

Charitable Funds Committee Meeting

Tue 05 December 2023, 09:00 - 11:00

Microsoft Teams

Agenda

09:00 - 09:05

5 min

1. Preliminaries

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 on19 September 2023

John Union

 1.4 Public CFC Minutes 19.09.2023.pdf (10 pages)

1.5. Action Log following the Meeting held on 19 September 2023

John Union

 1.5 CFC Action Log.pdf (2 pages)

1.6. Committee Chair’s Actions

John Union

09:05 - 09:30

25 min

2. Items for Review & Assurance

2.1. Health Charity Financial Position

20 minutes

Robert Mahoney

 2.1 Financial Position Report 5th December 2023.pdf (6 pages)

 2.1a Cashflow 5th December 2023.pdf (1 pages)

 2.1b General Fund IE Balance Projections 5th December 2023.pdf (2 pages)

2.2. Investment Update

Robert Mahoney

09:30 - 09:55

25 min

3. Items for Approval / Ratification

3.1. Over £25k bids for approval:

Saunders Nathan
27/11/2023 16:34:21

5 minutes

Joanne Brandon

(N.B General Reserve Fund closed to applications)

📄 3.1 Over £25k Child Neurology Endowment Funds expenditure.pdf (3 pages)

📄 3.1a Appendix 1 - Over £25k Endowment approval request.pdf (4 pages)

3.2. Health Charity Draft Strategy

10 minutes

Joanne Brandon

📄 3.2 Health Charity Draft Strategy - 05.12.23.pdf (3 pages)

📄 3.2a Appendix 1 - Draft HC Strategy Document Nov. Post workshop.pdf (6 pages)

3.3. Third Sector Small Bids Proposal

5 minutes

Joanne Brandon

📄 3.3 Third Sector Bid Proposal (Dec '23).pdf (3 pages)

3.4. Great Wall of China Fundraising Proposal

5 minutes

Joanne Brandon

📄 3.4 Great Wall of China Fundraising Proposal.pdf (4 pages)

📄 3.4a Appendix 1 GWOc Fundraising proposal Budget Form 23.pdf (1 pages)

3.5. Reporting Feedback on Successful CFC Bids:

10 minutes

Joanne Brandon

1. *Keeping Me Well*
2. *Grow Cardiff*
3. *Staff Recognition Awards*
4. *Psychology input in High Care area*

📄 3.5 Feedback on Successful CFC Bids (Dec '23).pdf (12 pages)

📄 3.5a Appendix 1 Updated CFC Approved Bids spreadsheet - Dec '23.pdf (3 pages)

09:55 - 10:30

35 min

4. Items for Noting and Information

4.1. Breast Centre Appeal Annual Update

5 minutes

Joanne Brandon

📄 4.1 Breast Centre Appeal Annual Report - Dec 2023.pdf (3 pages)

4.2. Health Charity Fundraising Report

5 minutes

Joanne Brandon

📄 4.2 Health Charity Fundraising Report - 06.12.23.pdf (4 pages)

4.3. Staff Benefits Group Report

5 minutes

Rachel Gidman

📄 4.3 Staff Benefits Group Report Dec '23.pdf (4 pages)

4.4. Staff Lottery Report

Joanne Brandon

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

4.5. Health Charity Events Planner

Saunders, Nathan
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Joanne Brandon

- Draft 2024/25 Events Planner

 4.5 Health Charity Draft Events Planner '24-'25.pdf (2 pages)

 4.5a Appendix 1 - Proposed Events Planner 2024-25.pdf (1 pages)

10:30 - 10:30 **5. Any Other Business**
0 min

10:30 - 10:30 **6. Private Meeting Agenda Items:**
0 min

John Union

- Minutes from the last meeting*
- Staff Lottery Licensing Update (Confidential Discussion)*

10:30 - 10:30 **7. Review of the Meeting**
0 min

10:30 - 10:30 **8. Date and time of next Meeting:**
0 min

19th March 2024 via MS Teams at 9am

10:30 - 10:30 **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
27/11/2023 16:34:21

**Unconfirmed Public Minutes of the Charitable Funds Committee
19 September 2023 2:30pm
Via Microsoft Teams**

Present:		
John Union	JU	Committee Chair / Independent Member – Finance
Susan Elsmore	SE	Independent Member – Local Authority
Keith Harding	KH	Independent Member – University
Fiona Jenkins	FJ	Executive Director of Therapies and Health Sciences
Sara Moseley	SM	Independent Member – Third Sector
Catherine Phillips	CP	Executive Director of Finance
Matt Phillips	MP	Director of Corporate Governance
In Attendance:		
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Stephen Gardiner	SG	Head of Capital Planning
Angela Hughes	AH	Assistant Director of Patient Experience
Rob Mahoney	RM	Deputy Director of Finance
Lianne Morse	LM	Deputy Director of Workforce and Organisational Development
Lani Tucker	LT	Health & Social Care Facilitator
Observers:		
Rebecca Holliday	RH	Head of Financial Services
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Rachel Gidman	RG	Executive Director of People & Culture

CFC23/09/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC23/09/002	Apologies for Absence Apologies for Absence were noted.	
CFC23/09/003	Declarations of Interests The Executive Director of Therapies & Health Sciences (EDTHS) advised the Committee that she had been asked by them to be the Senior Responsible Officer for the disposal of Rookwood Hospital.	
CFC23/09/004	Minutes of the Committee Meeting held on 20 June 2023 The Committee reviewed the minutes of the meeting held on 20 June 2023. The Committee resolved that: a) The minutes of the meeting held on 20 June 2023 were approved as a true and accurate record.	

CFC23/09/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log.</p> <p>The Independent Member – Local Authority (IMLA) noted that one of the actions (CFC23/06/007) stated that the structure of the agenda would be looked at and noted that some of the items on the agenda for the meeting required approval but were positioned in the “noting” section.</p> <p>The CC responded that it would be discussed at the next agenda setting meeting to ensure that the items were positioned correctly and noted that all recommendations would outline the correct course of action for an item.</p> <p>The Committee resolved that:</p> <p>a) The Action Log was noted.</p>	
CFC23/09/006	<p>Chair’s Action</p> <p>No Chair’s Actions to note.</p>	
CFC23/09/007	<p>Third Sector Grants Scheme</p> <p>The Third Sector Grants Scheme information was received.</p> <p>The Health & Social Care Facilitator (HSCF) presented to the Committee on the delivery and evaluation of the 2022/23 third sector grants scheme.</p> <p>It was noted that the fund had been administrated by the Glamorgan Voluntary Services (GVS) since 2019.</p> <p>The HSCF provided the Committee with information and data from the Cardiff and Vale Health Charity grant fund which included:</p> <ul style="list-style-type: none"> • Since 2019, 77 applications had been made to the scheme with a total of £339,000. 36 were awarded totalling £140,000. • The maximum grant that organisations could apply for was £5000 and the key priorities of the grant would need to involve; <ul style="list-style-type: none"> - Supporting of projects to encourage participation in nature, biodiversity and outdoor initiatives - Projects which supported mental and physical health through nature. - Support of underrepresented groups. - Alignment with the Cardiff and Vale Health Charity Guiding Principles. • Funding that was awarded for the 2022 grant; <ul style="list-style-type: none"> - 6 applicants were awarded full funding and 2 applicants were awarded part funding which totalled £33,000. <p>The HSCF provided the Committee with an update on how each applicant had spent their funding and listed which organisations had been successful in obtaining funding:</p> <ul style="list-style-type: none"> - Innovate Trust - £5000 - ValePlus - £3265.64 - Moss Rose Cottage - £3515.68 - NYAS Cymru - £5000 - Vale People First - £4720 - The Mentor Ring - £5000 - GVS Gardening Project - £2916.80 - Breathe Creative - £3581.88 <p>The Independent Member – University (IMU) asked if the organisations awarded funding were all part of the Cardiff and Vale University Health Board.</p>	

	<p>The HSCF responded that all of the organisations were either:</p> <ul style="list-style-type: none"> • Third Sector Charities • Community Groups • Community Interest Companies <p>The IMU added that he was aware of a number of community projects being undertaken by Cardiff University and noted that there could potentially be an element of multi-component funding utilised to help the third sector grant applicants.</p> <p>The HSCF responded that partnership working was encouraged and noted that quite a few of the organisations tended to work with statutory services or other organisations.</p> <p>The Independent Member – Third Sector (IMTS) asked how long the application cap had been £5000.</p> <p>The HSCF responded that it had been £5000 since she had started in the role and that she was confident it had been £5000 prior to that but noted she would check.</p> <p>She added that the cap had been set at £5000 because it meant that the GVS could help fund more organisations from the £33,000 allocation.</p> <p>It was noted that one organisation had been unable to fully spend the grant funding for its project and another organisation had been unable to provide a report on usage and so had returned their fund to the GVS. The total amount of the underspend for the 2 organisations was £1745.35</p> <p>The HSCF asked if that amount could be added to next year's third sector grant.</p> <p>The Director of Communications, Arts, Health Charity and Engagement (DCAHCE) advised the Committee that a paper would be received by the Committee at its December meeting and noted that carrying over the underspend identified would be appropriate as the funding had already been allocated.</p> <p>The Executive Director of Finance (EDF) responded that she was not unsupportive of that, but noted that the Committee would have to have a discussion around that.</p> <p>The CC advised that the Financial Position report be discussed before making that decision and then the decision could form part of the review for the December meeting.</p> <p>The Committee resolved that:</p> <p>The evaluation report on the Third Sector Grants Scheme 2022/23 and accompanying presentation on the Health Charity's Third Sector Grant Scheme from the Glamorgan Voluntary Service was noted.</p>	
CFC23/09/008	<p>Health Charity Financial Position & Investment Update</p> <p>The Health Charity Financial Position & Investment Update was received.</p> <p>The Deputy Director of Finance (DDF) advised the Committee that the report provided the position for the period between April 2023 to 31st July 2023.</p> <p>He added that, there were two key points to identify which included:</p> <ul style="list-style-type: none"> • The value the Charitable Funds decreased by £0.341m from April 2023 to July 2023. This included a decrease in the Investment Portfolio value of £0.043m. • General Reserves were currently overcommitted against outstanding approvals to the value of £0.804m. <p>The Committee was advised of the position of the unrestricted funds, the restricted funds, the endowment funds and the total of those and it was noted that the Charity generated £0.448m</p>	

