asked Innovate Trust to carry out accessibility assessments at Rhoose Point and Aberthaw Nature Reserve in June. Participants were supported to look at the two sites from their own perspective

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and took part in role play activities to think about the perspectives of people with different needs from their own. They identified that signage was very poor, no signs for visually impaired, no signs saying if the paths were fully accessible and no signs to explain the value of the sites. Other areas that were identified were that large areas of fencing needed repairs, uneven paths and that there was significant littering and dog mess at Aberthaw.

- The participants were also able to speak to the rangers directly about these concerns.
- As part of this project, Innovate Trust will be supporting the rangers' initiative to reintroduce beavers to the Thaw area. Innovate Trust ran an introductory session about beavers at Amelia Trust Farm – participants enjoyed exploring the area and completing worksheets about the beavers' habitat. These sessions were made as accessible as possible. This included hosting online sessions for those who could not leave their homes or engage in group sessions.
- The participants have carried out conservation work in the two areas, such as, cutting back overgrowth to improve paths, litter picks, removing invasive sea buckthorn, collecting hazelnuts to plant elsewhere and removing willow that had overtaken a site.

*Quote: 'Aberthaw is a wetland and nature reserve. I enjoyed litter picking at the beach and lagoon as this is important for the wildlife. There needs to be more litter bins put around as there was a lot of plastic pollution. I noticed there was a lot of poo bags thrown in the woodland area and dog mess everywhere because there are no dog poop bins. I saw and learnt about unusual birds on the beach. We definitely need to go back and do some more cutting back of brambles and cleaning up. It would be a really lovely place to visit as it has so many different landscapes it just needs to be tidied up and kept tidy.'*

**ValePlus were awarded £3,265.64** to improve their day service garden. The project would support adults with additional learning needs and help improve physical and mental health and wellbeing. The project will focus on growing vegetables, watering flowers, composting and recycling. The funding will also be used to create a seating area.

- Work has been delayed as the weather has been causing issues. But the concrete work has started and should be completed in a week.
- 

**Moss Rose Cottage were awarded £3,515.68** to start phase 2 of their project Healing garden, an allotment that focuses on composting, water collection and a wildlife meadow. The phase 2 would include cooking sessions and workshops.

- Moss Rose Cottage had created window boxes and supported other local charities to create window boxes. They have been used to plant fruits (strawberries), herbs (thyme and rosemary) and flowers (lavender). The groups have enjoyed learning new skills, socialising and being part of a team. The participants have also enjoyed that they can take them home or tend to them at Moss Rose Cottage.

Moss Rose Cottage has also purchased in readiness for harvest the equipment and storage items needed for making juices and preserves out of their apples and grapes.

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- The funding has already allowed the organisation to form a second gardening group starting in September 2023 as numbers have grown.

**NYAS Cymru were awarded £5,000** to develop and run workshops that aim to improve physical and mental health. Activities will include wellbeing walks, forest bathing, environmental arts, gardening, movement in nature and drumming in nature.

- NYAS have run a variety of workshops – peer support cafes, social activities including adventure golf and wellbeing walks and gardening workshops.
- Through consultations with the young service users they plan to run a variety of wellbeing activities in November 2023 such as Art in the Park, wellbeing activities, introduction to bee keeping and workshops in the Woodland Trust - Coed Cadw.

**Vale People First were awarded £4,720** to expand the Growing Together project. The project consists of 4 adults with learning disabilities and complex needs that meet together to grow vegetables, flowers and participate in conservation. The funding will support more people to engage, expand the service to another day and make it more user-led.

- Vale People First have recruited 6 more people to the project – 2 of which have complex learning disabilities.
- Vale People First have taken on 2 new volunteers (1 with and 1 without learning disabilities)
- Vale People First have done various activities – growing vegetables, litter picking, working with Foodbanks and cafés to share the produce.

QUOTE: *“I love that we can just go into the garden and pick some lettuce to make a sandwich for a customer” “I love that K has somewhere he can go and do every day things like planting seeds, he would not be able to do this anywhere else in his community.”*

**The Mentor Ring were awarded £5,000** to expand their healthy eating project by creating a Kitchen Garden. This would include setting up and maintaining small indoor green spaces in people’s homes and growing herbs and vegetables. They hope the project will reach the most vulnerable and isolated members of the community, specifically those with language barriers and social and cultural reservations in regards to getting involved.

- Funding has gone towards purchasing compost, pots, plants, seeds and salaries.
- Participant numbers are increasing.
- Each week a meeting takes place to allow service users to engage in conversations about plant care, exchanging tips and taking turns to sow seeds and repot plants.

QUOTES: *I love plants and flowers, they make me feel uplifted. After attending the mentoring I was inspired by the ladies to start planting straight away – ‘Charlie’ my*

Saunders, Nathan  
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*chive plant has certainly brightened up my kitchen. Named by J, we planted together at the mentoring, and the experience left my feeling supported and accepted.*

*I really enjoyed the Connection, so I attend every week, its interesting to learn new insights about planting. My boring drab home and garden is about to transform into a beautiful vibrant green flowers dwellings. My food tastes even better as I gain more understanding. The smells of the herbs and scents from the flowers will evoke our kind relationships we achieved every Tuesday, taking our special connection home*

**The GVS Gardening Project were awarded £2,916.80** part funding from the requested £4,334.92. The funding is to support two gardening volunteer projects. Llantwit Major has an established project that requires funding to expand. Penarth is a new project that seeks to use the funding to prepare the ground and buy equipment for planting. The project seeks to help reduce loneliness and isolation and create a green space for the community to enjoy.

- 3 planters have been purchased, along with an array of plants for the Penarth half of the project. The side of the building near the entrance had an unsightly alcove area which has now been painted. It has one of the planters with an attached trellis so a climbing plant has been added to cover the area as it grows.
- The Llantwit Major half of the project has created a new raised vegetable bed area which now has concrete steps and a hand rail for easy access. This has allowed the Valeplus volunteers and members with learning/physical difficulties to access the area. It now has an additional 10 beds. The site now has tomatoes, onions, leeks, broad beans, garlic, potatoes, kale and much more – all fruit and vegetables grown are donated to the Foodshare Pantry in CF61.
- The funding has been used to purchase a nature table that the volunteers run for younger children that attend the local Chatty Café.
- A book exchange shed was created by one of the volunteers using materials purchased.
- 

**Breathe Creative were awarded £3,581.88** part funding from the requested £5,000. The funding will support development of activities and groups at the Growing Green allotment site.

- An allotment shed has been erected.
- 20 volunteers helped clear the plot, level the land and construct the building.
- This shed will have solar panels and electricity converters.

Lani Tucker, Health and Social Care Facilitator  
Glamorgan Voluntary Services  
Email: [lanit@gvs.wales](mailto:lanit@gvs.wales)  
September 2023

Saunders, Nathan  
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# Cardiff & Vale Health Charity Fund 2022

GVS managed the Cardiff and Vale Health Charity Fund.

My name is Lani Tucker and I am the Health and Social Care Facilitator at GVS. My role is to be a link between health statutory services and third sector.



# The grant fund criteria

- ◆ The maximum that organisations could apply for was £5,000 and this was a Revenue and Capital grant.
- ◆ The Key priorities of the grant involved:
  - ◆ Supporting projects to encourage participation in nature, biodiversity and outdoor initiatives.
  - ◆ Projects which support mental and physical health through nature.
  - ◆ Creative, innovative approaches which help communities overcome challenging social issues.
  - ◆ Support underrepresented groups
  - ◆ Align with the Cardiff & Vale Health Charity Guiding Principles
  - ◆ Contribution to Cardiff and Vale University Health Board's Shaping our Future Wellbeing Strategy.

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# Funding awarded

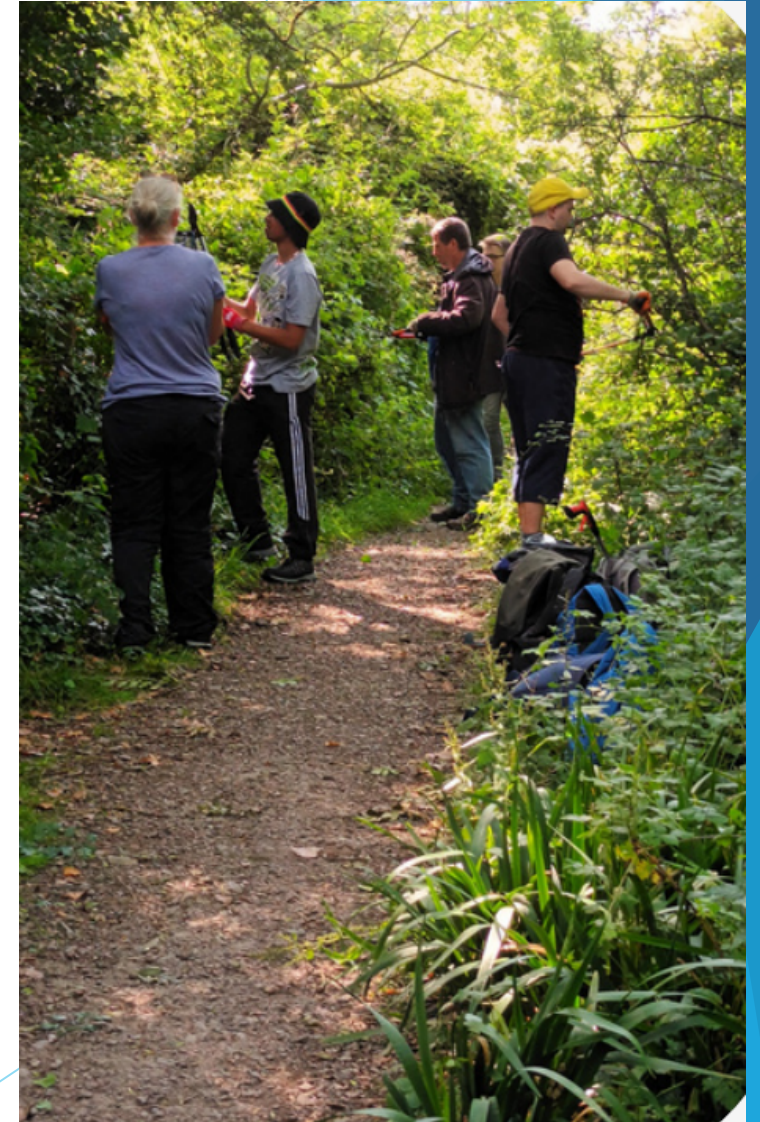
- ◆ 12 applications were submitted to the Funding Panel for consideration and assessment, totalling £55,836.24, with £33,000 to allocate. Six applicants were awarded full funding and 2 applicants were awarded part funding.
- ◆ Innovate Trust - Full funding - £5,000
- ◆ ValePlus - Full funding - £3,265.64
- ◆ Moss Rose Cottage - Full funding - £3,515.68
- ◆ NYAS Cymru - Full funding - £5,000
- ◆ Vale People First - Full funding - £4,720
- ◆ The Mentor Ring - Full funding - £5,000
- ◆ GVS Gardening Project - Part funding - £2,916.80
- ◆ Breathe Creative - Part funding - £3,581.88

Saunders Nathan  
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# Innovate Trust

- ◆ Innovate Trust - to enable people with learning disabilities to live independent, active and valued lives within the community.
- ◆ Innovate Trust were awarded £5,000 to pilot an environmental project in partnership with the Vale Countryside Team (VOG Council). The project will support people with learning disabilities to carry out environmental work on the Thaw River in the Vale of Glamorgan.
- ◆ There was a delay to the start of the project due to site permissions but Innovate Trust assures us this will not impact overall targets.
- ◆ To date they have engaged with 32 people with a learning disability.
- ◆ They have carried out an accessibility assessment at Rhoose Point and Aberthaw Nature Reserve for the Vale Ranger Team. The project has also set up conservation sessions - cutting back overgrowth, litter picks and collecting hazelnuts to plant elsewhere.

◆ *'Aberthaw is a wetland and nature reserve. I enjoyed litter picking at the beach and lagoon as this is important for the wildlife. There needs to be more litter bins put around as there was a lot of plastic pollution. I noticed there was a lot of poo bags thrown in the woodland area and dog mess everywhere because there are no dog poop bins. I saw and learnt about unusual birds on the beach. We definitely need to go back and do some more cutting back of brambles and cleaning up. It would be a really lovely place to visit as it has so many different landscapes it just needs to be tidied up and kept tidy.'* Participant Quote.



# Vale Plus

- ◆ **ValePlus were awarded £3,265.64** to improve their day service garden. The project would support adults with additional learning needs and help improve physical and mental health and wellbeing. The project will focus on growing vegetables, watering flowers, composting and recycling. The funding will also be used to create a seating area.
- ◆ Work has been delayed as the weather has been causing issues. But the concrete work has started and should be completed in a week.

Saunders, Nathan  
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# Moss Rose Cottage

- ◆ Moss Rose Cottage support people who have non-visible disabilities to improve/maintain their standards of independence and wellbeing.
- ◆ Moss Rose Cottage were awarded £3,515.68 to start phase 2 of their project Healing Garden, an allotment that focuses on composting, water collection and a wildlife meadow. The phase 2 would include cooking sessions and workshops.
- ◆ Moss Rose Cottage had created window boxes. They have been used to plant fruits (strawberries), herbs (thyme and rosemary) and flowers (lavender). The groups have enjoyed learning new skills, socialising and being part of a team. The participants have also enjoyed that they can take the produce home or tend to them at Moss Rose Cottage.
- ◆ Moss Rose Cottage have also purchased, in readiness for harvest, the equipment and storage items needed for making juices and preserves out of their apples and grapes.
- ◆ The funding has already allowed the organisation to form a second gardening group starting in September as numbers have grown.