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	<p>of income and spent £0.746m for the financial year which had resulted in net expenditure of £0.298m.</p> <p>The DDF added that, in addition, the charity also had market value loss on its investments of £0.043m for the period to the July 2023 valuation and that the combined effect of those results was a net decrease in fund balances for the period ending July 2023 of £0.341m.</p> <p>The Committee received an analysis of the income received by the charity for the year which showed the comparison of income received for the same period over the previous 2 years for:</p> <ul style="list-style-type: none"> • Donations • Legacies • Staff Lottery • Dividend income • Appeals • Losses on Investments • Expenditure <p>A summary balance sheet was provided to the Committee which outlined:</p> <ul style="list-style-type: none"> • Fixed Assets – The Investment Portfolio and Rookwood Hospital • Net Current Assets / Liabilities – Cash and Liabilities <p>Totalled at £8.080m, a decrease of £0.341m as identified previously.</p> <p>The DDF advised the Committee that the most up to date total as of 18th September 2023 saw a further decrease of £0.016m.</p> <p>He added that whilst the charity had a net worth of £8.080m, the funds held on Trust were 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.</p> <p>The General Fund represented non-specific funds held arising from general income not specified to a particular fund. Expenditure, not specific to a particular fund was also transacted through the General Fund which included the staff costs of the Charity that could not be attributed to specific funds.</p> <p>The Committee received a summary of the Investment Portfolio performance and the DDF highlighted that it was important to note that £700k was withdrawn from the investment portfolio in the 2022-23 financial year to support the Health Board's cashflow position</p> <p>The DDF noted that a revised cashflow forecast was received by the Committee which had been updated for actuals to the period ending July 2023 and noted that the current estimate forecast for March 2024 was a deficit of £92k, which was anticipated to be managed by the timings of the debtor/creditor transactions.</p> <p>He added that the forecast would be watched closely and that the Committee would receive regular updates at the meetings.</p> <p>The IMTS asked what it meant for the investment decisions the Committee were being asked to make.</p> <p>The DDF responded that the charity was a multi-fund charity and noted that there were unrestricted, restricted funds and endowment funds with most of the funds having a dedicated purpose and noted that whilst the general fund was closed to all new bids and was in a deficit, the vast majority of other funds had a positive balance and were multifaceted across the Organisation.</p> <p>The EDF added that the conversation reflected the IMLA's comment around the positioning of agenda items and noted that the Health Charity Financial Position & Investment Update paper potentially be added towards the end of the agenda.</p> <p>She added that the deficit general fund was made up of two things:</p>	
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	<ul style="list-style-type: none"> • The fact the charity spent and continued to spend more than it got into it • The investment portfolio has had unrealised gains followed by unrealised losses which had put the fund into a deficit. <p>Which needed to be worked on separately as well as the management of the general fund, in terms of keeping it solvent across the portfolio of £8m.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> 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. 	
CFC23/09/009	<p>Bale Fund balance – 9649 – “proposal for spend”.</p> <p>The Bale Fund balance – 9649 – “proposal for spend” was received.</p> <p>The Director of Communications, Arts, Health Charity and Engagement (DCAHCE) advised the Committee that the fund was an example of a restricted fund and noted that at the height of the Covid-19 pandemic in 2020, the Health Charity had received a generous donation of £500,000 from Mr and Mrs Gareth Bale.</p> <p>She added that there had been a request for it to be utilised specifically for projects at the University Hospital of Wales (UHW) and it was noted that the Health Charity Team designated a restricted Bale Fund 9649 based on the sizeable donation and in line with the family’s criteria.</p> <p>The Committee was advised of three projects where the money had been spent which included:</p> <ul style="list-style-type: none"> • Project 1. Proactive Wellbeing Support for Staff and Managers – Bid of £282,000 • Project 2. Provision of a Staff Haven at University Hospital Wales – Bid of £54,000 • Project 3 - Long Covid-19 Rehabilitation: Keeping Me Well and Recovery - £164,000 <p>It was noted that the estimated balance of the Bale Fund at end of month 4 was £163,450.94, which included unspent funds originally allocated to Project 1 and that discussions were ongoing between the Health Charity and Finance Department to reutilise the fund balance, in line with the scheme of delegation of funds and the Bale Fund criteria.</p> <p>The DCAHCE advised the Committee that 2 projects had been identified for further spending which included:</p> <ul style="list-style-type: none"> • Project 4 – Collision Space - £24,000 • Project 5 – Maternity Unit Improvements and Art installation - £8000 <p>She added that this would leave a fund balance of £129,965.37 and the Committee was provided with examples of recent applications received that had requested money from the Bale fund and included:</p> <ul style="list-style-type: none"> • UHW patient access improvements - £9784 • Covid Sculpture - £9000 • Optimising airway training to support adults and children - £10,000 • Lakeside Wing Therapy Room uplift for End of Life patients - £4701.57 <p>The DCAHCE concluded that Committee approval was 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.</p> <p>The Assistant Director of Patient Experience (ADPE) noted that the spend of £9000 on a Covid sculpture had been discussed at the small bids panel where the idea had received a mixed reaction due to sensitivities.</p> <p>The CC responded that reflection would be needed on that project.</p>	

	<p>The DCAHCE responded that the bid received had noted that it was important for staff to have somewhere they could go to remember staff who had died from Covid-19 but noted that further conversations would be held.</p> <p>The EDF asked that the Trustees be made aware of any spends from the Bale fund and noted that a report should be received at the next Trustee meeting.</p> <p>The Committee resolved that:</p> <p>a) 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 was endorsed.</p>	
CFC23/09/010	<p>Over £25k bids for approval</p> <p>The Over £25k bids for approval information was received.</p> <p>The DCAHCE advised the Committee that the 2 bids for approval were further examples of restricted funds and included:</p> <ul style="list-style-type: none"> Breast Centre, University Hospital, Llandough - £34,860 – it was noted that the planned expenditure was for the purchase of a Sonosite PX Ultrasound System to be used in operative theatres for interventional procedure before and during breast surgery and that the funding source was from the Breast Centre Endowments Fund 9149. Cystic Fibrosis (CF) Centre – Garden Development - £72,773.07 – it was noted that the planned expenditure was to further develop the garden area of the CF Unit at University Hospital Llandough (UHL) and that the funding source was from the Better Life Appeal Fund 9447. <p>The DDFO asked for confirmation on the VAT status of the Breast Centre bid.</p> <p>The DCAHCE responded that the Health Charity Team had checked the VAT status and noted that the bid was not subject to VAT on the basis that it was equipment being purchased.</p> <p>The Committee resolved that:</p> <p>a) The planned expenditure as outlined in the application forms for;</p> <ul style="list-style-type: none"> Breast Centre Appeal Endowments Fund 9149 - £34,860 (exc vat) Cystic Fibrosis Centre – Garden Development – £72,773.06 <p>was approved.</p>	
CFC23/09/011	<p>Health Charity Annual Workplan 2023-24</p> <p>The Health Charity Annual Workplan 2023-24 was received.</p> <p>The DCAHCE advised the Committee that as part of the review of the Health Charity Strategy an internal audit report in May 2023 had stated that the Health Charity was required to provide an annual operational work plan.</p> <p>She added that the Annual Workplan would be submitted for assurance to the Charitable Funds Committee, and be embedded as part of the annual governance reporting mechanisms.</p> <p>It was noted that increased discussion and planning between the Health Charity Senior Management Team and Finance colleagues had been undertaken, which included the review</p>	

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	<ul style="list-style-type: none"> • 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 <p>The DCAHCE advised the Committee that the work had resulted in:</p> <ul style="list-style-type: none"> • A strengthening of internal communications between the Health Charity, Finance Department and Procurement Department • A review of policies and procedures which underpinned the operational requirements and delivery of services. • An enhanced knowledge sharing between colleagues working in each area of business • An improvement of the Health Charity's overall efficiency. <p>She added that the Health Board had undertaken a review and refresh of its strategy "Shaping Our Future Wellbeing" (SOFW) during 2023, which was being formally launched at the Annual General Meeting on 21st September 2023 and so the Health Charity would then be in a position to complete its current review/refresh of the Health Charity Strategy, ensuring that it was aligned to the key principles and objectives of the SOFW Strategy.</p> <p>It was noted that Committee member workshops would be set up in October/November 2023 to facilitate further discussion of the Health Charity Strategy, which would turn direct the requirements of the Health Charity's Annual Workplan, in terms of the emphasis of its fundraising, events and planned expenditure which would then be reported to the Trustees.</p> <p>The Committee resolved that:</p> <p>a) The progress report on the Draft Health Charity Annual Work Plan 2023/24 was noted.</p>	
CFC23/09/012	<p>Legacy Proposal – including Staff Recharge</p> <p>The Legacy Proposal – including Staff Recharge was received.</p> <p>The DCAHCE advised the Committee that legacy donations continued to be a high value income source into Charitable Funds and due to the increase 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 had seen a marked increase in its involvement in legacy management.</p> <p>It was noted that due to the complexity of some legacy donations, increased liaison with Governance and Finance was required to respond to enquiries around Estate/sale of properties/statement of accounts/investment assets, and where legacy bequests were shared with other charities and currently the Health Charity Team did not offset or retrieve costs from managing legacies.</p> <p>The DCAHCE added that 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 proposed the offsetting of a percentage of costs from legacy income and that 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.</p> <p>The EDF noted that there was nothing finalised for the Committee to agree and so the ask was to agree the principles so that the relevant teams could work towards a final proposal which would be brought back to the Committee.</p> <p>She added that the recommendations would need to be reworded for the Committee.</p> <p>The DCAHCE responded that the recommendation was for an agreement in principle following the specialist advice received from Geldard's Solicitors and dependant on</p>	