Saunders, Nathan  
19/09/2023 12:04:14

# Nyas

- ◆ Nyas Cymru is a charity advocating the rights of care experienced and cared for children.
- ◆ NYAS Cymru were awarded £5,000 to develop and run workshops that aim to improve physical and mental health. Activities will include wellbeing walks, forest bathing, environmental arts, gardening, movement in nature and drumming in nature.
- ◆ Nyas have run a variety of workshops - peer support cafes, social activities including adventure golf and wellbeing walks and gardening workshops.
- ◆ Through consultations with the young service users they plan to run a variety of wellbeing activities in November such as Art in the Park, wellbeing activities, introduction to bee keeping and workshops in the Woodland Trust -  
Goed Cadw.

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# Vale People First

- ◆ Vale People First is a self-advocacy organisation for, and led by, people with learning disabilities.
- ◆ Vale People First were awarded £4,720 to expand the Growing Together project. The project consists of 4 adults with learning disabilities and complex needs that meet together to grow vegetables, flowers and participate in conservation. The funding will support more people to engage, expand the service to another day and make it more user-led.
- ◆ Vale People First have recruited 6 more people to the project - 2 of which have complex learning disabilities. Vale People First have taken on 2 new volunteers (1 with and 1 without learning disabilities)
- ◆ Vale People First have done various activities - growing vegetables, litter picking, working with Foodbanks and cafés to share the produce.

*QUOTE: "I love that we can just go into the garden and pick some lettuce to make a sandwich for a customer" "I love that K has somewhere he can go and do every day things like planting seeds, he would not be able to do this anywhere else in his community"*

Saunders, Matthew  
19/09/2023 11:21

# The Mentor Ring

- ◆ The Mentor Ring aims to improve social cohesion and community participation of beneficiaries from Butetown and the surrounding areas who are often facing various ethnic, social, economic and health-related barriers.
- ◆ The Mentor Ring were awarded £5,000 to expand their healthy eating project by creating a Kitchen Garden. This would include setting up and maintaining small indoor green spaces in people's homes and growing herbs and vegetables.
- ◆ The participant numbers are increasing. Each week a meeting takes place to allow service users to engage in conversations about plant care, exchanging tips and taking turns to sow seeds and repot plants.
- ◆ *QUOTES: I love plants and flowers, they make me feel uplifted. After attending the mentoring I was inspired by the ladies to start planting straight away - 'Charlie' my chive plant has certainly brightened up my kitchen.*
- ◆ *I really enjoyed the connection, so I attend every week, its interesting to learn new insights about planting.*



# GVS Gardening Project

- ◆ GVS is a membership charity that supports voluntary community organisations. They aim to improve the quality of life of people and communities by supporting volunteers, volunteering opportunities and voluntary groups.
- ◆ The GVS Gardening Project were awarded £2,916.80 part funding from the requested £4,334.92. The funding is to support two locations that are supported by gardening volunteers. The project seeks to help reduce loneliness and isolation and create a green space for the community to enjoy.
- ◆ Three planters have been purchased, along with an array of plants for the Penarth half of the project. The side of the building near the entrance had an unsightly alcove area which has now been updated with paint and planters.
- ◆ The Llantwit Major half of the project has created a new raised vegetable bed area which now has concrete steps and a hand rail for easy access. This has allowed the Valeplus volunteers and members with learning and/or physical difficulties to access the area. The site now has tomatoes, onions, leeks, broad beans, garlic, potatoes, kale and much more - all fruit and vegetables grown are donated to the Foodshare Pantry in CF61.



Saunders, Niamh  
19/09/2023 12:20:44

# Breathe Creative

- ◆ **Breathe Creative** were awarded **£3,581.88** part funding from the requested £5,000. The funding will support development of activities and groups at the Growing Green allotment site.
- ◆ An allotment shed has been erected.
- ◆ 20 volunteers helped clear the plot, level the land and construct the building.
- ◆ This shed will have solar panels and electricity converters.



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Any Questions?

Saunders, Nathan  
19/09/2023 12:21:14

Report Title:	<b>BALE FUND BALANCE - 9649 - Proposal for spend</b>		Agenda Item no.	<b>3.1</b>
Meeting:	<b>CHARITABLE FUNDS COMMITTEE</b>	Public	<input checked="" type="checkbox"/>	Meeting Date: <b>19<sup>th</sup> September 2023</b>
		Private	<input type="checkbox"/>	
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>			
<b>Main Report</b>				
<b>Background and current situation:</b>				

At the height of the Covid-19 pandemic in 2020, the Health Charity received a generous donation of £500,000 from Mr and Mrs Gareth Bale.

This was supported with a request for it to be utilised specifically for projects at the University Hospital of Wales. The Health Charity Team designated a restricted Bale Fund 9649 based on this sizeable donation and in line with the family's criteria.

At the meeting of the Charitable Funds Board of Trustees held on 17<sup>th</sup> November 2020, the following applications for funding were approved:

**Project 1. Proactive Wellbeing Support for Staff and Managers – Bid of £282,000**

A two-year project, aimed at embedding wellbeing throughout the career pathway of Cardiff and Vale University Health Board staff, in support of a preventative and proactive approach to wellbeing across the whole Health Board.

**Status: completed 2022 – to be evaluated**

**Project 2. Provision of a Staff Haven at University Hospital Wales – Bid of £54,000**

Provision of a Staff Haven at the Lakeside Wing, UHW and available.

**Status: completed 2021 – nil balance**

**Project 3 - Long Covid-19 Rehabilitation: Keeping Me Well and Recovery - £164,000**

A three-year initiative to support the development of the 'Keeping me Well' interactive digital resource and campaign to benefit CAVUHB patients and staff.

**Project 3 status:** project end date – November 2023 – evaluation report to be submitted to December CFC to include any remaining funds balance.

The estimated balance of the Bale Fund at end of month 4 is **£163,450.94**, which includes unspent funds originally allocated to Project 1. These funds were unutilised due to the People and Culture Department subsequently delivering this requirement from its revenue budget.

Discussions are ongoing between the Health Charity and Finance Department (overseen by the Director of Communication, Arts, Health Charity and Engagement and the Deputy Director of Finance) to reutilise the fund balance, in line with the scheme of delegation of funds and the Bale Fund criteria.

The following projects have been identified as meeting the criteria for the Bale Fund, therefore negating the requirement for funding from General Reserves.

Project name	Project Lead	Summary	Amount
Collision Space (Hive)	Nicky Bevan, Head of Employee Health & Wellbeing Service	Creation of an innovation and improvement space for staff	£24, 000
Maternity Unit Improvements and Art installation	Catherine Wood, Director of Operations, Children & Women's Services	Improvements to environment in Maternity Unit, UHW	£8,000
<b>Total</b>			<b>£32,000</b>

This expenditure leaves a balance of **£129,965.37** in the Bale Fund.

Examples of recent applications, which it is proposed are supported from the Bale Fund include:

Project name	Summary	Amount
UHW patient access improvements	Visual enhancements work to improve navigation, visibility and accessibility and the aesthetic experience	£9,784
Covid Sculpture, UHW	Sculpture to acknowledge colleagues who passed during the covid pandemic	£9,000
Optomising airway training to support adults and children	Purchase of an advanced bronchoscope airway simulator	£10,000
Lakeside Wing Therapy Room uplift for End of Life patients	Installation of wall vinyls to improve patient recreation area and end of life cubicles	£4,701.57
<b>Total</b>		<b>£33,485.57</b>

CFC approval is required to enable the Health Charity Team to make decisions to support future applications for funding of UHW projects, in line with the within the scheme of delegation and criteria for the use of the Bale Fund monies. Any Over £25k expenditure applications will be submitted to the CFC via the normal process.

An updated report on the Bale Fund expenditure will be submitted to the CFC by the end of the financial year.

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

I am pleased to report on the current status of the Bale Fund projects and the proposal for the remaining balance to be used to fund existing and proposed projects. I confirm that the Health Charity and Finance Team will work collaboratively to manage the remaining spend, in line with the charitable funds scheme of delegation and the Bale fund criteria i.e. funds to be used to benefit patients, staff and visitors of the University Hospital of Wales.

**Recommendation:**

**The Board / Committee are requested to: endorse** the spending of the remaining balance of **£129,965.37** in the Bale Fund, in line with the charitable funds scheme of delegation and expenditure criteria of the Bale Fund, i.e. funds to be used to benefit patients, staff and visitors of the University Hospital of Wales.

**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	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	

**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:**

*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:

Report Title:	<b>Over £25k Endowment Expenditure</b>			Agenda Item no.	<b>3.2</b>
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	<b>19th September 2023</b>
		Private			
Status <i>(please tick one only):</i>	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:

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 requests for approval of planned expenditure of existing endowment funds:

#### 1. Breast Centre, University Hospital, Llandough

##### Planned expenditure:

Purchase of a Sonosite PX Ultrasound System to be used in operative theatres for interventional procedure before and during breast surgery (**Application form - Appendix 1**)

**Cost: £34,860 (exc vat)**

**Funding Source:** Breast Centre Endowments Fund 9149 - (mth 4 balance) - **£200, 406**

#### 2. Cystic Fibrosis Centre – Garden Development

Further development of the garden area of the CF Unit at University Hospital Llandough (**Application form – Appendix 2**)

**Cost: £72,773.07**

**Funding Source:** Better Life Appeal Fund 9447 - (mth 4 balance) - **£344,703.15**

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

I am pleased to see that the Clinical Boards are actively pursuing ways in which existing endowment funds the funds can be utilised to support patients and staff within the Health Board and support the applications received for the Breast Centre and Cystic Fibrosis Units.

### Recommendation:

#### The Committee are requested to:

**Approve** the planned expenditure as outlined in the attached application forms, i.e.

- 1. Breast Centre Appeal Endowments Fund 9149 - £34,860 (exc vat)**
- 2. Cystic Fibrosis Centre – Garden Development – £72,773.06**

**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	X
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	X

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

*Please tick as relevant*

Prevention	X	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: No**

*Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)*

**Safety: As below**

*Applications 1 and 3: No*

*Application 2: YES - Although the safety elements have now been resolved as much as possible in the reduction in birds in the areas outlined. Estates and Planning teams have carried out works to ensure patient, staff and visitor safety measures are optimal in these areas and birds are now at a minimum level, predominantly outside of the planned areas for completion.*

**Financial: No**

*Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Workforce: No**

*. Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Legal: No**

*Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)*

**Reputational: No**

*Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Socio Economic: No**

*The Socio-Economic Duty is to designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the*

development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.

Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: [The Socio-economic Duty: guidance | GOV.WALES](#)

*(If this has been addressed in the main body of the report, please confirm)*

**Equality and Health: No**

Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.

Useful guidance on the completion of an EHIA can be found at the following link: [EHIA toolkit - Cardiff and Vale University Health Board \(nhs.wales\)](#)

*(If this has been addressed in the main body of the report, please confirm)*

**Decarbonisation: Yes**

Project has potential to decrease numbers of visit required for placing radiological guiding devices before breast surgery, hence it will have positive impact in lowering overall carbon footprints.

**Approval/Scrutiny Route:**

Committee/Group/Exec	Date:

DRAFT

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19/09/2023 12:21:14



## APPLICATION FOR FUNDS >25K

Once completed please send this form to :

Charitable Funds Department, Finance Dept, Woodland House, Cardiff

Applicant's Name: PAWEL PIETRZAK

Designation: CONSULTANT BREAST SURGEON

Hospital/Base: UNIVERSITY HOSPITAL LLANDOUGH

Department: BREAST CENTRE

Telephone No:

Email : [Pawel.Pietrzak@wales.nhs.uk](mailto:Pawel.Pietrzak@wales.nhs.uk)

Details of proposal for application: Ultrasound for intraoperative localisation of breast lesion, cancers or failed to detect localization devices, clips and for preoperative marking of perforating vessels to create local flaps to recreate breast volume and shape.

(Use the reverse side of form for additional information)

We would like to acquire Ultrasound machine dedicated to be used in operative theatres for interventional procedure before and during breast surgery. It will help us to localise small breast cancer and other lesion before and during surgery and guide surgical excision but also allow for preoperative localisations of perforating vessels to help design local flaps for oncoplastic procedures. One more use of it would be to perform local anaesthetic blocks to minimize postoperative pain hence facilitate enhanced recovery.

Literature and experience suggest that:

1. Small breast cancer and lesion visible on ultrasound could be safely detected by trained surgeon in theatre, hence minimizing impact on radiology who otherwise would require placement of guiding device (wire or another localizing device). Potential saving on cost of device and cost of radiological intervention/clinical time.
2. It will provide backup in case localization device equipment will fail and, in that case, surgery will need to be cancelled requiring another slot and other localization method (extra cost of procedure and cancellation but also delay to treatment impact).
3. It will allow for reducing re-excision rate after breast conservation surgery hence potential saving on theatre time for second procedure.
4. It will help to detect perforating vessels and offer oncoplastic procedure that currently is not available for Cardiff and Vale UHB patient "in house". It will have a potential impact on ability to provide that type procedure but also hard to estimate impact on lowering number of secondary procedures required for correction of surgical outcomes. It is hard to estimate direct impact of it on theatre cost and potential saving as it will require additional time in theatre during initial procedure, but may eliminate need for second, delay procedure in long term.
5. It will allow for training of registrars in utilizing it for future benefits to breast cancer patients.