	<p>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.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) 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 was approved b) 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 was supported c) 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 was considered. 	
CFC23/09/013	<p>Disposal of Rookwood Hospital Summary Update</p> <p>The Disposal of Rookwood Hospital Summary Update was received.</p> <p>The Committee were provided with a map of the site which showed the area that the Health Board were looking to sell.</p> <p>It was noted that discussions had taken place around the sale of the whole Rookwood site and what that would take because sale of the whole site would generate more value than selling part of it.</p> <p>The EDF advised the Committee that the likely cost of relevant surveys and technical consultants was around £150,000 and that the intention was to complete those surveys and get the site to market as soon as possible.</p> <p>She added that Capital, Estates and Facilities (CEF) had also been consulting with the Artificial Limb Appliance Service (ALAS) who currently occupied the larger building area on the map received as well as a leased facility in Treforest, who's lease would expire in October 2024.</p> <p>The Executive Director of Therapies reminded the Committee that in 2017, a paper had been received by the Committee on the disposal of Rookwood Hospital that had outlined that the hospital had been bequeathed to the Health Service to provide care for patients returning from the First World War.</p> <p>She added that those existing charitable objects were too restrictive and so an application would be required to the Charity Commission for a cy pres scheme to amend the terms because it was her role as Senior Manager for the disposal of the site to maximise the receipt.</p> <p>The Head of Capital Planning (HCP) confirmed that CEF were undertaking surveys to make sure that a pre-assessment of the ecological assessment surveys were undertaken.</p> <p>The DDFO noted that since the transfer of patient services to UHL and the vacation of the main elements of Rookwood Hospital, the Health Board has needed to put significant resources into the management and security of the Rookwood site and that significant Health, Safety and Fire risks remained associated with the ongoing liability.</p> <p>He asked if those costs would be deductible against the eventual receipt because if so, that would mean that a debtor should be against the charity pending sale.</p> <p>The HCP responded that it could be done and that the debt could be put against the future sale of the site.</p>	

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	<p>The EDF noted that work would be undertaken to work through that point and noted that the recommendations which outlined approval of an expenditure of £150,000 was not required as the Trustees had already approved that expenditure.</p> <p>The CC noted that the recommendation would be removed.</p> <p>The Committee resolved that:</p> <p>a) The content of the report was noted.</p>	
CFC23/09/014	<p>Our Health Meadow Update</p> <p>The Our Health Meadow Update was received.</p> <p>The DCAHCE advised the Committee that at the Board of Trustees Agenda Setting Meeting held on 23rd August 2023, the Chair of the Health Board had 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.</p> <p>She added that the Our Health Meadow Committee was still running chaired by the Independent Member – Third Sector (IMTS) where a short-term plan was discussed and approved at the Committee and advised members of the ongoing work at the Health Meadow.</p> <p>The Committee resolved that:</p> <p>a) The update on Our Health Meadow was noted. b) The Trustees would receive the report (as requested by the Chair of Trustees)</p>	
CFC23/09/015	<p>Health Charity Fundraising Report</p> <p>The Health Charity Fundraising Report was received.</p> <p>The DCAHCE advised the Committee that the Health Charity maintained a register of fundraising activities, supported fundraising activities, and ensured that fundraising activities were undertaken in accordance with principles of best practice and posed no risk to the reputation of the Health Board and the brand of the Health Charity.</p> <p>She added that the fundraising report was provided to the Charitable Funds Committee on a quarterly basis and noted that the report received covered the progress and activities of the Health Charity Appeals for the period 1st June – 31st August 2023.</p> <p>The Committee resolved that:</p> <p>a) The progress and activities of the Health Charity were noted.</p>	
CFC23/09/016	<p>Reporting Feedback on Successful CFC bids</p> <p>The Reporting Feedback on Successful CFC bids information was received.</p> <p>1) Forget Me Not Chorus</p> <p>The DCAHCE advised the Committee that they were asked to support a number of projects across Cardiff and the Vale of Glamorgan and that the project leads were required to provide a project evaluation report outlining the outcomes, any lessons learnt and the impact of the project on its intended recipients.</p> <p>She added that 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) - Approved Bid - £12,500</p> <p>The Committee resolved that:</p>	

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	a) The report was noted as assurance of the use of charitable funds for its intended purpose, as approved by the CFC.	
CFC23/09/017	Staff Benefits Group (SBG) Report The Staff Benefits Report was received. The Committee resolved that: a) The Staff Benefits Group Report for the period June - August 2023 was noted.	
CFC23/09/018	Staff Lottery Bids Panel Report The Staff Lottery Bids Panel Report was received. The Committee resolved that: a) The content of the Staff Lottery Bids Panel Report was noted.	
CFC23/09/019	Health Charity Events Planner The Health Charity Events Planner was received. 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. The Committee resolved that: a) The planned activities of the Health Charity as advised were noted.	
CFC23/09/020	Any Other Business No other business was raised.	
	Date and Time of Next Meeting Tuesday 5 th December 2023 via MS Teams at 9am	

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Action Log
Following Charitable Funds Committee Meeting
19 September 2023
(Updated for 5 December 2023 Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC23/09/009	Bale Fund balance – 9649 – “proposal for spend”.	Paper to be taken to the Board of Trustee outlining the spends from the Bale Fund	05.10.2023	Joanne Brandon	COMPLETED Update given to the Board of Trustees on 05.10.2023
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	COMPLETED Updated in September 2023 <i>Agenda item 3.3</i>
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	COMPLETED Updated in September 2023 <i>Agenda item 2.1</i>
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	COMPLETED Updated in September 2023 <i>Agenda item 2.1</i>
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	COMPLETED Updated in September 2023 <i>Agenda item 2.1</i>
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	COMPLETED Updated in September 2023 <i>Deferred from June meeting</i> <i>Agenda item 2.2</i>
CFC23/03/008	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	19.09.2023	Rob Mahoney	COMPLETED Updated in September 2023 <i>Agenda item 2.1</i>

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
		if funds remained unspent they would be moved into the general fund. Update in September			
Actions in Progress					
CFC23/09/007	Third Sector Grants Scheme	A paper to come back for <u>approval</u> for the GVS to utilise the underspend identified at the September meeting of £1745.35	05/12/23	Joanne Brandon	Update to be provided in December
CFC23/09/008	Financial Report	Discussion to be held offline between the Exec Director of Finance and the Corporate Governance Team around the location of the Financial Report on the agenda.	05/12/23	Catherine Phillips / Matt Phillips	Update to be provided in December
CFC23/09/017	Staff Benefits Group (SBG) Report	Update on Staff Benefits to be provided at the December meeting	05/12/23	Rachel Gidman	Update to be provided in December
Actions referred from Committees of the Board/Board					

Saunders Nathan
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Report Title:	Charitable Funds Financial Position Report for the Period Ended 31 st October 2023.				Agenda Item no.	2.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	05.12.23	
		Private				
Status <i>(please tick one only):</i>	Assurance	x	Approval		Information	
Lead Executive:	Executive Director of Finance					
Report Author (Title):	Deputy Director of Finance					

Main Report

Background and current situation:

Background and current situation:

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

- Provide information on the year to date financial performance of the Charity for the period 1st April 2023 to the period 31st October 2023.
- Assess the forecast financial position of the Charity including commitments already made.
- The draft Charitable Accounts for 2022/23 have been completed and forwarded to Wales Audit in preparation for the commencement of the audit.

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

There are two key issues to bring to the attention of the Trustees:-

- The value of the Charitable Funds has decreased by **£0.782m** from 1st April 2023 to 31st October 2023. This includes a decrease in the Investment Portfolio value of **£0.218m**.
- The General Reserves is currently in deficit and taken into account the remaining commitments in 2023/24 is forecast to be in deficit of **£0.847m** by year-end.

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

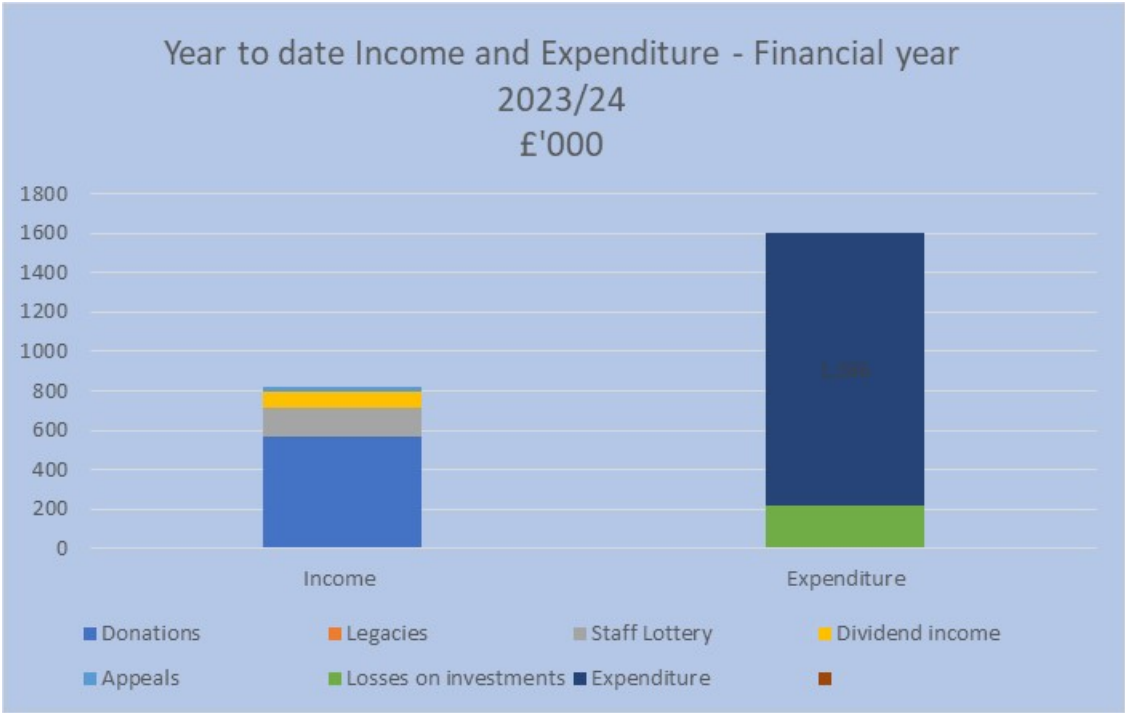
Financial Performance to 31st October 2023