6. Locoregional nerve blocks decrease level of pain and requirement for oral analgesia hence allow for quicker and enhanced recover of patient after surgery. It may in the future help also facilitate performing some of the procedures under locoregional blocks or paravertebral one for those who may require it.
7. Long term I will also expect it to help to reduce carbon footprints as it will lower number of trips to hospital and appointments for radiological intervention done before surgery.

Please detail link with approved themes:

The advancement of education

The advancement of health or saving of lives

Promotion of a health service designed to secure improvement; in prevention, diagnosis and treatment of illness

Such other services or facilities for the prevention of illness, the care of persons suffering from illness.

Services or facilities as are required for the diagnosis and treatment of illness.

Benefits of the project:

- Procedures will be performed directly under USS guidance rather than utilizing localization device.
- Measure;
  - Numbers of procedures that would need localization techniques but was performed under ultrasound guidance instead, saving on radiology clinical time (per year).
  - Backup/additional guide for in theatre localization of lesion in combination with preoperative localisation techniques.
- Measure:
  - Numbers of procedures when above happen (per year)
  - Audit of difference of re-excision of margins when intraoperative USS is used as opposite of traditional approach.
  - Number of localisations of perforating vessel when local flaps will be introduced to practice (per year).

Does this application benefit:

Patients: X  Public:  Staff: X  **All:**  Please tick relevant box.

Benefits to public/staff/patients:

It will allow to introduce procedures as described already that will benefit all patients of C&V UHB undergoing treatment of breast cancer or any diagnostic surgical procedures. It will allow to expand portfolio of surgical and oncological techniques not available to patients of C&V UHB yet.

The bid is for equipment that will remain in use as estimated for at least the next 10-12 years.

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 Saunders, Nathan

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

A ceiling value for the quotation of £34,860 Excl. VAT. Procurement are seeking an assessment of the market to ensure value for money.

Direct Costs - £34,860 plus VAT (£6972)

Consumables – provide sterile probe covers that are already in use in theatre

Indirect Costs – time for breast surgeons to learn and utilise it in theatre.

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

N/A

Funds Required - Name and number of Fund to be used

Fund Number Cost Code: 9149

Fund Name: Breast Centre Appeal

Fund Purpose: To enhance the service provided to patients suffering with breast cancer.

**Total: £34,860 plus VAT (£6972)**

Signed by Fund holder:



Designation:

Consultant

Name (capital letters):

SUMIT GOYAL

Date:

31/8/23

Signed by Divisional HoS:

Designation:

Name (capital letters):

RACHEL THOMAS

Date:

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19/09/2023 12:21:14

Saunders, Nathan  
19/09/2023 12:21:14



## APPLICATION FOR FUNDS >25K

Once completed please send this form to :

Charitable Funds Department, Finance Dept, Woodland House, Cardiff

Applicant's Name: (capital letters) Lorraine Speight

Designation: Cystic Fibrosis Service Manager

Hospital/Base: University Hospital Llandough

Department: Adult Cystic Fibrosis

Telephone No: 029 20715382

Email : Lorraine.speight@wales.nhs.uk

Details of proposal for application: 2 side areas adjoining the CF Centre, enclosed and already gated.

(Use the reverse side of form for additional information)

The completion of the CF Centre building works was in January 2021; however, at this time the two surrounding proposed garden areas for patient use was not completed. In part this was due to the ongoing issues with birds in the immediate vicinity. The Planning and Estates teams have worked hard to put in place measures to significantly reduce the bird problem, to such an extent that it is now felt safe to complete the surrounding areas to the CF Centre, offering patients on one side a new entrance directly into the CF Centre and on the opposite side an area to sit and enjoy the outdoors during inpatient stays and also when attending lengthy outpatient reviews, sometimes lasting >4-5 hours.

In addition, this enclosed area will offer a private psychology counselling/consultation area as and when appropriate. The CF physiotherapy team will also arrange one on one exercise sessions outdoors in this area for some of our patients who do not like using gyms as a means of extending exercise provision in a private area within the service.

The patients through the Better Life Appeal have raised a significant amount of funding for the completion of the CF Centre, which includes the two side proposed garden areas and new entrance into clinic which in turn will reduce footfall in the main hospital, whilst also improving access for patients with reduced lung capacity/ a chronic lung condition impacting on their ability to walk long distances from the car parking areas.

The tender contractual agreement arranged by strategic planning amounted in total to **£72,773.06**; however, this was >1yr ago and therefore there is likely to be a small increase in total cost once contract agreed with a limit of **£85,000** total for this spend to complete the works to the CF Centre.

Please detail link with approved themes:

The completion of the 2 x side areas of the Adult CF centre into a new entrance to the Centre and also a garden area formed part of the completion of the CF Centre funded by WG (new ward and patient gym), a small amount of work has already been carried out through our Better Life Fund with work undertaken by R&M Williams, Contractors. However, completion works need to be undertaken to make the areas suitable and safe for patients, their families and CF Service staff.

Enabling the CF Service to complete the two side areas of the CF Centre, which are already self-contained by agreeing to the use of the Better Life Funds for the contractual works, which have been tendered for by the Strategic Planning Department within C&V UHB. The proposed gardens and new entrance to the CF Centre will enhance the overall look of the CF Centre and will provide patients, staff and visitors with a place to sit and enjoy the surroundings and physical environment. In addition, it will enable the psychology team to offer outside consultations in an appropriate, private external setting, especially during spring and summer months. As mentioned above our physiotherapy team will also be able to offer some outside activities to patients, in this private setting.

Does this application benefit:

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

Benefits to public/staff/patients:

The direct benefit to patients of the service is that it will create a new walkway through to the CF Centre entrance, which to date has not been used since completion by R&M Williams as the route to the entrance would not be safe or aesthetically pleasing on the eye as overgrown and incomplete, the finishing works will create a safe and sustainable route from car park directly to the CF Centre new entrance. It will provide seating for a rest or simply to enjoy the fresh air.

The second side area will again provide seating, but will also allow for private exercise outdoors for patients of the service as well as outside counselling/psychology consultations with our psycho-social team. The CF Service patient focus group are involved with development and completion of these areas to enhance delivery of care.

Staff of the service will also be able to use the space during break times as well as our outpatients who are often in clinic for 4-5 hours, the areas will afford the opportunity to simply be outdoors, but still within the CF Centre.

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

Nil expenditure consequences

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

NA as patients, their families and friends have raised the funds for this specific purpose

Funds Required - Name and number of Fund to be used

Fund Number Cost Code: 9447  
Fund Name: Better Life Fund  
Fund Purpose: to improve facilities and the lives of patients current and future under the care of the All Wales Adult CF Centre and service

**Total: TBC by Strategic Planning Department**

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**Signed by Fund holder:**  
Manager

**Designation:** Cystic Fibrosis Service

**Name (capital letters):** Lorraine Speight

**Date:** 29.08.2023

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Signed by Divisional HoS:

Designation:

Name (capital letters):

Date:

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# INVITATION TO TENDER

Cystic Fibrosis Department  
University Hospital of Llandough  
Penlan Road, Penarth  
CF64 2XX



GIG  
CYMRU  
NHS  
WALES

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

Section	Contents	Complete
<b>1.00</b>	Form of Tender	
<b>2.00</b>	Preliminaries	
<b>3.00</b>	Tender Summary	
<b>4.00</b>	Schedule of Works	
	<b>Supporting Information</b>	
<b>5.00</b>	<b>Drawings</b>	
5.01	Existing	
5.02	Proposed New External Works	
5.03	Kitchen and Treatment Room Works	
<b>6.00</b>	<b>Mechanical Design</b>	
<b>7.00</b>	<b>Electrical Design</b>	
7.01	Elec. Services General Spec	
<b>8.00</b>	<b>Appendices</b>	
8.01	Contractors General Code of Safe Practice - Jan 2019	
8.02	Pre-Construction Information Pack	

Department  
Reference  
Prepared by  
Date  
Issue

Capital, Estates and Facilities Department  
22007- Cystic Fibrosis  
Ben Phillips  
20/05/2002  
1

Cardiff & Vale University Health Board  
Woodland House  
Maes-Y-Coed Road  
Cardiff  
CF14

Project Name  
 Address 1  
 Address 2  
 Date



GIG  
 CYMRU  
 NHS  
 WALES

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

## TENDER SUMMARY

Project Name  
 Address 1  
 Address 2

ITEM	DESCRIPTION	COST	
0	Preliminaries And Site Set Up Costs	£	-
1	Demolition	£	-
2	Alterations	£	-
3	Substructures	£	-
4	Superstructure - Envelope & Internal Walls	£	-
5	Roof And Roof Coverings	£	-
6	External Windows And Doors	£	-
7	Internal Doors/ Linings / Screens & Ironmongery	£	-
8	Decorations & Wall Finishes	£	-
9	Floor Coverings	£	-
10	Ceiling & Ceiling Finishes	£	-
11	Fixtures & Fittings	£	-
12	Sanitary Installations	£	-
13	Specialist Installations	£	-
14	Mechanical Installations	£	-
15	Electrical Installations	£	-
16	Design & Other Fees	£	-
17	External Works & Drainage	£	-
18	General Builders Works	£	-
19	Contingency	£	-
20	Overheads And Profit	£	-
<b>TOTAL TENDER SUM</b>		<b>£</b>	<b>-</b>

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## Schedule of works

Job: DC22007 - Cystic Fibrosis works  
Date: 23.05.22



Item	Description	Quant	Unit	Rate	£
0.01	Starting Date; the commencement of the works is: TBC				
0.02	Completion Date: the completion date is: TBC				
0.03	Rectification of Defects: 12 months after the date of Practical Completion				
0.04	Retention; The retention is: 5% up to Practical Completion 2.5% upon issue of Certificate of Practical Completion				
0.05	Delay Damages: The delay damages are £68 per calendar day.				
0.06	The contractor is to include in his price for all items necessary to complete the works as set out in the Schedule of Works, and provide all labour, materials, cartage and other appliances necessary for the proper and entire execution and completion of the works.	1.00	item	£ 5,054.08	£ 5,054.08
0.07	Contractor is to satisfy himself of all submitted quantities. To arrange a site visit prior to tender submission, contact/arrangements are to be made with the Contract Administrator				
0.08	The Contractor will be required to leave the site in a clean and tidy condition. Rubbish is not to be allowed to accumulate and should be cleared away at the end of each working day.				
0.09	No additional cost will be accepted by the Employer for any omission or inaccuracies resulting through a lack of diligence by the Contractor regarding the preparation of this tender.				
0.10	All works are to comply with relevant British Standards, HTM's, HBN's & WHBN's.				
<b>1.00</b>	<b>Demolition</b>				
1.01	No works required			£ -	£ -

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## Schedule of works

Job: DC22007 - Cystic Fibrosis works

Date 23.05.22

Item	Description	Quant	Unit	Rate	£
<b>2.00</b>	<b>Alterations</b>				
2.01	No works required			£ -	£ -
<b>3.00</b>	<b>Substructures</b>				
3.01	No works required			£ -	£ -
<b>4.00</b>	<b>Superstructure - Envelope &amp; Internal Walls</b>				
4.01	No works required			£ -	£ -
<b>5.00</b>	<b>Roof And Roof Coverings</b>				
5.01	No works required			£ -	£ -
<b>6.00</b>	<b>External Windows And Doors</b>				
6.01	Prepare and prime existing window with rust inhibitor; Apply 2 coats Dulux Metal shield or similar approved.	1.00		£ 180.00	£ 180.00
<b>7.00</b>	<b>Internal Doors/ Linings / Screens &amp; Ironmongery</b>				
7.01	No works required			£ -	£ -
<b>8.00</b>	<b>Decorations &amp; Wall Finishes</b>				
8.01	No works required			£ -	£ -