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 31st October 2023.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2023	3,472	2,459	4,328	10,259
Total Income Resources	366	456	0	822
Total Resources Expended	-977	-409	0	-1,386
Net Incoming/(Outgoing) Resources	-611	47		-564
Gains / (Losses) on Investment Assets	-218	0	0	-218
Fund Balances carried forward to 31st October 2023	2,643	2,506	4,328	9,477
Net Movement in Funds	-829	47	0	-782

Table 1 shows the Charity generated £0.822m of income and spent £1.386m for the financial year. This has resulted in net expenditure of £0.564m. In addition, the charity has seen market value losses on its investments of £0.218m for the period to 31st October 2023. The combined effect of this is a net decrease in fund balances for the period ending 31st October of £0.782m.



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 31st October 2023

Income	Unrestricted £000	Restricted £000	Total 23/24 £000		22/23 To October £000		21/22 To October £000
Legacies	0	6	6		45		13
Donations	305	260	565		603		494
Staff Lottery	0	147	147		139		138
Appeals	0	28	28		34		15
Dividend Income	0	76	76		76		95
Total Income	305	517	822		897		755

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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 31st October 2023

	Opening Balance £000 01.04.23	Closing Balance £000 31.10.23	Movement £000
Fixed Assets			
Investment Portfolio	5,546	5,328	218
Rookwood Hospital	4,288	4,288	0
Net Current Assets / Liabilities	425	-139	564
Total Net Assets	10,259	9,477	782
Unrestricted Funds	3,472	2,643	829
Restricted Funds	2,459	2,506	-47
Endowment Funds	4,328	4,328	0
Total Funds	10,259	9,477	782

Fund balances have decreased by £0.782m in the period to £9.477m.

The following graph shows the investment portfolio’s valuation from March 2022 to October 2023.

Table 4: Summary of Investment Portfolio Performance



The Trustees will note that the market values outlined in the above table take into account two cash withdrawals (May 2022 & September 2022) of £350k each from the investment portfolio to support the charity’s cashflow position. Discounting these two cash withdrawals the movement in market value between 31st March 2022 and 31st October 2023 is a decrease of £0.541m.

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In respect of the current financial year (2023/24) the investment portfolio opened with a market value of £5.546m. The value of investments has decreased by £0.218m to £5.328m for the period ending October 2023.

Cashflow Forecast

A revised cashflow forecast is included as attachment 1 to this report, which has been updated for actual period ending 31st October 2023. The cashflow currently estimates net cash expenditure of £0.762m resulting in a negative cash balance of £0.203m. We hope to manage this this through the timings of the debtor/creditor transactions, if this is not possible investments will have to be sold.

Forecast Financial Position of the Charity’s General Fund Reserve

I&E Outlook analysis of the General Reserve Fund

The Funds Held on Trust are structured over a range of Restricted and Unrestricted funds according to the nature of how funds are established and the income that has supported the creation and ongoing activity of each fund.

The General Fund incorporates income that is not specified to a particular fund, alongside gains and losses in the Charity’s investment portfolio.

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 and recharged to specific funds. At present, this currently incorporates 75% of the cost of the team.

Attachment 2 provides an assessment of the movement in the General Reserve Fund from 2020-21 to 2022-23, a current year projection and a forward projection for the financial years 2024-25 and 2025-26.

The analysis highlights that prior funding commitments, combined with staff recharges and a reduction in investment values led to a brought forward deficit on the General Fund of £0.498m at the beginning of the 2023-24 financial year.

The General Fund has been closed to new applications for funding since the middle of the 2022-23 financial year. However there were outstanding commitments still to be funded as detailed in Table 5 below :-

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £ £'000	Outstanding £ £'000	Comment
Transport Solutions (Llandough)	392	20	
Staff Recognition Awards	20	5	£5k per year - 3 years outstanding
Welsh Transplant Team	40	5	Up to 8k per year for 5 years
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Total	546	124	

The forecast year-end value is estimated to be £0.847m. This forecast is dependent on an improvement of £0.274m in the investment portfolio by year end. The market remains volatile and uncertain and may not be the eventual out turn. If the investment portfolio does not recover to this level the general funds deficit will be greater at year end. Based on the current income and expenditure trends and an assumption of 2.5% and 3% investment values, the general fund is forecast to be in deficit to the value of £1.131m and £1.403m for financial years 2024/25 and 2025/26 (attachment 2).

In light of the increasing deficit of the General Fund the Head of the Charity has been asked to develop a plan to return the General Fund to a recurrent surplus position.

This work is in progress with key areas of focus being:-

Utilisation of Dormant Funds:

A dormant fund exercise has concluded for those funds dormant for Financial Years 2020-2021 & 2021-22 which identified a small number of funds to transfer to the General Fund. Representations were made to the Charitable Funds Committee in March 2023 to provide an extension for some of these funds to reflect the detailed deployment plans that had been developed. This latest exercise has now been finalised with a final figure of £7k being transferred to the General Reserve Fund.

Fundraising Costs

Legal advice has been sought to clarify the flexibilities available to the Charity in recharging the costs of the team against income received and funds held, over and above that already actioned.

These areas include :-

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the Make it Better fund

Key points for the attention of Committee:

The key financial risks are :-

- The performance of the investment portfolio which currently supports the General Fund balance.
- The staff recharges to the General Fund
- The impact on the Funds Held on Trust cashflow arising from the investment portfolio and the staff recharges.

The General Fund is forecast to be £0.847m in deficit by year end.

A plan to address the recurrent deficit on the General Fund is being developed by the Head of the Charity.

Recommendation

The Committee are requested to:

<ul style="list-style-type: none"> • NOTE the financial position of the charity; • NOTE the performance of the investment portfolio; • NOTE the over commitment of the General Reserve: • NOTE the development of a longer term plan to reduce the deficit on the General Fund Reserve 									
1. Reduce health inequalities	X	6. Have a planned care system where demand and capacity are in balance							
2. Deliver outcomes that matter to people	X	7. Be a great place to work and learn	X						
3. All take responsibility for improving our health and wellbeing	X	8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology							
4. Offer services that deliver the population health our citizens are entitled to expect	X	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	X						
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	X						
Five Ways of Working (Sustainable Development Principles) considered <i>Please tick as relevant</i>									
Prevention		Long term	X	Integration		Collaboration		Involvement	
Impact Assessment: <i>Please state yes or no for each category. If yes please provide further details.</i>									
Risk: Yes/No									
n/a									
Safety: Yes/No									
n/a									
Financial: Yes/No									
n/a									
Workforce: Yes/No									
n/a									
Legal: Yes/No									
n/a									
Reputational: Yes/No									
n/a									
Socio Economic: Yes/No									
n/a									
Equality and Health: Yes/No									
n/a									
Decarbonisation: Yes/No									
n/a									
Approval/Scrutiny Route:									
Committee/Group/Exec					Date:				