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## Schedule of works

Job: DC22007 - Cystic Fibrosis works  
Date: 23.05.22



Item	Description	Quant	Unit	Rate	£
<b>9.00</b>	<b>Floor Coverings</b>				
9.01	No works required			£ -	£ -
<b>10.00</b>	<b>Ceiling &amp; Ceiling Finishes</b>				
10.01	No works required			£ -	£ -
<b>11.00</b>	<b>Fixtures &amp; Fittings</b>				
11.01	Supply and Install; Howdens Greenwich Single base Unit 600mm (w); 1 door with adjustable shelf; White high gloss.	2.00	nr	£ 207.00	£ 414.00
11.02	Supply and Install; Howdens Greenwich Double base unit 1200mm (w); 2 door with adjustable shelf; White high gloss.	2.00	nr	£ 427.32	£ 854.64
11.03	Supply and Install; Howdens Greenwich Corner base unit 1200mm (w)	1.00		£ 357.31	£ 357.31
11.04	Supply and Install; Howdens Greenwich Single wall unit 600mm (w); 1 door with adjustable shelf; White high gloss.	2.00	nr	£ 186.48	£ 372.96
11.05	Supply and Install; Howdens Greenwich Double wall unit 1200mm (w); 2 door with adjustable shelf; White high gloss.	1.00		£ 344.44	£ 344.44
11.06	Supply and Install; 38mm Bullnose laminate worktop; colour to match existing.	2.00	no	£ 341.06	£ 682.12
11.07	Supply and Install; Bickern Brushed Nickel Effect Classic Bar Cupboard Handles; To match Existing.	11.00	nr	£ 12.66	£ 139.26
<b>12.00</b>	<b>Sanitary Installations</b>				
12.01	No works required				
<b>13.00</b>	<b>Specialist Installations</b>				
13.01	No works required				
<b>14.00</b>	<b>Mechanical Installations</b>				
14.01	No works required		m2	£ -	£ -
<b>15.00</b>	<b>Electrical Installations</b>				
15.01	No works required		m2	£ -	£ -
<b>16.00</b>	<b>Design &amp; Other Fees</b>				
16.01	No works required		nr	£ -	£ -
<b>17.00</b>	<b>External Works &amp; Drainage</b>				
17.01	Finishes, remove and load into skip; Remove existing stone chippings including membrane; prepare area to receive new.	226.00	m2	£ 97.00	£ 21,922.00

## Schedule of works

Job: DC22007 - Cystic Fibrosis works  
Date: 23.05.22



Item	Description	Quant	Unit	Rate	£
17.02	Gravel paving rolled to falls and chambers paving on sub-base; including excavation; Resin bound paving 16mm–24mm deep of natural gravel.	351.00	m2	£ 63.00	£ 22,113.00
17.03	Supply and Apply; Industrial strength Weed killer; Gallup xl or similar approved product.	226.00	m2	£ 1.50	£ 339.00
17.04	Supply and Install; heavy duty weed control membrane.	68.00	m2	£ 2.00	£ 136.00
17.05	Gravel paving rolled to falls and chambers paving on subbase; Supply and Install; decorative stone	68.00	m2	£ 24.00	£ 1,632.00
17.05A	17 No manhole covers replacement and infill with resin	1.00	item	£ 6,355.00	£ 6,355.00
17.06	Supply and Install; Steel panels to existing galvanised gate and frame; new panel to be powder coat finish; colour tbc.	1.00	item	£ 3,281.25	£ 3,281.25
17.07	Supply and Install; Treated Timber feather edge fence including access gate; with Galvanised Brenton sliding pad bolt.		m2	inc	
17.08	Cleaning surfaces; Clean building to remove all moss, dirt and other forms of contamination. - <b>Ground Floor Only</b> <b>E/O cost for All three floors £1650.00</b>	1.00	item	£ 690.00	£ 690.00
17.09	Overhaul and adjust; 2nr of wooden gates.		nr	inc	
17.10	Supply and Install; 2nr Push button code locks for wooden gates.	2.00	nr	£ 217.02	£ 434.04
17.11	Brickwork; Repair and make good existing external Drains.	1.00	item	£ 706.16	£ 706.16
<b>18.00</b>	<b>General Builders Works</b>	1.00	item	1%	£ 609.53
<b>19.00</b>	<b>Contingency</b>	1.00		10%	£ 6,156.27
<b>SUB TOTAL</b>					<b>£ 72,773.06</b>

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**Endowment Funds Authorisation Requests submitted to Quarterly CFC Meetings**  
**Meeting date: 19<sup>th</sup> September 2023**

<b>Applicant</b>	<b>Fund Name</b>	<b>Fund No.</b>	<b>Fund Balance</b>	<b>Description of proposed expenditure</b>	<b>Amount</b>	<b>Approved (Y/N)</b>	<b>Governance sign-off by:</b>
Pawel Pietrzak, Consultant	Breast Centre Appeal	9149	£209,883.43 (end of Mth 4)	Purchase of a Sonosite PX Ultrasound System	£34,860 (exc vat)		
Lorraine Speight, Cystic Fibrosis Service Manager	Better Life Appeal	TBC	TBC	Cystic Fibrosis Centre Garden Developments	£85k (maximum spend)		

Saunders, Nathan  
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Report Title:	<b>Draft Health Charity Annual Plan 2023/24</b>		Agenda Item no.	<b>3.3</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	√	Meeting Date:
		Private		
Status <i>(please tick one only):</i>	Assurance	√	Approval	Information
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement Team</b>			

## 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.

As part of the current review of the Health Charity Strategy 2019-2025, ongoing discussions with the Finance Department, and in line with the Charitable Funds Internal Audit Report, May 2023, the Health Charity is required to provide an Annual Operational Workplan, to be presented to the Charitable Funds Committee in the first quarterly meeting of each year.

The Annual Workplan will be submitted for assurance to the Charitable Funds Committee, and be embedded as part of the annual governance reporting mechanisms.

### Progress Report

The past three months has seen increased discussion and planning between the Health Charity Senior Management Team and Finance colleagues, which has included the review of:

- Projected income and expenditure aligned to all fundraising activity and income sources
- Staff team structure and staffing costs
- Project management of planned fundraising events in 2023/24
- Grants income and expenditure – received to date and planned applications
- Procurements processes in line with Financial Standing Instructions and Financial Governance

This work has resulted in:

- strengthening of internal communications between the Health Charity, Finance Department and Procurement Department
- review of policies and procedures which underpin the operational requirements and delivery of services
- enhanced knowledge sharing between colleagues working in each area of business, therefore improving the Health Charity's overall efficiency

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Subsequent discussions have taken place between the DCAHCE, EDoF and Chair of the CFC to advise on work undertaken to date, outline the draft workplan and discuss proposals for sourcing alternative income streams. It is anticipated that this will support the management of the current financial position and where possible alleviate pressures on the General Reserves Fund.

Further advice has also been sought by Geldard’s Solicitors (specialist in charity law) which will inform and assist the Health Charity in its development of the annual work plan and link in to the CFC’s review of the Health Charity Strategy.

**The Way Forward**

Cardiff and Vale University Health Board has undertaken a review and refresh of its strategy “Shaping Our Future Wellbeing” (SOFW) during 2023, which is being formally launched at the Annual General Meeting on 21<sup>st</sup> September.

The Health Charity will then be in a position to complete its current review/refresh of the Health Charity Strategy, ensuring that this is aligned to the key principles and objectives of the SOFW Strategy.

Further CFC member workshops will be set up in October/November to facilitate further discussion of the Health Charity Strategy, which will in turn direct the requirements of the Health Charity’s Annual Workplan, in terms of the emphasis of its fundraising, events and planned expenditure/

This will ensure that the Health Charity continues to offer support and funding where possible, to assist the Health Board in its commitment to supporting future generations.

The Health Charity plans to submit its completed Workplan to the next quarterly meeting of the CFC in December 2023, which if approved will form a template for its projected income and expenditure planning for the next financial year.

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

I am pleased to submit a brief progress report which outlines the extensive work being undertaken by the Health Charity and Finance Department to review its operational procedures in line with governance and audit requirements, and in contribution to the development of an Annual Workplan and Health Charity Strategy review.

This work will continue in alignment with Cardiff and Vale University Health Board’s Strategy for Future Wellbeing.

The Cardiff & Vale Health Charity Draft Annual Work Plan 2023/24 will be submitted to the December meeting of the Charitable Funds Committee, for assurance and to be included as an annual governance reporting mechanism.

**Recommendation:**

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

- Receive the progress report on the Draft Health Charity Annual Work Plan 2023/24 for information and assurance.

**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  
19/09/2023 12:21:14

Report Title:	<b>LEGACY PROPOSAL – including Staff Recharge</b>			Agenda Item no.	<b>3.4</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:	<b>19<sup>th</sup> September 2023</b>
Status <i>(please tick one only):</i>	Assurance	Private	<input type="checkbox"/>	Information	
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

## Main Report

### Background and current situation:

Cardiff & Vale Health Charity (“the Health Charity”) is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Reg. No. 1056544.

The day-to-day work related to the Health Charity is performed by the Health Charity Team based at Woodland House. In addition to its core fundraising functions and activities, the Charity Team also manages the administration of all legacy donations to Cardiff and Vale University Health Board.

Legacy donations continue to be a high value income source into Charitable Funds. Due to the increase in the no. of legacy donations received, and the launch of the ‘Gifts In Will’ awareness raising campaign to demonstrate the benefits of leaving a gift in Will donation to the Health Board, and increase potential legacy pledges, the Health Charity has seen a marked increase in its involvement in legacy management.

This includes increased communication and correspondence with families, executors of wills, solicitors and/or trustees. It has also increased the amount of time spent liaising with clinical boards, to ensure the will is executed in line with the wishes of the donor and developing stories around legacy expenditure.

Legacy donations have seen a growth in the past 18 months (see table below), which appears to be continuing in this financial year.

### Legacy Income 2020 - 2023

Annual Income	£
2020 - 21	147,000
2021- 22	131,038
2022 - 23	422,833
<b>TOTAL</b>	<b>700,871</b>

### Legacy Donations Management

Legacy income can be either restricted or unrestricted, depending on the wishes of the donor as recorded in the written Will.

Due to the complexity of some legacy donations, increased liaison with Governance and Finance is required to respond to enquiries around Estate/sale of properties/statement of accounts/investment assets, and where legacy bequests are shared with other charities. The corresponding dialogue can be lengthy and time consuming.

Currently the Health Charity Team does not offset or retrieve costs from managing legacies.

*It should be noted that many charities employ a full-time legacy manager, with sole responsibility for managing legacy income and legacy fundraising, the costs of which are apportioned to legacy income.*

## **Unrestricted Funds**

In light of the above, and in relation to the ongoing work by the Health Charity and Finance Team to identify income sources to contribute towards staffing costs, the Health Charity proposes the offsetting of a percentage of costs from legacy income. The recharge would be determined on a sliding scale and in proportion with the amount of time and resources spent in this specific area of Health Charity work, whether income is restricted or unrestricted.

This would bring the Charity in line with the requirement for other costs (e.g. solicitor disbursement fees) to be deducted from the administration or management of a legacy estate.

## **Restricted Funds**

Further advice has been sought from Geldards Solicitors, specialist in charity law, to obtain a view as to how the costs incurred by the Health Charity team in managing legacies can be retrieved.

The advice received from Geldard's regarding the use of restricted funds included the following:

Restricted funds can only be used for the specific purpose that donations are received (where specified).

However, in the event that there are insufficient funds available e.g. in general reserves, to cover the overheads of the Health Charity (including staff salaries), the charity trustee may resolve to apply to the Charity Commission for what is known as a "cy-pres scheme" to change the purpose of the funds.

Geldard's further advised that changes to the Charities Act 2022 (being implemented in October 2023), will provide the trustees with further powers to amend its governing document, which could make it easier to utilise its restricted funds.

## **Governance Issues**

Geldard's recommended that the wording on all Health Charity correspondence, communications and on its website is revised to specify that under charity law, the Charity is able to obtain proportionate costs from income received in line with its management of charitable activities. The Health Charity proposes to work with colleagues in Governance to update its written and digital communications accordingly.

As such, where associated costs to support legacies management are to be deducted from restricted/unrestricted donations, this would be openly communicated to the executors of Wills and/or relatives.

Further confirmation is being sought from the Charities Commission and accounting policies in relation to the advice received. If confirmed, the CFC is asked to agree in principle the recharge proposal which would be implemented following the updating of the Health Charity's literature as advised above.

- The committee is requested to agree to the proposal to amend the Health Charity's literature as outlined in this paper.
- Agreement in principle is requested following the specialist advice received from Geldard's Solicitors and dependant on confirmation from the charities commission and accounting policies, to support the proposal for the Health Charity and Finance Team to develop a sliding scale recharge option to recover reasonable costs for the management of legacies from this specific income stream, i.e. unrestricted legacy income.
- The committee is asked to consider the advice provided by Geldard's Solicitors in re: the use of restricted funds, and the option to apply to the Charities Commission to change the purpose of these funds, where no other funds are available to cover the overheads of the Charity, for escalation to the Board of Trustees for further discussion/approval.

### Recommendation:

#### The Board / Committee are requested to:

- **Approve** the proposal to recharge the cost of resources required to manage legacy income and associated fundraising from restricted funds; on a sliding scale to be developed by the Health Charity and Finance Team.
- **Support** the requirement to amend the Health Charity's literature, correspondence and website to reflect the deduction of costs of income administration in line with governance advice and charitable law.
- **Consider** the advice provided by Geldards Solicitors on the repurposing of restricted funds, in line with its current financial position and funding of staffing resources and if required, escalate to Board of Trustees for further discussion.

#### 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

Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)

**Safety: No**

Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

**Financial: No**

Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

**Workforce: No**

Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

**Legal: No**

Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)

**Reputational: No**

Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

**Socio Economic: No**

The Socio-Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.

Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: [The Socio-economic Duty: guidance | GOV.WALES](#)

(If this has been addressed in the main body of the report, please confirm)

**Equality and Health: Yes/No**

Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.

Useful guidance on the completion of an EHIA can be found at the following link: [EHIA toolkit - Cardiff and Vale University Health Board \(nhs.wales\)](#)

(If this has been addressed in the main body of the report, please confirm)

**Decarbonisation: No**

Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.

(If this has been addressed in the main body of the report, please confirm)

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

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19/09/2023 12:21:14

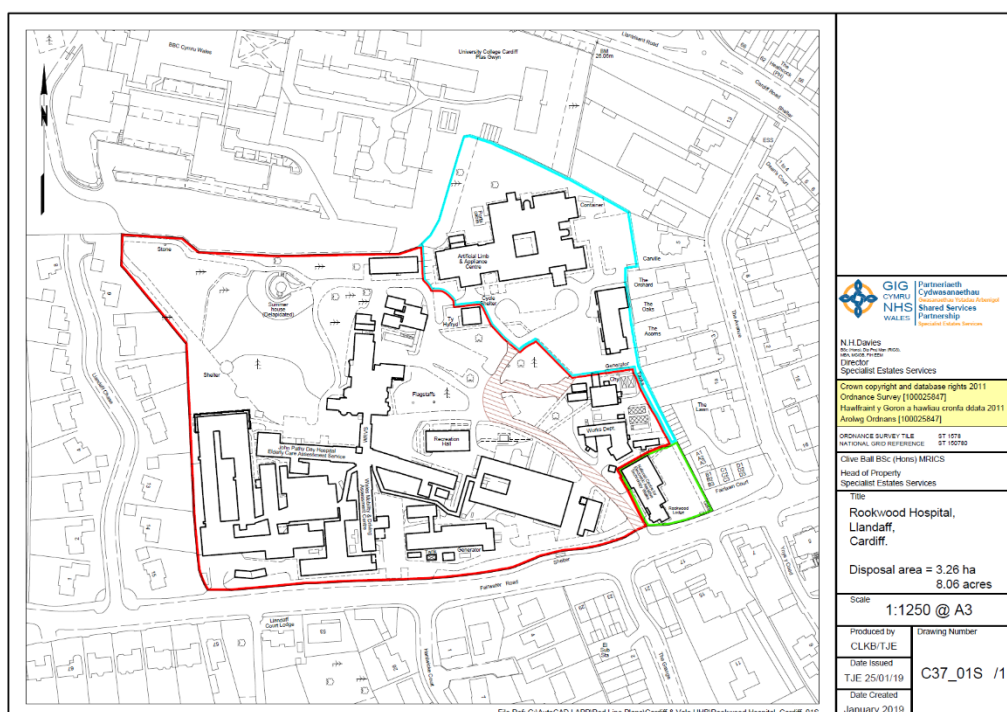
Report Title:	<b>Rookwood Hospital Disposal Update</b>	Agenda Item no.	4.1
Meeting:	<b>Charitable Funds Committee</b>	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>	Meeting Date: 19.10.2023
Status (please tick one only):	Assurance <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Lead Executive:	<b>EXECUTIVE DIRECTOR OF FINANCE</b>		
Report Author (Title):	<b>DIRECTOR OF CAPITAL, ESTATES AND FACILITIES</b>		

## Main Report

### Background and current situation:

The purpose of this report is to provide a status update on the progress toward the marketing of the Rookwood Hospital site. The report will outline previous works completed and works that are still required, along with the potential options associated with the wider site.

A plan of the Rookwood Hospital site is set out below. Initial focus on marketing the site has been the area highlighted in red. The areas outlined in blue and green continue to offer outpatient services.



A Charities (Qualified Surveyors' Report) dated 14th October 2021 has been received, which gave the following opinions of value, for the area of land outlined in red. It should be noted that these values will need to be updated to reflect the passage of time to date.

### Unconditional Sale

£4,500,000 to £5,000,000

It is anticipated that an unconditional sale process would take 14 months.

### Conditional Sale (Subject to Planning)

£6,500,000 to £7,000,000

It is anticipated that an unconditional sale process would take 27 months.

Capital, Estates and Facilities (CEF) have also been also been instructed to look at the opportunity of marketing the wider Rookwood site, including the areas highlighted in blue in the above plan.

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CEF have been consulting with ALAS, Artificial Limb Appliance Service, the service which occupy the larger building area within the blue outline; as well as a leased facility in Treforest, who's lease expires in October 2024.

CEF have established the clinical future needs of the service and have estimated a footprint for this future service. Working with colleagues in NWSSP Shared Services, CEF are currently exploring what land or buildings are available to buy or lease, that match the requirements of the service, which would allow the service to move off site, and therefore, increase the redevelopment opportunities of the Rookwood site. There are other services, such as the Driving Assessment Centre that provide a service from Rookwood, that would also need to be considered.

In readiness for the disposal, CEF will once again need to appoint and procure various specialists and advisors, at all times working closely with our colleagues in NWWSP Specialist Estates, to update surveys completed and complete those surveys that were put on hold. The surveys that will be required to inform the sale process are summarised in appendix A attached.

The likely cost of the above surveys and technical consultants is in the region of £150,000. The intention is to complete these surveys and get the site to market as soon as possible. Due to the seasonal nature of certain surveys, it is anticipated that the full suite would be completed by second quarter of 2024/25. It will be possible to commence initial marketing in parallel to this process through the invitation of expressions of interest.

The intention is to market the entire site including the red, green and blue areas highlighted, seeking bids for a combination of options;

- Entire site (Red, Green and Blue areas)
- Red area only

A report will be brought back to the committee on the bids received and a recommendation to be taken forward. Taking into consideration the current services being delivered on the existing site.

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

Since the transfer of patient services to the University Hospital Llandough and the vacation of the main elements of Rookwood Hospital, the UHB has needed to put significant resources into the management and security of the site. Significant Health, Safety and Fire risks remain associated with this ongoing liability.

The Assistant Director of Finance has confirmed with Welsh Government that the UHB does not need their authorisation to progress the disposal and sale.

There are significant charity compliance risks that will inform the disposal and the management of the sale proceeds. The UHB Charity trustees must be satisfied that these regulations have been met.

The proposed marketing strategy of the whole site. This will attract interest from local groups and societies.

#### Recommendation:

The Board are asked to

**NOTE** the content of this report.

**APPROVE** the expenditure of £150,000

**APPROVE** the commencement of marketing the entire site.

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	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	
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:

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## Surveys Completed and Required

Item	Detail	Seasonal Constraint?	Priority /RAG
Topographical Survey	This survey is not seasonally constrained but needs to be undertaken before the tree survey can be carried out.	No	COMPLETE
Aerial Photographs / Drone Survey	Check whether the Health Board have any recent aerial photographs. The work is not seasonally dependent, although better pictures can be taken at certain times of the year.	No	COMPLETE
Marketing Agent	Savills Appointed. Will undertake UK wide marketing and advise on disposal etc.	No	COMPLETE
Planning Statement	Tetra Tech Appointed for initial planning brief. May need to be updated to reflect any recent changes in planning regulations since 2019.	No	COMPLETE (2019)
Pre-Ecological Assessment	Initial survey to inform site status and plan further detailed specific ecological surveys.	Yes	PROCURED
Revised Valuation	2021 site values should be refreshed to reflect the current market and to include the wider estate.	No	HIGH
Ground Investigations (Desktop and Intrusive)	The results of the desktop SI will influence the detail and extent of the intrusive SI.  Quotes for the intrusive SI work will be obtained following the production of the desktop report. The survey work should include soak away tests. The report should incorporate a recommendation on foundation design.	No	HIGH
Legal Report on Title	Sets out all the information about the legal title to the property and explains what it means for the disposal.	No	HIGH
Legal Advice for Disposal	Re-appointment: Ensures seller is protected in the drafting of compliant legal documentation.	No	HIGH
Ecology – Building Bat Assessments	Comprising an internal and external assessment of the buildings to be developed to determine the presence or likely absence of bats or the likelihood of the building being used by bats. All buildings assessed as providing potential for roosting bats to be subject to a combination of emergence and return surveys. <i>Survey will be constrained by H&amp;S restrictions.</i>	Yes	HIGH
Planning Advisor	Re-appointment: Planning oversight of disposal.	No	MEDIUM
Listed Building Structural Report	Structural report required for the listed buildings on the site in order to assess their condition.	No	MEDIUM
Traffic Survey and Transport Assessment	The report is not seasonally constrained (although school holiday periods should be avoided)	No	MEDIUM
EPC	EPC only required for those buildings to be retained.	No	MEDIUM
Tree Survey	This survey will require the topographic survey to be undertaken beforehand but is not seasonally constrained. Survey to be undertaken to BS5837.	No	MEDIUM
Utilities	Local utilities provision. Consider the existing utility structure and identify/resolve any problems with the development of the site. The work is not seasonally dependent.	No	LOW
Drainage – Foul & Surface Water	Should investigate current drainage arrangements and liaise with Welsh Water and Environment Agency in order to produce a surface water and foul drainage strategy for the site. The work is not seasonally dependent.	No	LOW

Report Title:	<b>Our Health Meadow – updated position</b>			Agenda Item no.	<b>4.2</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	√	Meeting Date:	<b>19<sup>th</sup> September 2023</b>
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval		Information	√
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

## Main Report

### Background and current situation:

In the Board of Trustees Agenda Setting Meeting held on 23<sup>rd</sup> August 2023, the Chair, Charles (Jan) Janczewski, requested an update on the developments of Our Health Meadow (OHM), for submission to the next meeting of the Charitable Funds Committee and Board of Trustees.

### Current Situation

The last OHM Annual Report was submitted to the Charitable Funds Committee in March 2023 and a subsequent short-term plan discussed in June 2023, which advised members of the ongoing work at the Health Meadow, University Hospital Llandough and the planned appeal fundraising events.

Subsequently the following funds have been secured:

**Hubbubs – £76,800** - to design and create two roundhouses.

**National Lottery Heritage Fund £145,982** - awarded to fund external works to create rear steps at Hafan y Coed, an access path and woodland clearance between the UHL site itself and OHM.

**Gleeds (Global Property and Construction Consultants)** have provided the Health Board's Capital, Planning and Facilities department with assurance regarding cost estimates from Down to Earth for the construction phase of the project

- **Celebration Event**

A celebratory event, showcasing Our Health Meadow took place on 15<sup>th</sup> June 2023 which was very well attended - <https://healthcharity.wales/celebrating-our-health-meadow/>.

The People, Nature and Impact conference saw a day of workshops and discussions about patient experiences, staff engagement, and how the local community have helped to develop Our Health Meadow.

Attendees heard from Lynne Neagle MS Deputy Minister for Mental Health and Wellbeing who praised the project saying, "*The wellbeing benefits of having something like this is absolutely immense.*"

It was also noted that the Our Health Meadow initiative is aligned with Welsh Government projects around social prescribing and climate emergency.

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- **Current and future Provision**

Down to Earth are currently providing 2 days per week / 22 weeks of engagement for patients of Cardiff and Vale University Health Board, supported from the following funds:

Cardiology Endowments	£26,400.00
Prop Appeal Fund - 9448	£13,200.00
Staff Lottery Fund- 9682	£8,400.00
SPUR (external charity) supports spinal injury patients of CAVUHB	£6,000.00
<b>TOTAL</b>	<b>£54,000.00</b>

These sessions enable the development of confidence, new skills and improved rehabilitation and clinical colleagues continue to report on the positive benefits to their health and wellbeing.

**Down to Earth will cease providing these workshops from December 2023 due to funding constraints.**

- **Building with Nature Award\***

Our Health Meadow at University Hospital Llandough has received a Building with Nature Full Award, the first of its kind in Wales.

The Building with Nature Standards provide planners and developers with evidence-based, how-to, guidance on delivering high quality green infrastructure. The Standard puts nature at the heart of development in a way that's good for people and for wildlife.



Vaughan Gething MS Minister for the Economy of Wales said, *“I’m really interested in seeing what we can create together here and the benefit it will provide for both patients, staff and the wider community. To develop something together with nature to have not just a net biodiversity gain but provide even more evidence for how outdoor health care can help you, me and everybody else who need our NHS.”*

Cardiff & Vale UHB CEO, Suzanne Rankin said, *“Our Health Meadow is an absolutely inspirational project which is creating a new kind of space for health care delivery. It will create the opportunity for us to explore, and develop an understanding of the evidence base around this kind of healthcare, and create a space where our local community can get down to nature and experience this wonderful landscape.”*

<https://healthcharity.wales/our-health-meadow-receives-prestigious-award/>

\* subject to post construction sign-off

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- **Arts Programme Progress at Our Health Meadow**

Dynamic sycamore sculpture by artist Gideon Petersen has been installed on site - <https://cardiffandvale.art/2023/06/14/the-sycamore-sculpture-by-gideon-petersen/>

Dilys Jackson's Pollen Form sculpture is being appreciated at the entrance to the site - <https://cardiffandvale.art/2022/07/26/artist-dilys-jackson-unveils-artwork-at-our-health-meadow/>

A beautifully carved Polyn Pren proudly stands in the wooded area of Our Health Meadow. The stump, initially taken from the site, has been carefully designed by our volunteers, and then carved on site by Thomas Carvings before being reinstalled at Our Health Meadow - <https://cardiffandvale.art/about-me/>



Sculpture Trail proposal - <https://cardiffandvale.art/2023/06/13/10220/>

- **Staff Vegetable Growing Project supported by a Staff lottery bid**

The Staff Vegetable Growing Project is a project focused on wellbeing and organic food growing. Consisting of half-day taster sessions, it invites colleagues to learn new skills and grow their confidence in growing their own food, even on a desk or windowsill at home.