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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
Brought forward balance	559,088.97	698,055.25	697,901.87	536,591.05	474,176.55	380,696.03	391,248.02	399,525.73	408,631.97	308,470.47	60,405.19	-82,584.45	559,088.97
Receipts	ACT	ACT	ACT	ACT	ACT	ACT	ACT	Est	Est	Est	Est	Est	
Staff Lottery	23,634.20	24,050.25	24,708.95	24,513.10	24,395.04	22,578.68	24,059.26	23,286.68	23,286.68	23,286.68	23,994.68	21,405.80	283,200.00
Grants	128,694.00	189,773.17	19,200.00	2,860.00	19,200.00		16,993.00	38,739.00	1,000.00	16,340.00	25,984.00	18,880.00	477,663.17
Legacies	155,827.08							50,000.00			50,000.00	44,172.92	300,000.00
Investment Income			44,226.12			32,005.78			34,000.00			25,768.10	136,000.00
Food Sense Wales	103,457.96	29,860.49	9,776.03	13,854.60				138,509.20	3,762.48		8,000.00	6,450.00	313,670.76
Other Donations	9,013.74	20,833.08	21,853.73	40,199.46	26,291.57	25,937.24	36,459.90	28,595.41	28,595.41	28,595.41	31,253.58	23,034.80	320,663.33
Bank Account Interest	1,669.67	2,654.87	2,420.90	2,036.47	2,124.13	1,728.07	1,656.78	2,567.82	2,567.82	3,407.57	2,567.82	3,922.62	29,324.54
Gift Aid		5,512.13			1,134.31			5,500.00			9,865.69		22,012.13
JustGiving	6,625.59	10,626.18	13,033.75	14,852.14	4,149.55	12,775.70	29,532.74	10,343.00	10,343.00	10,343.00	10,343.00	10,343.00	143,310.65
Paypal	1,384.82	4,540.10	2,689.70	818.57	508.38		53.83	320.85	320.85	320.85		721.20	12,000.00
Stripe	2,474.70	3,154.91	6,402.29	3,737.48	3,571.60	1,950.97	2,052.88	3,500.00	3,500.00	3,500.00	4,947.12	5,049.03	43,840.98
Donor								112.50	112.50	112.50	225.00	337.50	900.00
Much loved	231.34	628.54		730.30				851.23	851.23	1,702.46	1,702.46	1,702.44	8,400.00
Total Receipts	433,013.10	291,633.72	144,311.47	103,602.12	81,374.58	96,976.44	110,808.39	302,325.69	108,339.97	87,608.47	169,204.20	161,787.41	2,090,985.56
Payments													
Food Sense Wales		-103,080.51		-17,380.99				-41,399.00	-41,399.00	-82,798.00	-82,798.00	-82,805.94	-451,661.44
Grants			-51,807.96		-79,253.38	-26,400.00		-69,249.00	-69,249.00	-69,249.00	-69,249.00	-43,205.83	-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	-34,809.66	-54,231.46	-76,204.08	-30,000.00	-30,000.00	-30,000.00	-30,000.00	-30,000.00	-575,737.18
Staff Lottery Approvals	-25,756.81	-9,330.83	-14,711.81	-12,064.87	-132.88	-1,792.99	-7,144.07	-10,133.20	-10,133.20	-10,133.20	-10,133.20	-10,133.20	-121,600.26
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			-9,364.71	-8,375.16		-8,375.16		-7,385.61	-61,145.90
Other Staff Salaries (Loderick - Fund No 9649)				-3,900.00				3,900.00					0.00
Rathbone Fees		-8,318.44			-8,178.61				-8,000.00			-7,821.39	-32,318.44
Staff Lottery Prizes	-5,000.00	-3,000.00	-12,000.00	-5,000.00	-4,000.00	-4,000.00	-5,000.00	-27,000.00	-4,000.00	-5,000.00	-5,000.00	-4,000.00	-83,000.00
C&V Quarterly Salary Recharges (Admin)				-23,573.10						-23,573.10	-23,573.10	-23,573.10	-94,292.40
C&V Quarterly Salary Recharges (Internal Audit)				-4,817.82			-4,817.82	-4,817.82				-15,546.54	-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	-48,480.57			-45,720.27	-45,720.27	-91,440.54	-91,440.54	-42,960.04	-520,000.00
Total Payments	-294,046.82	-291,787.10	-305,622.29	-166,016.62	-174,855.10	-86,424.45	-102,530.68	-293,219.45	-208,501.47	-335,673.75	-312,193.84	-282,536.40	-2,853,407.97
In Month Movement	138,966.28	-153.38	-161,310.82	-62,414.50	-93,480.52	10,551.99	8,277.71	9,106.24	-100,161.50	-248,065.28	-142,989.64	-120,748.99	-762,422.41
Balance carried forward	698,055.25	697,901.87	536,591.05	474,176.55	380,696.03	391,248.02	399,525.73	408,631.97	308,470.47	60,405.19	-82,584.45	-203,333.44	-203,333.44

Receipts	2,090,985.56
Payments	-2,853,407.97
Net	-762,422.41
Non-Recurring	
Horatio's Garden	192,000.00
FSW	137,990.68
Net Underlying Cash Estimate	-432,431.73

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Cardiff and Vale Charity General Reserve Profile

		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Notes	Balance Brought Forward	456,583.41	687,858.65	429,016.15	-497,497.96	-847,298.13	-1,131,298.13
1	Income (Legacies, Donations - Not Restricted)	0	0	0	0	0	0
	Transfers (From Dormant Funds)	371,711.68	28,563.43	0.00	7,199.83	30,000.00	30,000.00
	Total Income	371,711.68	28,563.43	0.00	7,199.83	30,000.00	30,000.00
2	Net Cost of Fundraising Team	-276,206.00	-356,084.30	-346,905.62	-372,000.00	-413,000.00	-433,000.00
	In Year Contribution	95,505.68	-327,520.87	-346,905.62	-364,800.17	-383,000.00	-403,000.00
3	Expenditure	-728,563.57	-379,605.90	-256,608.49	-41,000.00	-41,000.00	-41,000.00
	Net Expenditure	-633,057.89	-707,126.77	-603,514.11	-405,800.17	-424,000.00	-444,000.00
3	Investment Gains / (Losses)	864,333.13	448,284.27	-323,000.00	56,000.00	140,000.00	172,000.00
					1%	(2.5%)	(3%)
	In Year Performance	231,275.24	-258,842.50	-926,514.11	-349,800.17	-284,000.00	-272,000.00
Balance Carried Forward		687,858.65	429,016.15	-497,497.96	-847,298.13	-1,131,298.13	-1,403,298.13
Note 1	Estimate of dormant fund transfers (67k identified)						
Note 2	Estimated cost of fundraising less costs recharged to "other" funds (based on current estimate of £148k)						
Note 3	Estimate of Investment Gains recovery in 2023/24 (1%)/ 2024/25 (2.5%) & 2025/26 (3%)						

Summary of Contributing Factors to General Fund Deficit at 2022-23

General Fund balance brought forward (Prior year investments surplus)	456,583
Movements on Investments	989,617
Dormant funds transferred in	400,275
Net cost of FHOT Team	(979,196)
Horatios Garden Wall	(484,000)
Horatios Garden Contribution	(192,000)
Contribution to ARTS Fund	(50,000)
Contribution to Orchard	(80,000)
Employee Wellbeing Service	(298,000)
Other commitments made	(260,778)
Deficit on General Fund at 31 March 2022-23	(497,498)

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Charitable Funds Financial Position Report for the Period Ended 31st October 2023

Page 1 General Reserve overcommitted against outstanding approvals

GP Balance brought forward 22/23	-498
Fundraising costs (9682)	-259
Investment losses to date	-218
Journal (Transfer cost to GB Fund)	21
Commitments	-124
	-1,078

Page 5 General Reserve as at October 2023

GP Balance brought forward 22/23	-498
Fundraising costs (9682)	-259
Investment losses to date	-218
Journal (Transfer cost to GB Fund)	21
	-954

Page 5 General Reserve Deficit end of 2023/24

	-954
Improvement in investment portfolio value	301
Remaining annual staff recharges	-126
Proportion of total outstanding commitment	-41
	-820

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Report Title:	Over £25k Endowment Funds Expenditure (Child Neurology, Women & Children's Services)			Agenda Item no.	3.1								
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	5th December 2023								
Status (please tick one only):	Assurance	Approval	✓	Information									
Lead Executive:	Catherine Phillips, Executive Director of Finance												
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement Team												
Main Report													
Background and current situation:													
<p>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.</p> <p>An over £25k endowments fund expenditure application has been submitted to Finance and progressed for review and approval by the Charitable Funds Committee. Accompanying documentation attached (Appendix1).</p> <p>The Clinical Board has provided the following supporting information for its application.</p> <p>“Home EEG-Video telemetry is highly complex equipment which records children with epilepsy in their own home. EEG electrodes are attached to the child's head and a video tablet is taken out of the hospital environment in order to record the child's seizures. This is used for diagnostic purposes to guide treatment and to classify epileptic conditions. By accurately characterising the seizures and seeing them on the video, treatment options can be adjusted. By looking at the background EEG over a longer period, we have a better understanding of the patient's condition.</p> <p>Neurophysiology gives a clear insight into the seizure burden for the patient and can help clinicians to determine a type of epilepsy. EEG is very difficult to read without the aid of video due to the artefact created by movements etc which can appear epileptic unless video shows otherwise. Patients can have multiple types of episodes that may be assumed to be seizures, or not and the only way to clarify this is to see them on the video with EEG attached. It is also very useful to analyse sleep and to determine whether there are any seizures occurring at night. Home video is particularly good for this as the patient is in their own environment, where they are comfortable and the recording is going to reflect their daily routine more accurately.”</p> <p>Proposed Endowment Fund expenditure:</p> <p>Purchase of EEG Equipment / Home Video Ambulatory/Video Telemetry System</p> <table border="1"> <tr> <td>Supplier:</td> <td>Quote:</td> </tr> <tr> <td>Neurogen Ltd., Cardiff</td> <td>£94,745.55</td> </tr> <tr> <td>Endowment Fund:</td> <td>9639</td> </tr> <tr> <td>Fund Name:</td> <td>Children's Video Telemetry Appeal</td> </tr> </table>						Supplier:	Quote:	Neurogen Ltd., Cardiff	£94,745.55	Endowment Fund:	9639	Fund Name:	Children's Video Telemetry Appeal
Supplier:	Quote:												
Neurogen Ltd., Cardiff	£94,745.55												
Endowment Fund:	9639												
Fund Name:	Children's Video Telemetry Appeal												

Fund Balance:	£94,099.00*
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***Shortfall of £646.55 to be funded from:**

Endowment Fund:	9120
Fund Name:	Child Neurology
Fund Balance:	£32,262.78

Applicant details:

Applicant: Sophie Griffiths, Neurosurgery Service Manager

Fund Holder: Dr. Johann Te Water Naude, Children's Centre

Director of Operations, Women & Children's Services: Catherine Wood

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

Clinical Boards are being actively encouraged to utilise their existing charitable funds to support service improvements which cannot be funded through General Reserve revenue streams.

I support the decision by Women & Children's Clinical Board/Children Neurology Services to utilise the endowment monies raised through **Fund: 9639 – Children's Video Telemetry Appeal**, for the purchase of EED Equipment/Home Video Telemetry System. The CB has advised that the shortfall of **£646.55** will be funded from **Fund: 9120 – Child Neurology**.

The Clinical Board to be reminded that all over £25k purchases require processing with the Procurement Dept., to ensure this purchase is progressed in compliance with Financial Standing Instructions and Procurement guidelines.

Recommendation:

The Charitable Funds Committee are requested to:

- **Approve** the proposed expenditure of **£94,745.55** from Endowments Fund: 9639, with the shortfall of £646.55 from Endowments Fund: 9120 for the purchase of EEG Equipment / Home Video Ambulatory/Video Telemetry System. Purchase to be progressed in line with the UHB's procurement requirements.

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	√
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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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27/11/2023 16:34:21



GIG
CYMRU
NHS
WALES

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

REQUEST FOR PAYMENT FROM CHARITABLE FUNDS

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITABLE FUND

Registered Charity Number 1056544

FORM CF3

Return completed form to:

Charitable Funds, Financial Services Dept, UHW

REQUEST

(Please print clearly.)

fund name: Childrens Video Telemetry Appeal

fund number:

9	6	3	9
---	---	---	---

requester name and contact number:

Sophie Griffiths - Neurosurgery Service Manager - 0794301827

(requester might or might not be Fundholder)

details of request

Cost:

£

94,745

55

p

Video Telemetry equipment to get service up and running, in which the money was raised for being:
Electroencephalography (EEG) Equipment
Home Video Ambulatory/Telemetry System

Payee name/address/bank details:

account number:

8	7	8	9	7	2	8	2
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Neurogen Ltd

4 Castleton Court, St Mellons, Cardiff, CF3 0LT

sort code:

2	3	1	4	7	0
---	---	---	---	---	---

Post Code (required):

C	F	3		0	L	T
---	---	---	--	---	---	---

AUTHORISATION

FUND HOLDER

name: Johann te Water Naude

(please print)

signature:

date: 13-10-23

HEAD OF OPERATION

AND DELIVERY

name: Catherine Wood

(please print)

signature:

date: 01-10-23

Clinical Board:

CTW

PAYMENT

(Financial Services Dept use only)

Fund Balance:

£

p

VAT certificate completed (if applicable)? ☐

Commitments:

£

p

Payee name:

NEUROGEN

invoice no:

supplier ID & site:

batch no:

CVT

Value:

£


p

financial codes:

0	0	2	9	6	3	9	3	0	7	0	0	9	9	4	0	£
0	0	2	9													£
0	0	2	9													£

FSD ref no:

112398

 Bwrdd Iechyd Prifysgol Caerdydd a'r Fro Cardiff and Vale University Health Board				NON-STOCK REQUISITION CHARITABLE FUNDS ONLY Registered Charity Number 1056544				REQUISITION NUMBER		112398	
				DEPARTMENT		NEURO SURGERY		DEPARTMENT		NEURO SURGERY	
				TRANSFER POINT				TRANSFER POINT			
				DELIVERY POINT				DELIVERY POINT			
CLINICAL BOARD				Suggested Supplier		FINANCIAL CODE					
Qty	Unit of Issue	Description and Product Code/ Catalogue Number (if known)	Unit Price £			entity	cost centre		subjective		analysis
1	1	ELECTROENCEPHALOGRAPHY	94745	0 0 2	9	6 3 9	3 0 2	0 0	9 4 0		
		EEG EQUIPMENT		0 0 2	9						
		NHS SUPPLY REF		0 0 2	9						
		2019/S 173-421743		0 0 2	9						
		ANY SHORTFALL TO BE MET FROM FUND 9120		0 0 2	9						
				0 0 2	9						
				0 0 2	9						
				0 0 2	9						
				0 0 2	9						
				0 0 2	9						
AUTHORISATION				FUND HOLDER EXT:							
FUND HOLDER (PRINT): J. TE WATER WAUDE				FUND HOLDER (SIGNATURE):							
HEAD OF OPERATION AND DELIVERY (PRINT): CATHERINE WOOD				HEAD OF OPERATION AND DELIVERY (SIGNATURE):							
				DATE: 9/20/20							
CHECKED (Financial Services Dept use only)											
Payee name: NEUROGEN				VAT certificate completed (if applicable)?				Fund Balance: £ 94099			
invoice no:				Commitments: £				p			
batch no: CVT				Order Number:				Value: £			
				FSD OK to release hold (signed):				FSD ref no:			

NeuroTablet EEG Quotation – Special One-Time Offer

Quotation Reference: UHW.23.07.28L.6

All systems quoted are available to purchase directly from Neurogen or through the NHS Supply Chain Patient Monitoring Framework: **2019/S 173-421793**

For the attention of:
Laura Lea-Thomas
Clinical Neurophysiology Dept.
University Hospital of Wales,
Cardiff

Quotation Date: 14/09/2023
Quotation valid for 3 months.

All prices include **24 months manufacturer warranty** on parts and labour. A service contract is available to purchase for these items at point of sale, which comes in to effect following the warranty period.



Delivery: 6-8 weeks from date of Order
Payment Terms: 30 Days Net

Registered in England and Wales,
Company No.: 11116331
ISO9001 and ISO 27001 Compliant

Terms and Conditions: All prices exclude VAT. Network installation and cabling remains the responsibility of the hospital unless otherwise stated.
The general terms and conditions of purchase are in accordance with the NHS terms and conditions for procuring goods and services.

QUOTATION

Neurogen Ltd
4 Castleton Court, St Mellons, Cardiff, CF3 0LT
Web: www.neurogenmedical.com
Tel: +44 (0)29 2002 3316



Electroencephalography (EEG) Equipment Home Video Ambulatory/Telemetry System

Item Code	Item Name	QTY
NeuroTablet EEG System with Laptop Based Docking Station		
NT32RS-D	32-Channel Wireless NeuroTablet System with built-in Full HD Video <ul style="list-style-type: none">• Carry case with tripod• Deymed USB adapter and cables• EEG Acquisition Software for NeuroTablet	2
TS-LRVW	Laptop with EEG Review Software	2
TS-KEY	EEG Review Keyboard	2
TS-NNET	TruScan Explorer Named Network Review Licence between NeuroTablet and Laptop	2
TT-MCTIT	Mobile Cart with Isolation Transformer	2
TS-NTAC	NeuroTablet Docking and Power for Cart	2
Additional NeuroTablet EEG System (No Docking Station)		
NT32RS-D	32-Channel Wireless NeuroTablet System with built-in Full HD Video	1
Review Software		
TS-EXP	TruScan Explorer Software for reviewing EEG	5
TS-NNET	TruScan Explorer Named Network Review License	5
TS-AERI	Persyst Advanced Quantitative Trending, spike and seizure detection for previously acquired EEG data.	5
TS-DAERI	TruScan Persyst Integration Software Module	5
HL7 Capabilities		
HL7-GAT	Deymed HL7 Gateway	1
HL7-ORU	ORU/Work Order Support and Custom Implementation	1
HL7-WRK-3	Includes individual workstation connection license to Deymed HL7 Gateway (3 NeuroTablet workstations)	1
Sub-total (exc. VAT)		£139,111.36
Discount (exc. VAT)		-£44,365.81
Discounted Price (exc. VAT)		£94,745.55*

* ADDITIONAL OFFER

1x PC Review Station and EEG Review Keyboard (List Price £5,439.44 (exc. VAT)) included
FREE OF CHARGE with this purchase.

Total Saving = £49,805.25 (exc. VAT)

Registered in England and Wales,
Company No.: 11116331

Terms and Conditions: Delivery will be made within 6-8 weeks following receipt of purchase order sent to Neurogen Ltd (email: orders@neurogenmedical.com). All prices exclude VAT.
Network installation and cabling remains the responsibility of the hospital unless otherwise stated.
The general terms and conditions of purchase are in accordance with the NHS terms and conditions for procuring goods and services.

Report Title:	Health Charity Draft Strategy			Agenda Item no.	3.2	
Meeting:	Charitable Funds Committee	Public	x	Meeting Date:	6 th December 2023	
Status (please tick one only):	Assurance		Approval		Information	x
Lead Executive:	Catherine Phillips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement					
Main Report						
Background and current situation:						
<p>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.</p> <p>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.</p> <p>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.</p> <p>The Health Charity's Strategy for the period 2019 - 2024 was approved in principle by the Charitable Funds Committee in September 2019 and subsequently endorsed for publication by the Board of Trustees on 23.07.20 where it was revised to cover the period 2020 - 2025.</p> <p>Strategy Refresh</p> <p>At the CFC meeting held on 21st June 2022, the committee discussed the requirement for a review of the strategy, following on from the Covid-19 pandemic and all of the learnings and change that it had brought.</p> <p>Subsequent workshops and meetings have taken place, with a series of recommendations on improving and developing the Health Strategy, to be more aligned to the post pandemic world and economic situation.</p> <p>Additionally, it was considered appropriate to delay further progress, pending the publication of Cardiff and University Health Board's strategy "Shaping Our Future Wellbeing" 2023 - 2035 in October 2023. The Health Charity's draft strategy has subsequently been updated in alignment with the key aims and objectives of this document.</p> <p>Health Charity Draft Strategy Review Workshop - 9th November 2023</p> <p>A review workshop was held on 9th November 2023, attended by members of the Board of Trustees, Charitable Funds Committee, and senior representatives from Governance, Finance and the Health Charity.</p> <p>The draft strategy was circulated for discussion, following which it has been updated from feedback received by attendees including reference to Health Charity milestones , copy attached (Appendix 1). It has subsequently been distributed to CFC and Trustee members, with a request for further comment by 15th December 2023.</p>						

As agreed in the workshop, an extra-ordinary meeting of the CFC will be scheduled in early 2024 to discuss and finalise the draft strategy. This will be submitted to the CFC meeting on 15th March 2024 for approval and the Board of Trustees on 18th April 2024 for endorsement.

Alongside this timeline, members of the Health Charity, Charitable Funds Finance Team and Governance will work collaboratively to develop the Health Charity’s draft annual workplan, in alignment with the draft strategy and the above governance process for approval.

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

- The Charitable Funds Committee are asked to note progress made to date, the inclusive approach undertaken and the alignment of the proposed Health Charity Strategy to Cardiff and Vale University Health Board’s recently re-launched strategy document “Shaping Our Future Wellbeing 2023 - 2035.
- The attached re-draft of the Health Charity Strategy has been circulated to all attendees and invited members of the Workshop held in November, with a request for comments/feedback by 15th December 2023.