<https://healthcharity.wales/staff-vegetable-growing-project/>

- **Imagining Better Bid**

OHM has partnered with Public Health Wales to submit a bid, 'Imagining Better' to UKRI research funding - [Collaborative community research to tackle health inequalities – UKRI](#) and are awaiting any feedback. 'Imagining Better' addresses the need for cross-sector collaboration in tackling health inequalities.

The project aims to explore how transforming healthcare spaces can affect the experience of delivering and receiving care, and help to realise benefits of arts and nature for wellbeing in these spaces. Engagement with arts or nature has positive impacts on mental wellbeing particularly among individuals from less affluent backgrounds. Combined approaches offer a route to increasing wellbeing and nature-friendly behaviours. 'Our Health Meadow' exemplify how such methods can impact wellbeing, guided by modern social-ecological models of wellbeing. The project brings together creative practitioners, humanities scholars, psychologists and environmental experts across Wales to build on this existing provision.

- **NHS Charities Together**

Grant funding of **£41,488** has been received from NHS Charities Together to provide an outdoor sheltered seating area, which will be completed by Down to Earth and participants funded by Clinical Boards, between July and December 2023.

- **Future Funding**

A recent funding application has been submitted to the Shared Prosperity Fund for consideration.

Throughout the remainder of 2023 and into 2024, the Health Charity's ambition for the development of the OHM will continue to explore potential income opportunities via its robust communications and engagement action plan, under the direction of the Health Meadow Steering Group, Chaired by Mike Jones.

• **OHM Terms of Reference**

The Our Health Meadow Terms of Reference have recently been revised and approved by the OHM Committee; copy is attached for information.

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

I am pleased to report on the continued work taking place at Our Health Meadow which demonstrably improves patient outcomes and wellbeing.

I am also pleased to report on the project’s success in receiving the Building with Nature Award in June 2023.

The Health Charity and Health Meadow Steering Group will continue to explore all available options to secure further funding and build on the success of the project to date.

**Recommendation:**

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

- Receive for information this update on Our Health Meadow
- Agree for the Trustees to receive this report (as requested by the Chair of Trustees)

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

*Please tick as relevant*

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

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

*Please tick as relevant*

Prevention	√	Long term	√	Integration	√	Collaboration	√	Involvement	√
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**Impact Assessment:**

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

**Risk: No**

*Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)*

**Safety: No**

*Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Financial: No**

*Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

<b>Workforce: No</b>	
<i>Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>	
<b>Legal: No</b>	
<i>Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)</i>	
<b>Reputational: No</b>	
<i>Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)</i>	
<b>Socio Economic: No</b>	
<i>The Socio-Economic Duty is to designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.</i>	
<i>Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: <a href="#">The Socio-economic Duty: guidance   GOV.WALES</a></i>	
<i>(If this has been addressed in the main body of the report, please confirm)</i>	
<b>Equality and Health: No</b>	
<i>Equality Health Impact Assessments (EHIA) are typically undertaking when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.</i>	
<i>Useful guidance on the completion of an EHIA can be found at the following link: <a href="#">EHIA toolkit - Cardiff and Vale University Health Board (nhs.wales)</a></i>	
<i>(If this has been addressed in the main body of the report, please confirm)</i>	
<b>Decarbonisation: Yes/No</b>	
<i>Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.</i>	
<i>(If this has been addressed in the main body of the report, please confirm)</i>	
<b>Approval/Scrutiny Route:</b>	
<b>Committee/Group/Exec</b>	<b>Date:</b>

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**GIG**  
CYMRU  
**NHS**  
WALES

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



Registered Charity No. 1056544

# **Our Health Meadow and Associated Green Projects**

## **Terms of Reference and Operating Arrangements**

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## PURPOSE

The role of the Group is to receive, consider and monitor the implementation of green sustainable and bio-diverse projects to support, benefit and improve the Health and Wellbeing of patients, visitors and staff within Cardiff & Vale University Health Board

The Group will consider the impact of the 'Wellbeing Future Generations Act 2015' and its 7 Wellbeing Goals in relation as required of the Health Boards in relation to the Welsh Government's Legislation.

In fulfilling this function, the Group will:

- Ensure all agreed green projects comply with policies of the Health Board
- Monitor and review the effectiveness of the projects on the green agenda
- Evaluate the sustainability of the projects and how they will be funded
- Receive proposals prepare to assist 'internal and external funding grants to support the projects
- Ensure the most efficient and effective use of resources provided to fund projects
- Make best use of the expertise that is within the Group to ensure viability of the projects
- To influence, support and promote green / national nature services

## 2 ROLE AND FUNCTION

a) The Group will explore and implement projects to improve the Health and Wellbeing of patients, visitors and staff across the Health Board. These will include:

- Our Health Meadow
- Horatio's Garden - Completed
- WellBEEing project
- Queens Green canopy - Completed
- Keep Wales Tidy
- Grow Cardiff project
- Staff wellbeing outside areas - Completed
- Other projects will be identified as this work develops

b) The Group will provide regular progress reports to the Charitable Funds Committee and the Wellbeing Future Generation Group

c) Where required sub groups will be established to support agreed projects

d) The Group will work closely with the Cardiff & Vale Health Charity to maximise opportunities for partnership working and fundraising with external partners

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- e) The work of the Group will report for 'information only' to the Local Partnership Forum and the Health Board's Health and Wellbeing Group
- f) The Group will communicate internally and externally the work of the Group
- g) The Group will oversee the partnerships, that impacts on the green agenda

### 3. OPERATING ARRANGEMENTS

The membership of the Group will include;

- Chair – Independent Member
- Vice Chair
- Senior Management Representative
- Head of Health Charity
- Therapies Representative
- Facilities / Sustainable Representatives
- Fundraising Officer for Our Health Meadow Appeal
- Senior Communications and Engagement Officer for Health Charity
- Project Lead for Our Health Meadow Project
- Representative from Public Health
- When appropriate external partner representative for specific key projects
- Patient / Carer Representative
- Bio diverse champion including volunteers
- Clinical Fellow for Sustainable Green Health
- Representative from Cardiff & Vale Local Authorities
- Representative from Procurement
- Representative from the Community
- Representative from the Local Council
- Representative from Patient Experience

#### **Advisory Representatives:**

- Representative from Estates

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- Representative from Finance

The representatives attend in an advisory capacity and have no voting rights.

The Group may invite any others from within or outside the organisation to attend all or part of a meeting to assist with its discussions on any particular matter

Deputies may attend in the absence of a member and it will be the member's responsibility to ensure they are appropriately briefed and able to contribute to the decision-making process

The Group may establish sub-groups or task groups to perform time limited work to advise on specific matters

The Chair and Vice Chair can take action on behalf of the Group in extraordinary circumstances or where the meeting is not quorate. All actions taken by the Chair / Vice Chair must be ratified at the next Group meeting

#### **4. QUORUM**

The quorum for the Group will require 40% of the membership to be present at the meeting. This must include the Chair or Vice Chair of the Group

#### **5. REPORTING**

The Group will report to the Charitable Funds Committee and the Wellbeing Future Generation Group at meetings and provide an annual report

#### **6. SECRETARIAT**

The Senior Manager's office will provide administrative support to the Group meetings

#### **7. FREQUENCY OF MEETINGS**

The Group will meet Quarterly

#### **8. REVIEW**

The Terms of Reference will be reviewed 3 yearly (next review March 2027).

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Report Title:	<b>FUNDRAISING REPORT</b>			Agenda Item no.	<b>4.3</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	√	Meeting Date:	<b>19<sup>th</sup> Sept 2023</b>
Status <i>(please tick one only):</i>	Assurance	Approval		Information	√
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>				

### Main Report

#### Background and current situation:

#### 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> June – 31<sup>st</sup> August 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> June - 31<sup>st</sup> August 2023.

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

#### Recommendation:

The Committee is requested to:

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

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

*Please tick as relevant*

• Reduce health inequalities		- Have a planned care system where demand and capacity are in balance	
• Deliver outcomes that matter to people	√	- Be a great place to work and learn	√
• All take responsibility for improving our health and wellbeing	√	- Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	√
• Offer services that deliver the population health our citizens are entitled to expect		• Reduce harm, waste and variation sustainably making best use of the resources available to us	√
• Have an unplanned (emergency) care system that provides the right care, in the right place, first time		• 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:

## Health Charity Fundraising Report June - August 2023

	<p>The annual PROP Appeal Blue Tie Ball scheduled for 6<sup>th</sup> October. A headline sponsorship of <b>£3,000</b> has been secured by Hugh James Solicitors and sponsorship of refreshments also confirmed. Tickets are currently on sale for this event.</p> <p>Three new members have joined the Prop Appeal Committee; all external volunteers who will bring a wealth of knowledge, experience and fundraising ideas.</p> <p>Prop Appeal Committee recently agreed the spend of <b>£13,200</b> towards the continuation of rehabilitation for Neuro patients at Our Health Meadow.</p>
	<p>Fundraising income via the Breast Centre Appeal reached over <b>£1, Million</b> in July '3.</p> <p>Events held in the last quarter include:</p> <p><b>June '23</b> - Breast Centre patients, Hazel Dawson and Karon Norton completed a Welsh 3 Peaks</p>

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	<p>Challenge (funds shared between the Breast Centre/ Maggies/ Velindre – current fundraising total of <b>£2,215</b>.)</p> <p>Patient Rhian Griffiths held a fundraising evening in June and raised <b>£18,300</b> for the Breast Centre Appeal, this is in addition to Rhian’s Ramble last year where colleagues raised over <b>£5,000</b> to support Rhian.</p> <p><b>July 2023 - Strictly Top Dancer</b> – fundraising balance of <b>£24,000</b> to date.</p> <p>Valued supporter, Irene Hicks continues to fundraise for the Breast Centre Appeal, donating <b>£1,500</b> over the last 3 months.</p> <p><b>The Pink Tie Gala Dinner</b> on 2<sup>nd</sup> December 2023 is fully booked. Breast Centre Committee continue to try to secure sponsorship.</p> <p><b>New members of the Breast Centre Committee</b> are :  Anna Powell-Chandler, Consultant Breast Surgeon and Michelle Baker, Service Manager at the Breast Centre.  Appeal fund-holders are Rachel Thomas, Director of Operations, Surgery Clinical Board and Sumit Goyal, Consultant Surgeon.</p>
	<p>Reported legacy income at the financial year end (2022/23) totalled <b>£422,833</b>.</p> <p>The Health Charity continues to develop its awareness raising through the “Gift in Wills” campaign.</p>
	<p>The Staff Lottery SuperMegaDraw is scheduled to take place on Friday 24<sup>th</sup> November, creating four <b>£1,000</b> winners and a single winner of <b>£23,000</b>. Promotion of the draw is ongoing via social media, ESR payslips and SharePoint notifications.</p>
	<p>‘Cash 4 Coins’ – fundraising via the collection of foreign or outdated currency has been launched across the Health Board, with collection tins in most Aroma outlets, the Breast Centre and Cashiers Dept at UHW and the Health Charity office at Woodland House.  Unfortunately, the collection tin located at UHW Cashiers was stolen in early August and a replacement will be provided.</p>

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	<p><b>June '23</b> - Work completed on the building of two roundhouses, funded from a generous donation of <b>£76,800</b> by Hububs.</p> <p>Funding contributions to support the temporary continuation of therapeutic interventions for service users, has been agreed from the Cardiology Endowment Fund, Prop Appeal and Spur Charity.</p> <p><b>July '23</b> - Submission of Applications to the Shared Prosperity Fund and Moondance Foundation have been made / decisions expected in September.</p>
	<p>A grant award of <b>£197,900</b> was received from the NHSCT/Starbucks Greener Communities Fund for a Grow Cardiff project. Work commences in August '23.</p>
	<p>Funding from the 'In for a Penny' scheme currently supports 'Our Health Meadow' and the 'Arts for Health &amp; Wellbeing Programme'. Further information is available via: <a href="https://healthcharity.wales/hospital-staff/in-for-a-penny/">https://healthcharity.wales/hospital-staff/in-for-a-penny/</a></p>
<p><b>Health Charity Team update</b></p>	<p>Due to the early departure of the recently appointed Digital Communications Assistant, a replacement is being recruited into via TRAC. <b><i>Project is grant funded from NHSCT for a fixed term position until May 2024.</i></b></p>

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Report Title:	<b>Reporting Feedback on Successful CFC Bids – Forget Me Not Chorus</b>		Agenda Item no.	<b>4.4</b>	
Meeting:	<b>Charitable Funds Committee</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:	<b>19<sup>th</sup> September 2023</b>
		Private	<input type="checkbox"/>		
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>		
Lead Executive:	<b>Catherine Philips, Executive Director of Finance</b>				
Report Author (Title):	<b>Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement</b>				

## Main Report

### Background and current situation:

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 project evaluation report outlining the outcomes, any lessons learnt and the impact of the project on its intended recipients.

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

This report provides final feedback on the following successful bid:

### **Forget Me Not Chorus (FMNC): The Calon Chorus - A Choir for Bereaved Dementia Carers – 12-month pilot project – Approved Bid - £12,500**

The Forget Me No Chorus submitted a successful bid for funding via the Arts Programme, which enabled the launch of the Calon Chorus (12-month pilot). The Calon Chorus primarily serves anyone bereaved after having cared for someone for dementia, and in the context of the covid pandemic this is a significant population. Research published by the Office for National Statistics (1<sup>st</sup> July 2022) revealed that among deaths due to Covid in England and Wales in 2021, dementia was the most common pre-existing condition.