Recommendation:

The Charitable Funds Committee are requested to:

- Note the current status and progress plan of the Health Charity Strategy refresh which contains milestones, aligned to the Health Boards Shaping Our Future Wellbeing Strategy.
- Review the re-drafted Strategy paper and **provide comments/feedback to Simone Joslyn by 15th December 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	x	7. Be a great place to work and learn	x
3. All take responsibility for improving our health and wellbeing		8. Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	x
4. Offer services that deliver the population health our citizens are entitled to expect		9. Reduce harm, waste and variation sustainably making best use of the resources available to us	x
5. Have an unplanned (emergency) care system that provides the right care, in the right place, first time		10. Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	x

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term		Integration	x	Collaboration	x	Involvement	x
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Impact Assessment:

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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27/11/2023 16:34:21

Cardiff & Vale Health Charity Strategy 2024 - 2035



Saunders, Nathan
27/11/2023 16:34:21

Introducing the Health Charity Strategy

Cardiff & Vale Health Charity is the official charity of Cardiff and Vale University Health Board. The Health Charity adds value to the everyday work and life of the patients, staff and communities of Cardiff and the Vale of Glamorgan through charitable works and supporting good causes.

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

The Health Charity operates across all sites and premises of Cardiff and Vale University Health Board and has a particular role to play in inspiring potential, unleashing innovation and creating impact across Cardiff and the Vale of Glamorgan with the issues that affect the health and wellbeing of the population, in particular supporting equity and inclusion.

It continues to develop innovative, diverse but inclusive approaches to income generation; being considerate in the approaches and reviewing its impact, listening to and collaborating with patients, colleagues and community members.

The experience of the COVID-19 pandemic has influenced the position with the capacity and capability to develop and deliver high quality, impactful programmes that provide real benefits for patients, colleagues and communities.

The network across services within Cardiff and the Vale of Glamorgan is the unique distinctiveness of Cardiff & Vale Health Charity, i.e. being able to reach and positively impact all parts of the Health Board.

The Charity position enables us to take a holistic, longer-term, bigger picture view, whilst team members' exceptional connection with frontline services means that, together we can mobilise in response to pressing challenges, and try out new ideas.

A Unique Selling Point (USP) of the Health Charity is the relationships we have built over the years with community leaders, third sector partners, Arts in Business, community interest groups and not for profit organisations. All positive, proactive and ultimately productive relationships. Through implementation of our strategy, we will evolve the relationships towards one that is more explicitly based upon shared ambitions, trust and mutual recognition of the distinct roles, and the value that we all bring to the collective.

The ambitions of the Health Charity are HUGE and contagious! We will unleash this combined potential to make real and tangible differences to patients, colleagues and communities, in line with the strategic aims of the strategy, whilst always being mindful of the need to hear from others. To listen and learn, to work with transparency and integrity and to create the right environment for candid ongoing dialogue with people

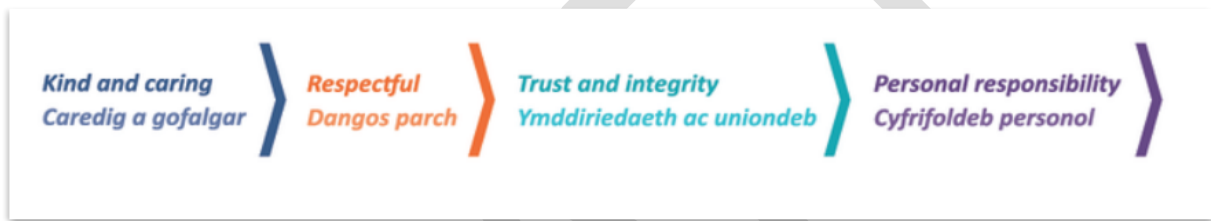
This strategy provides a high-level description of what we want to achieve by 2035 and the strategic objectives we will focus on to get us there, combined with the key milestones that we will aim to achieve over five and ten years to deliver on the Health Charity priorities.

This strategy builds on Cardiff and Vale University Health Board’s co-produced strategy; Shaping Our Future Wellbeing to 2035.
www.shapingourfuturewellbeing.com

The Values

We actively demonstrate and apply the core values of Cardiff and Vale University Health Board in all aspects of Health Charity fundraising and operational activities. Equality, diversity and inclusion are at the heart of the Health Charity values. We are able to reach out and connect to some of the most deprived and vulnerable people in society as well as those across the nine protected characteristics who may not otherwise connect to health in alternative and innovative ways.


We are an intrinsic part of a values driven organisation, and the goals will only be realised if the values we uphold are at the heart of everything we do. Created by colleagues, patients and their families, carers and volunteers, the values are:






The Vision and Ambition

- Adding value to NHS services for the health and wellbeing of patient, colleagues and communities in a sustainable and collective way.
- Working alongside Cardiff and Vale University Health Board to support the ambitions of its Shaping Our Future Wellbeing strategy by adding value to help people living well, caring well, working together.

The Aims

Aims		
 Putting People First	We will support the health, wellbeing and welfare of our population through positive engagement to care and keep them well.	We will support the Health Boards agenda in relation to Equality, Diversity and Inclusion for all staff. Focus on staff wellbeing to ensure colleagues feel valued and supported

Saunders,Nathan
 27/11/2023 16:34:21

 Providing Outstanding Quality	We will support the provision of outstanding services, where people are treated with kindness and are supported to achieve the outcomes that matter to them.	We will promote a healthier environment for our people
 Delivering in the Right Places	We will support the provision of care in the right place, in facilities that are fit for purpose, flexible and promote recovery.	We will enhance patient services, in line with core principles of expenditure.
 Acting for the Future	We will ensure what we do today does not compromise the wellbeing of our future generations	We will continue to work with partners to drive community equity, focusing on those who are socially disadvantaged to maximise benefits to our population

Delivering the strategy – how we will work

To deliver our strategy we will work in a participatory way. This means enabling and empowering people to be involved in shaping charity plans and taking an active role.

Co-production will be at the heart of how we support health services and we will act on regular and timely feedback.

Prevention remains fundamental; preventing illness in the first place, intervening early and addressing preventable deterioration when a health condition is diagnosed. The Health Charity is committed to supporting interventional health and its alternative ways of supporting patients in “Living Well, Caring Well and Working Together”. Hereby supporting and underpinning the aims and ambitions of the Health Board’s strategic direction for health.





We will work in the following way:

Bids and Grant	<ul style="list-style-type: none"> Continue to apply for grants but address the issue of supporting project management costs Build on our success in this area Ensure operational costs are included in grant /bid applications
General Fundraising (Make it Better and General Reserves)	<ul style="list-style-type: none"> Further increase brand awareness and visibility through all healthcare sites and local community Planned fundraising events Strengthen and expand the engagement with all stakeholders within the reach of the Arts Programme Corporate and Charity partnerships and sponsorship
Staff Lottery	<ul style="list-style-type: none"> Raise growth and income via the Staff Lottery Continue to support patient and staff projects
Gifts in Wills / Legacies	<ul style="list-style-type: none"> Generate income through our ongoing Gifts in Wills awareness raising campaign.

	<ul style="list-style-type: none"> Increased engagement with clinical boards to create real stories evidencing how gifts in wills has positively benefited services, and signposting the public to how to leave a gift in their will to Cardiff and Vale University Health Board via the Health Charity.
Staff Benefits - and adding value to Cardiff and Vale University Health Board	<ul style="list-style-type: none"> We will continue to participate in activities undertaken by the Health Charity and Arts for Health and Wellbeing Programme Team, which are non-income generating and support Cardiff and Vale University Health Board, in alignment to the Health Board Strategy to 2035 – “Shaping Our Future Wellbeing”.
Campaigns	<ul style="list-style-type: none"> Continue to improve the patient, colleague and public experience in partnership with clinical services, volunteers and Third Sector organisations

Delivering the strategy – what we will do;

This strategy will be supported by a detailed Annual Workplan which will ensure the Charity is on course to meet its aims and ambitions. It will provide sustainable funding to support the current and future objectives of the charity and ensure the efficient and effective use of these resources. The yearly planning cycle of the Annual Plan will enable agility of the Health Charity Team and to be able to respond to economic, environmental and market factors affecting charitable donations.

Priorities	Key Milestones	
	2027	2035
 Putting People First	We will support staff health and wellbeing in alignment with the Health Boards key priorities, to assist colleagues to feel valued and supported, and live healthy lives.	We will support the Health Boards agenda in relation to Equality, Diversity and Inclusion for all staff.
 Providing Outstanding Quality	We will support services across the Health Board to improve and deliver outstanding care, by supporting research and equipment needs, in line with core principles for expenditure.	We will support clinical boards to enhance services and achieve clinical excellence, by the fair distribution of charitable funds.
 Delivering in the Right Places	We will support the needs of healthcare services, by assisting with improvements in environments, which are over and above its revenue funded responsibilities.	We will support service based and digital improvements, which will enhance patient services, in line with core principles of expenditure.
 Acting for the Future	We will support the Health Boards plan for sustainable future healthcare, by utilising charitable funds to protect the environment, creating and promoting green spaces and bio-diversity.	We will support the future needs of communities of Cardiff and the Vale of Glamorgan through third sector engagement and partnership working.

Governance Arrangements

The Cardiff and Vale Health Charity operates under the Charities Act and is registered with the Charity Commission: The Charitable Funds Committee provides the governance overview of the day to day business scrutiny of activities undertaken by the Health Charity Team and scrutiny of the audited Annual Report and Financial Accounts.

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

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

The Charity observes best practice and exercises appropriate probity, in accordance with the University Health Board's employment, procurement and financial processes, including the stewardship of investments. Finance colleagues manage cash flows and ensure funds are properly administered and accounted for. Consideration of appropriate and available resource is key to all expenditure commitments.

The full governance arrangements and how the Health Charity discharges its duties is available in the Annual report and Annual Accounts and the Charitable Funds Committee papers which are all available on the Health Charity and Health Board website under Committee section.