The majority of the current Calon Chorus choristers have graduated into the choir after having previously supported partners and family members with dementia in participating in the Forget-me-not Chorus Choirs. The involvement with Forget-me-not Chorus became an essential aspect of many carers wider social support.

Following the death of the person being cared for, the involvement with the Forget-me-not Chorus would typically end shortly after, however the Calon Chorus provided a means for carers to be able to continue to access and enjoy recreational singing. The choir serves as a vehicle for expression through music and song, and a means of obtaining mutual support from others who understand the challenge of bereavement after having cared for someone with dementia. Involvement with the Calon Chorus can provide an outlet for people to counter feelings of loneliness and isolation through the company, friendship and care of others who they know to be 'fellow travellers'. The Calon Chorus' existence is largely a response to the recognition that the impact and consequences of dementia flows out beyond the life and death of the person with dementia themselves.

### **Project Launch**

With its first formal session taking place on the 22<sup>nd</sup> September 2022, the Calon Chorus meets weekly on Thursdays at the Canton Uniting Church, Cardiff (6.30 to 8.30pm).

The sessions are facilitated and hosted by a highly experienced professional musical lead and a professional pianist. The Calon Chorus is open to anyone bereaved after having cared for someone with dementia, regardless of how much time has passed since the bereavement.

Involvement with the Calon Chorus is not time limited but is determined by the needs of the individual. The ethos of the chorus is that the sessions provide a joyous uplifting experience which enables people to benefit from the expressive power of music and song. People attending do so in the knowledge that they are joining with others who understand through personal experience the challenges related to bereavement and loss after having cared for someone with dementia. The weekly singing sessions include a mid-point tea and cake break which enables conversation and the sharing of experiences.

## ASSESSMENT AND PROGRESS

The first year of activity saw the Calon Chorus meet for agreed term dates between 22<sup>nd</sup> September and 13<sup>th</sup> July 2023 for thirty-one sessions. In addition, they performed at several formal concert events. The three principal events being –

1. **10<sup>th</sup> December 2022** The Calon Chorus joined forces with the Forget-me-not Chorus choirs to perform with the City Voices at the St David's Hall, Cardiff for a Christmas concert.
2. **15<sup>th</sup> December 2022** The Calon Chorus performed at the Forget-me-not Chorus annual Christmas concert hosted by the All Nations Centre, Cardiff.
3. **4<sup>th</sup> June 2023** The Calon Chorus performed at the Weston Studio, Wales Millennium Centre, Cardiff, alongside the Forget-me-not Chorus and singers and musicians from the Welsh National Opera. Poetry based upon the life experiences of the bereaved carers involved in Calon was interwoven with popular songs celebrating the joy of community and the importance of kindness.

The Calon Chorus currently has fifteen active members and several volunteers who are typically associated family members, meaning that attendance at sessions can be up to twenty people. The Calon Chorus has the capacity to continue its growth, and is actively engaged in an ongoing process of advertising to encourage new membership.

The experience gained by the Forget-me-not Chorus Charity from the launch of previous projects indicates that the current level of participation is a very pleasing and encouraging start up achievement for a project which is less than one year old. The hope and expectation is for further growth in the period ahead.

Since the start-up of the Calon Chorus, Mark Jones (who submitted the bid) has participated as a volunteer. He has participated directly in the sessions and in the concert performances. He describes it as a wonderfully fulfilling experience witnessing first-hand how the initiative has developed and the incredibly positive responses of all the participants.

Feedback received from three participants –

*'Calon has hugely helped me in a way that nothing else has. It gives me a huge sense of wellbeing to be able to support other people and to benefit from their support'.*

*'My 2 hours with Calon and the 2 Bens on Thursday evening are the high point of my week. A total escape with no worries, great company and good music'.*

*'Suddenly we were in a room full of people, I knew some of them previously from being at the community session, and we were all together. The relationships are already there and there's that unspoken connection of having lived with and cared for somebody with dementia. The stories you're able to share are supportive.... I think the single word that best describes it is 'family'.*

Cardiff & Vale Health Charity has received acknowledgment within all promotion and advertising of the Calon Chorus.

## SUMMARY

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

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

In the context of a long-term task of healing the work is only just beginning.

**£11,840.00** has been spent by Forget me Not Chorus from the **£12,500** approved in CFC meeting on 22/03/2022.

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

I am pleased to submit this report to the Charitable Funds Committee, outlining the success of the funding allocation of £12,500 approved in CFC meeting on 22/03/2022, to improve the experience and challenges related to bereavement and loss for individuals who have cared for someone with dementia.

### Recommendation:

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

Receive this report as **Assurance** of the use of charitable funds for its intended purpose, as approved by the CFC.

### 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>									
<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									
<b>Approval/Scrutiny Route:</b>									
Committee/Group/Exec					Date:				

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## Charitable Funds Committee Approved Bids - March 2018 - current date

CFC 20.06.23 / Item 4.2.2 / Appendix 1								
CFC Meeting Date	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Approve	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 - Project end date Nov 2023</b>
29 <sup>th</sup> 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.
6 <sup>th</sup> 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
1 <sup>st</sup> 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
21 <sup>st</sup> 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	June '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

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## Charitable Funds Committee - Endorsed Expenditure of NHSCT Grant Funds over £25k - March 2018 - current date

CFC Meeting Date	Project name	Project Lead	Title	Total approved grant	Update report to Committee	Interim report	Final Report to Committee	Expenditure Approval
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	NHSCT RESTRICTED FUNDS - expenditure approved by CFC (July 2021)
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	NHSCT RESTRICTED FUNDS - expenditure endorsed by CFC /approved by Board of Trustees (Jan 2022)
20th June 2023	Recovery College Senior Peer Training 2nd Instalment (extended funding)	Susie Boxhall		£35,963	N/A	Dec-23	Dec-24	
20th June 2023	Development Grant for recruitment of a temporary Communications Assistant	Justine Winter/Lucie Barrett	Executive Director of Finance	£29,748	N/A	Dec-23	Jun-24	12 month Project - May 2022 - May 2023
20th June 2023	Arts Social Prescribing 2nd Instalment and Our Health Meadow	Mel Wotton/ Georgina Burke		£121,409	N/A	Sep-23	Sep-24	
20th June 2023	Starbucks Greener Communities Fund - Grow Cardiff	Isla Horton /Sue Dickson-Davies		£197,900	N/A	Sep-24	Sep-25	Project to run from August 2023 to August 2025
20th June 2023	Space to Grow	Melanie Wotton	Arts Programme	£49,620	N/A	N/A	Jun-24	Arts Council for Wales Monies received
20th June 2023	Arts & Minds - Barings	Melanie Wotton	Arts Programme	£28,600.00	N/A	N/A	Dec-23	Barings and Arts Council of Wales

**Key:**

Expenditure approved by CFC/BoT in line with charitable funds approvals scheme of delegation

Expenditure requires approval by CFC/BoT in line with charitable funds scheme of delegation

Saunders Nathan  
19/09/2023 12:21:14

## Charitable Funds Committee Approved Bids - 2018 - 2023

CFC meeting Approved	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Awarded	Update report to Committee	Final Report to Committee
20 <sup>th</sup> March 2018	Information Screens	Michelle Fowler	Exec. Nurse Director	£ 24,750.00		Completed Mar-20
29 <sup>th</sup> March 2018	Nutrition & Hydration	Nutrition & Dietetics Services	Exec. Director of Therapies &	£ 295,000.00		Completed Mar-20
11 <sup>th</sup> December 2018	First Impressions, Barry Hospital	Peter Welsh	Maria Battle	£ 99,500.00		Completed Dec-19
11 <sup>th</sup> December 2018	IBD Service at UHL	Claire Tibbatts, UHL	Sarah Edwards	£ 20,000.00	Mar-20	Completed Sep-20
11 <sup>th</sup> December 2018	Arts Funds Bids	Simone Joslyn	Maria Battle	£ 70,000.00		Completed Mar-20
11 <sup>th</sup> December 2018	BSL Training & Awareness	Angela Hughes	Exec. Nurse Director	£ 29,928.00	Jun-19	Completed Sep-20
11 <sup>th</sup> December 2018	Promoting Health Charity Visibility	Simone Joslyn	Akmal Hanuk	£ 60,000.00		Completed Dec-19
19 <sup>th</sup> March 2019	Sustainable Travel for UHB	Joanne Brandon	Abigail Harris	£ 391,854.00	Dec-19	Completed Nov-20
11 <sup>th</sup> June 2019	RITA	Joanne Wilson	Exec. Nurse Director	£ 28,776.00	May 2020	Completed Sep-20
11 <sup>th</sup> June 2019	Dental Information Screens	Eira Yassien	Chief Operating Officer	£ 13,084.80		Completed Mar-20
11 <sup>th</sup> June 2019	Health Charity Website	Simone Joslyn	Exec Nurse Director	£ 12,410.00		Completed Sep-20
4 <sup>th</sup> November 2020	Provide a Staff Haven at University	Nicola Bevan	Director of Workforce and	£ 54,000.00		Completed Mar-21
27 <sup>th</sup> June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and	£ 352,586.00	Sep-20	Completed Jun-21
27 <sup>th</sup> June 2019	Disposal of Rookwood	Nicola Foreman	Director of Governance	£ 155,000.00		Completed Jun-21
9 <sup>th</sup> Feb 2021	St David's Children Centre	Katie Simpson	Exec Nurse Director	£ 39,353.42		Nov-21
25 <sup>th</sup> January 2021	Covid-19 Patient Experience Support Project	Angela Hughes	Exec Nurse Director	£ 25,000.00		May-22
25 <sup>th</sup> January 2021	Recovery and Wellbeing College Senior Peer Trainer	Hannah Moreland-Jones	Exec Nurse Director	£ 31,237.59		May-22
21st September 2021	Our Health Meadow	Simone Joslyn	Head of Health Charity and Arts programme	£ 80,000		Sep-22
6th December 2021	Outdoor Staff Havens	Simone Joslyn	Head of Health Charity and Arts programme	£ 79,800.00		Sep-22
21st June 2022	Improving The Environment of the Employee Wellbeing Service	Simone Joslyn	Head of EWS	£ 60,000.00	N/A	March '23
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	March '23
21st June 2022	Employee Wellbeing Service - Proactive Wellbeing Support for Staff and Managers	Nicola Bevan	Exec Director of People and Culture	£ 194,864	N/A	Funding not required due to revenue availability

Report Title:	<b>STAFF BENEFITS GROUP REPORT</b>		Agenda Item no.	<b>4.5</b>
Meeting:	<b>CHARITABLE FUNDS COMMITTEE</b>	Public	Meeting Date:	<b>19<sup>th</sup> September 2023</b>
		Private		
Status <i>(please tick one only):</i>	Assurance	Approval	Information	X
Lead Executive:	<b>Rachel Gidman, Executive Director of People and Culture</b>			
Report Author (Title):	<b>Barbara John, Business/Operational Manager, Communication, Arts, Health Charity and Engagement</b>			

## 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 March - May 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 SBG, its partners/discount providers and the Communications Team digital support. Administrative support is also provided by the Communication, Arts, Health Charity and Engagement Team.

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 quarterly meeting of the Staff Benefits Group was held on 8<sup>th</sup> August 2023 and recorded the following activities:**

### Salary Sacrifice Scheme

- The group agreed that further research and benchmarking is required on the Home and Electronic Salary Sacrifice Schemes before a decision can be made on whether to proceed.

A scoping exercise is to be conducted with other Health Boards to review the no. of employee sign ups and receive information on their preferred providers.

- Cycle to Work Scheme and Cycle to Work Day (3<sup>rd</sup> August) has been actively promoted via internal staff engagement platforms.

A review of the scheme to include employee uptake statistics, to be provided to the next meeting. Consideration given to scheme awareness raising via CAVUHB employee inductions and promotions featuring UHB colleagues who currently participate in the scheme.

### **Staff Financial Wellbeing (Cost of Living Crisis)**

Strategic Wellbeing Group continue to meet regularly to discuss the current economic situation, it's impact on employees and explore ways in which the Health Board can provide advice and support.

### **Staff Benefits Partners**

#### **Nathaniel Cars Group (NCG)**

- Promotional vehicles were installed at entrances to University Hospital Llandough and University Hospital Wales in July '23.
- An Electrical Vehicle Pop Up Event took place at the UHW Concourse on 19<sup>th</sup> July 2023. colleagues.
- Updated Affinity Deals graphics have been received and promoted via the Staff Benefits webpages.
- Partnership Group Meetings membership has been revised following Peter Welsh's retirement; Rachel Gidman and Mike Jones will join future meetings.
- Partnership contract review to take place prior to December 2023.

### **Staff Benefits Providers**

No new Staff Discount Providers Proposals were received during the last quarter and new offers for free tickets/discounts etc., which were time limited and approved by the SBG by email during this period were tabled for noting.

### **Staff Benefits Promotions**

Content during the next quarter will be aligned to key Health Board and Public Health Services messaging and include features on staff wellbeing and back to school savings.

### **CAVUHB Corporate Staff Benefits Webpages**

Recent meetings have taken place with People and Culture to review the content of the Health Boards' Corporate Staff Benefits webpages and discuss alignment with the Staff Benefits Savings and Discounts, to refresh all content, avoid duplication and improve visual imagery. Work is in progress and regular meetings ongoing.

**The next meeting of the Staff Benefits Group is scheduled for the 7<sup>th</sup> November 2023.**

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

The Staff Benefits Group continues to support colleagues across Cardiff and Vale University Health Board by promoting internal employee benefits and external staff discounts/offers via staff engagement platforms, including CAVUHB Internet /Staff Connects/Sharepoint/social media platforms and digital screens.

**Recommendation:**

The Committee are requested to:

**RECEIVE FOR INFORMATION** the Staff Benefits Group Report for the period June - August 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: Yes/No**

*Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)*

**Safety: Yes/No**

*Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Financial: Yes/No**

*Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Workforce: Yes/No**

*Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Legal: Yes/No**

Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)

Reputational: Yes/No

Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)

Socio Economic: Yes/No

The Socio-Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.

Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: [The Socio-economic Duty: guidance | GOV.WALES](#)

(If this has been addressed in the main body of the report, please confirm)

Equality and Health: Yes/No

Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.

Useful guidance on the completion of an EHIA can be found at the following link: [EHIA toolkit - Cardiff and Vale University Health Board \(nhs.wales\)](#)

(If this has been addressed in the main body of the report, please confirm)

Decarbonisation: Yes/No

Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.

(If this has been addressed in the main body of the report, please confirm)

Approval/Scrutiny Route:

Committee/Group/Exec

Date:


Saunders, Nathan  
19/09/2023 12:21:14

Report Title:	<b>STAFF LOTTERY BIDS PANEL REPORT</b>			Agenda Item no.	<b>4.6.1</b>	
Meeting:	<b>Charitable Funds Committee</b>	Public	<input checked="" type="checkbox"/>	Meeting Date:	<b>19<sup>th</sup> Sept 2023</b>	
		Private	<input type="checkbox"/>			
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	Information	<input type="checkbox"/>
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>					
Report Author (Title):	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>					

## Main Report

### Background and current situation:

The 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> July 2023**. This report includes applications from July 2023.

### Successful Staff Lottery Bids Panel Projects. Staff Vegetable Growing Project



The Staff Vegetable Growing Project focusses on wellbeing and organic food growing. Consisting of half-day taster sessions, it invites colleagues to learn new skills and grow their confidence in growing their own food, even on a desk or windowsill at home. The sessions aim to aid wellbeing and connection, and support the physical and mental health of employees.

According to ongoing research, gardening and growing food are beneficial for both physical and mental health. Beyond the joy of nurturing plants and witnessing their growth, these activities provide a direct connection to nature, allowing individuals to unwind and alleviate stress in a serene environment. Growing one's own produce also supports the consumption of fresh, nutritious foods, fostering a balanced diet and potentially reducing the risk of diet-related health issues.

The food growing workshops have been delivered at Our Health Meadow by Down to Earth, our long-standing partners who are champions of sustainable living, and have been working with patients, staff and volunteers to transform Our Health Meadow into a green and biodiverse haven situated on the University Hospital Llandough site.

The sessions have been well attended by CAUHB colleagues, who have created a blooming planter, with chives, tomatoes, herbs and other vegetables that have been thriving in the summer months. It has given the attendees confidence to begin gardening at home, empowering them to begin their own growing projects.

Cardiff & Vale Health Charity has been delighted to support the Staff Vegetable Growing Project, as it promotes mental and physical health of our wonderful colleagues. As well as reducing stress and providing more avenues for a healthy diet, the project is also sustainable and positive way to engage with natural environments.

## South Asian Celebratory Event.

The South Asian Celebratory Event was held on Friday 28<sup>th</sup> July 2023 at the Education, Culture & Organisational Development Department (ECOD) to celebrate and honour South Asian Heritage Month.



July seeks to commemorate, mark and celebrate South Asian cultures, heritage and communities. CAVUHB has a thriving cultural diversity, a significant portion of our dedicated workforce carries the legacy of South Asian heritage. The event was held to express gratitude and bring awareness to the huge contribution South Asian communities make to our healthcare.

The Celebratory Afternoon was thoroughly enjoyed by all attendees and provided an opportunity to embrace and share cultures, histories and contributions, promoting a greater understanding and appreciation of our colleagues with South Asian heritage.

Jessica Johns, the Clinical Skills Facilitator at ECOD said: “As the department for Education, Culture & Organisational Development we work closely with international nurses and are aware of the huge contribution they make to our healthcare workforce. The Afternoon Tea event to honour South Asian Heritage Month, funded by the Health Charity, offered us the opportunity to celebrate this amazing community and say a big “Thank you” to them.’

Staff Lottery funding supported the provision of refreshments throughout the day, including a sweets platter from Vegetarian Food Studio, a local family-run restaurant where the head chef, Neil Patel, has developed his passion and knowledge from his Grandmother.

Cardiff & Vale Health Charity were thrilled to support the event with funding from the Staff Lottery, as it celebrates our diverse workforce and shows appreciation of the hard work they do.



Saunders, Nathan  
19/09/2023 12:21:14

**Staff Lottery Bids Panel Bids July 23 (↑ £10k)**

	No	Applicant	Destination	Description	Amount	Outcome
July-23	BP752	Rebecca Alyward-Angela Hughes	Corporate Nursing	King's Coronation and International Nurse Day Celebrations. UHB wide	£4,935	Approved in principle at the March meeting
	BP753	Simone Joslyn	Head of Health Charity	Volunteer Days July to Dec 2023. To support the volunteer programme with Down to Earth facilitating the programme on Our Health Meadow	£8,400	Chairs Action (Due to the timescale of the project and availability of the support via Down to Earth, this bid was approved via Chair's Action)
	BP754	Linda Edwards	Sam Davies Ward-Barry Hospital	Creating a hospital courtyard garden for staff and patient use, across Barry Hospital	£9,492	Chairs Action (Due to the timescale of the project and availability of the support via the Estates team, the bid was approved via Chair's Action, in order for the garden to be completed by the Summer.)
	BP755	Mark Dunford	Occupational Health	Improving the service user experience in the Occupational Health Department, including furniture and art installation	£8,413	Approved
	BP756	Julie Turner	HMP Cardiff	Colourful wall vinyl's to enhance the patient area	£7,041	Approved Merged with BP758. £10,000
	BP757	Alex Staples	Arts for Health and Wellbeing	Calon Chorus-Choir sessions for people with dementia and their loved ones	£9,722	Approved
	BP758	Julie Turner	HMP Cardiff	Colourful wall vinyl's and dining room table and chairs to enhance the staff rest area	£6,422	Approved Merged with BP756. £10,000
	BP759	Linda Edwards	Sam Davies Ward. Barry Hospital	Talking Point. Music and art sessions for dementia patients	£6,975	Approved

Saunders, Nathan  
19/09/2023 12:21:14

	BP760	Meg Pearson	Medical Illustration	Replacing studio flooring	£3,433	Approved
	BP761	Amy Street	Cardiff Community Resource Team	Water Cooler	£6,544	Approved
	BP762	Jayne Sutherland	Anaesthetics	Optomising Airway Training for children and adults	£10,000	Deferred to November
	BP763	Karen Doyle	Capital Estates and Facilities	UHW front entrance enhancement works	£9,783	Deferred to November
	BP764	Nicholas O'Sullivan	Cardiff Edge: Artwork for wellbeing	Cardiff Edge: Artwork for wellbeing	£9,882	Rejected
	<b>Total</b>				<b>£101,042</b>	

Saunders, Nathan  
19/09/2023 12:21:14

Small Bids Panel (Fast Track) Approved Bids July 2023 (↑£250)					
	No	Applicant	Service	Description	Amount £
July - 23	SBP251	Sam Sell	NW Locality Team	Community Mental Health Football Group. New equipment	£250
	SBP252	Barbara Jones	Perioperative Care Education Lead	Support National OPD Day	£250
	SBP53	Gemma Williams	Children & Women Clinical Board	C&W Staff Recognition Awards	£250
	SBP254	Jay Coakley	Young Onset Dementia Service	Cariad Café Clay Workshop	£135
	SBP255	Ava Kelly	Occupational Therapy-Glan Ely Ward. St David's	Step Down to Recover and Assess project	£97
	SBP256	Sarah Potts	Medical Illustration	Locker Storage for Photographers	£133
	SBP257	Maisy Provan	Armed Forces Covenant and Veterans Healthcare Collaborative Lead	Raising the Flag. Raising awareness of the Armed Forces Community, Celebratory Event, providing refreshments	£168
	SBP258	Violet Thomas	HCSW Development Team - Unit 4, Ty Glas	Microwave	£90
	SBP259	Violet Thomas	HCSW Development Team - Unit 4, Ty Glas	Fridge	£169
	SBP260	Chloe Chettleburgh	Innovation and Improvement	Change Champions Incentive - 10x £25 Amazon Vouchers	£250
	<b>Total</b>				<b>£1,792</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 as it continues to grow and increasing income to the Health Charity. Staff 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 Cardiff and Vale University Health Board.

**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: No**

*Please include the detail of any Risk Assessments undertaken when preparing and considering the content of this report and, where appropriate, the nature of any risks identified. (If this has been addressed in the main body of the report, please confirm)*

**Safety: No**

*Are there any Staff or Patient safety implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Financial: No**

*Are there any Financial implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Workforce: No**

*Are there any Workforce implications associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Legal: No**

*Are there any legal implications that arise from the content and proposals contained within this report? If so, has advice been sought and what was the outcome? (If this has been addressed in the main body of the report, please confirm)*

**Reputational: No**

*Are there any reputational risks associated with the content and proposals contained within this report? If so, have these been fully considered and have plans been put in place to mitigate these? (If this has been addressed in the main body of the report, please confirm)*

**Socio Economic: No**

*The Socio-Economic Duty is designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.*

*Useful Guidance on the application of the Socio-Economic Duty can be found at the following link:*

[The Socio-economic Duty: guidance | GOV.WALES](#)

*(If this has been addressed in the main body of the report, please confirm)*

**Equality and Health: Yes/No**

*Equality Health Impact Assessments (EHIA) are typically undertaken when developing or reviewing Health Board strategies, policies, plans, procedures or services. Do the proposals contained within the report necessitate the requirement for an EHIA to be undertaken? If so, please include the detail of any EHIA undertaken or the plans are in place to do so.*

*Useful guidance on the completion of an EHIA can be found at the following link: [EHIA toolkit - Cardiff and Vale University Health Board \(nhs.wales\)](#)*

*(If this has been addressed in the main body of the report, please confirm)*

**Decarbonisation: Yes/No**

*Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made.*

*(If this has been addressed in the main body of the report, please confirm)*

**Approval/Scrutiny Route:**

Committee/Group/Exec

Date:

Saunders,Nathan  
19/09/2023 12:21:14

Report Title:	<b>Health Charity Events Planner 2023/24</b>		Agenda Item no.	<b>4.7</b>
Meeting:	<b>Charitable Funds Committee</b>	Public	Meeting Date:	<b>Sept 2023</b>
		Private		
Status <i>(please tick one only):</i>	Assurance	Approval	Information	√
Lead Executive:	<b>Catherine Phillips, Executive Director of Finance</b>			
Report Author (Title):	<b>Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement</b>			

### Main Report

#### Background and current situation:

#### 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 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 Events Planner 2023/24 (Appendix 1), provides a draft of the key events taking place in the year ahead. For further information on all Health Charity events, please visit the website: [Cardiff & Vale Health Charity - https://healthcharity.wales/](https://healthcharity.wales/)

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

- This schedule is provided to the Charitable Funds Committee for information.
- Executive Directors are asked to review the Health Charity Events Planner 2023/24 and consider individual events which they would like to support/attend.

#### Recommendation:

The Committee is requested to:

- Review the Events Planner and **NOTE** the planned 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	√
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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  
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# Proposed Health Charity Events 2023/24

Appeal	Month	Day	Event	Location	Engagement Level	Exec Lead
	February	17	Prop Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	March	10	Breast Centre Afternoon Tea	Coal Exchange Hotel, Cardiff Bay	Open event with welcome, introduction and thank you message.	
	April	TBC	Art Auction	Online/Gallery		
	July	8	BC Strictly Top Dancer Competition	Vale Resort	Breast Centre Consultant Sumit Goyal will attend, thank you message	
		1-10	NHS @ 75 Big Tea	Various locations	Encouraging individuals to host their own.	
		8 & 9	Sky Dive for NHS @ 75	Swansea Airport	Open event with thanks to partakers.	
	October	1	Cardiff Half Marathon	Cardiff	No lead required, public event.	
		6	Prop Ball	Coal Exchange Hotel. Cardiff Bay	Open event with welcome, introduction and thank you message.	
	November	TBC	Wreath Workshop	TBC	TBC	
		25	Shine Bright	UHW/UHL	Open event with welcome, introduction and thank you message.	
	December	2	Breast Centre Pink Tie Gala Dinner	Marriott Hotel, Cardiff	Open event with welcome, introduction and thank you message.	
	February	TBC	Prop Afternoon Tea	TBC	TBC	
	March	TBC	Breast Centre Afternoon Tea	TBC	TBC	