Making a Difference Together

This strategy isn't just about Cardiff & Vale Health Charity as an individual organisation, it is about our collective potential and impact. It has been designed to continue engagement with and listen to members and other stakeholders. This engagement will be continuous and a core part of the way we forward.

To really maximise impact, we need to move forward together, confidently and with conviction. There is a commonality that binds us all together in spite of the differing areas of focus across the network and lies in a collective desire for a future with a thriving NHS and where everyone has access to the best possible healthcare with the broadest possible definition - ensuring that people are able to live their lives starting well, living well and dying well. Key to this are relationships right across the network. These relationships must be founded on authenticity and trust, with open and candid communication. With those foundations we will work together to build on our experiences of the pandemic and shape a dynamic and impactful future. To find out more and to get involved visit our website. <https://healthcharity.wales/>

Cardiff and Vale Health Charity is the official name and trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund.

Charity Number 1056544

Saunders, Nathan
27/11/2023 16:34:21

Report Title:	Third Sector Small Bids Proposal			Agenda Item no.	3.3	
Meeting:	CHARITABLE FUNDS COMMITTEE	Public	✓	Meeting Date:	5 th December 2023	
		Private				
Status (please tick one only):	Assurance		Approval		Information	✓
Lead Executive:	Catherine Phillips, Executive Director of Finance					
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement					
Main Report						
Background and current situation:						
<p>Cardiff & Vale Health Charity has worked successfully in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC) since 2016 to provide grants to third sector organisations. This has developed strong, effective partnership working between the third sector, health and local government that enables better integrated planning and delivery of people-centered services that are responsive to local need. It also ensures that the third sector community has equitable access to charitable funding and gives under-represented groups a voice.</p> <p>Review of Third Sector Grant Scheme 2022/23</p> <p>In the financial year 2022/23, the Charitable Funds Committee approved funding of £36,000, for allocation to the Third Sector Grants Scheme, including:</p> <ul style="list-style-type: none"> • £33,000 for grant projects • £3,000 for GVS to manage, administer and liaise with third sector organisations to support and advise on the application and approval process and to provide evaluation of successful bids. <p>In the CFC meeting held on the 19th September 2023, Lani Tucker (LT), Health and Social Care Facilitator for GVS presented a delivery and evaluation report on the 2022/23 grants scheme. The report included advice that one project had been underspent to the value of £1,745.35 and GVS asked the committee to consider adding this underspend to next year's grant.</p> <p>Due to the current financial status of the General Reserves Fund, (unrestricted funds which has historically funded bids for over £25k projects), the committee's decision was that it is unable to support this request at this time. This has been fed back to GVS, and finance colleagues have been asked to process an invoice for the repayment into the General Reserves Fund.</p> <p>GVS have been advised that a paper to discuss the scheme is being submitted to the CFC on 6th December, and they will receive a further update following this.</p> <p>Third Sector Grant Scheme Bid Proposal 2023/24</p> <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 working, aligned to Cardiff and Vale University Health Boards 'Shaping Our Future Wellbeing Strategy'.</p>						

Saunders, Nathan
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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.

In relation to the Health Charity's established Third Sector Grant Scheme, as indicated in the Third Sector paper submitted to CFC in September, the Executive Director commented "*A proposal paper will be submitted to the CFC meeting scheduled for the 5th December 2023, in which the committee will be asked to consider the continuation of the Third Sector Grant Scheme, including suggestions for funding resources.*"

It is acknowledged that the General Reserves Fund is closed to new bids for charitable funds. Discussion is ongoing to identify sources of unrestricted income to enable future funding of new bids. The CFC is asked to consider the current position and provide a steer to the Health Charity on the annual Third Sector Grant Scheme, for feedback to GVS.

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

- The Third Sector Grant 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.
- In the Health Charity Strategy Review Workshop held on 9th November 2023, members of the CFC and Charitable Trustees acknowledged the valued benefits of its partnership working with third sector organisations within Cardiff and the Vale of Glamorgan, and expressed a commitment to continuing this in the future.
- The current financial position of unrestricted charitable funds is a key consideration as to whether the grant scheme can be supported in 2023/24.

Recommendation:

The Committee is requested to:

- Consider the financial status of the General Reserves Fund, and/or any other available unrestricted funds, in respect of whether funding is available to support the annual Third Sector Grants Scheme in 2023/24, or whether an option to pause the scheme in this financial year is implemented, pending the ongoing review of potential future fundraising and income generation of unrestricted funds.
- Provide a steer to the Health Charity team, to enable appropriate feedback to be communicated to GVS.

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

Saunders,Nathan
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uReport Title:	Great Wall of China Fundraising Challenge Proposal			Agenda Item no.	3.4
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	5th December 23
Status (please tick one only):	Assurance	Private		Approval	√
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:

In line with other charities, Cardiff & Vale Health Charity would like to offer its supporters and colleagues of Cardiff and Vale University Health Board colleagues an opportunity to take part in an Overseas Trek to the Great Wall of China in May 2025.

This challenge will benefit staff and supporters in a variety of ways, including:

- improving health, wellbeing and fitness
- bringing people together
- increasing income into the Make it Better Fund – the key general-purpose, non-restricted fund, used to support projects across Cardiff and Vale University Health Board
- in a competitive charity market all vying for a stake in how and where people donate, this will enable us to offer an experience and challenge with the purpose of raising income in line with other high-profile charities.
- this would be a significant marketing opportunity, to allow the creation of engaging content and positive stories on how people are raising the money, prior to the challenge taking place, and in doing so raise the visibility and profile of the charity
- the presence of a trained doctor throughout the duration of the trip

The Trek will be an 'open challenge', organised by a UK events company. An 'open challenge' event is available for anyone in the UK to register and support any charity they wish. An 'open challenge' has no liability or financial risks to the charity, as opposed to a bespoke challenge which many of the larger charities organise.

The trek will take place over 9 days and will encompass 5 days of trekking along the Great Wall of China and visiting remote and unrestored sections of the wall.

To ensure best value for money, the Health Charity has worked collaboratively with procurement colleagues to obtain quotations, and adhere to the financial framework requirements. Initial costs have been received by a single company, Global Adventure Challenge, which has excellent reviews and is competitively priced.

The criteria for participation will include the requirement for fundraising of a minimum of £3,390, of which £1,695 would support the trip and the remaining £1,695 would be donated to the charity.

Costs below include, travel, accommodation, food, trained tour guide and leader whilst in China and trained doctor throughout the duration of the trip.

The Health Charity aims to register 15 participants with a minimum net profit of **£19,977**, as this is worked out on the basis of people raising the minimum amount to make it cost effective.

	Estimated
15 Participants minimum. Raising £3,390 each	£50,850.00
Non-staff costs, including cost to organiser for event, marketing materials, launch event, promotion, translation costs.	£27,225.00
Staff costs, support and stewardship of fundraisers over a period of 18 months	£3,648.00
Net profit to Health Charity	£19,977.00

Liability: As the trek is an open challenge, the logistics and liability of the trek both before and during the event is organised by the events company and responsibilities sits purely with them and not the Health Charity.

There will be a challenge leader and tour guide provided by the challenge company and they will manage the trip and logistics for the entire duration.

The Health Charity would encourage supporters to sign up to the trek to raise money for the Health Charity only. There may also be other participants from all around the UK taking part for alternative charities. The company can facilitate up to 40 participants per trek.

We anticipate no financial liability for the Health Charity as each participant will be expected to raise 80% of their minimum sponsorship amount (£2,712) 12 weeks prior to the departure date. This will be an expectation to each participant from the initial conversations and before they register. It will be made very clear that if they are unable to raise 80% 12 weeks before departure, they will be unable to take part in the trek. Alternatively, they can pay the deficit from their personal money. With correct and regular stewardship, this situation can be avoided. The remaining 20% sponsorship will be required 6 weeks after the trek has concluded.

If a registered participant is unable to take part for any reason such as illness, bereavement or not raising the required amount to cover the minimum sponsorship, they are not tied in and will not be liable for any further money and will only lose the non-refundable registration fee of £299.00. The Health Charity is not financially liable in any way. Each participant is encouraged to take out insurance as soon as they register in these circumstances where they could claim their registration fee back.

If any participant, whether a staff member or supporter, encounters an injury whilst on the trip, their medical insurance will cover the costs of the treatment whilst abroad and any time off work required will be their own personal responsibility, and the Health Charity is not responsible in any way.

Medical Insurance: Participants (Pax) will be responsible for purchasing their own medical insurance and the challenge company will remind each person that this is a requirement of the trip.

Participants will be required to complete a medical declaration form upon registration which will be reviewed by a doctor within the trek company. All pre-existing medical conditions will need to be approved and signed off by their own doctor.

Responsibilities of Health Charity: As part of its fundraising efforts, the Health Charity will encourage supporters to register and ensure all participants complete the medical declaration form with their doctor's approval. During the 18-month lead time, fundraising staff will also be responsible for supporting participants, inspiring and sharing new fundraising ideas, and ensuring minimum sponsorship is raised.

All Health Board colleagues taking part in the challenge will be expected to take the full duration of the trip as annual leave.

A WhatsApp group will be created for all the Health Charity participants where photos/stories to be added so that Health Charity staff in the office can promote and exploit all social media opportunities and provide the public with the opportunity to donate to individual walkers and the event itself.

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

- This fundraising challenge poses no financial liability to the Health Charity, and has been shared with Governance and People & Culture and advice received to confirm this.
- This challenge provides an opportunity to raise monies for unrestricted funds

Recommendation:

The Board / Committee are requested to:

- Receive the Overseas Trek paper.
- Agree that the Health Charity should promote this event as one of its key fundraisers for the next 18 months, with donations received into the general purpose, non-restricted fund as part of the annual workplan, which is currently being developed.

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

Risk assessments to be completed with the Events company, once appointed, following the relevant procurement process.

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:

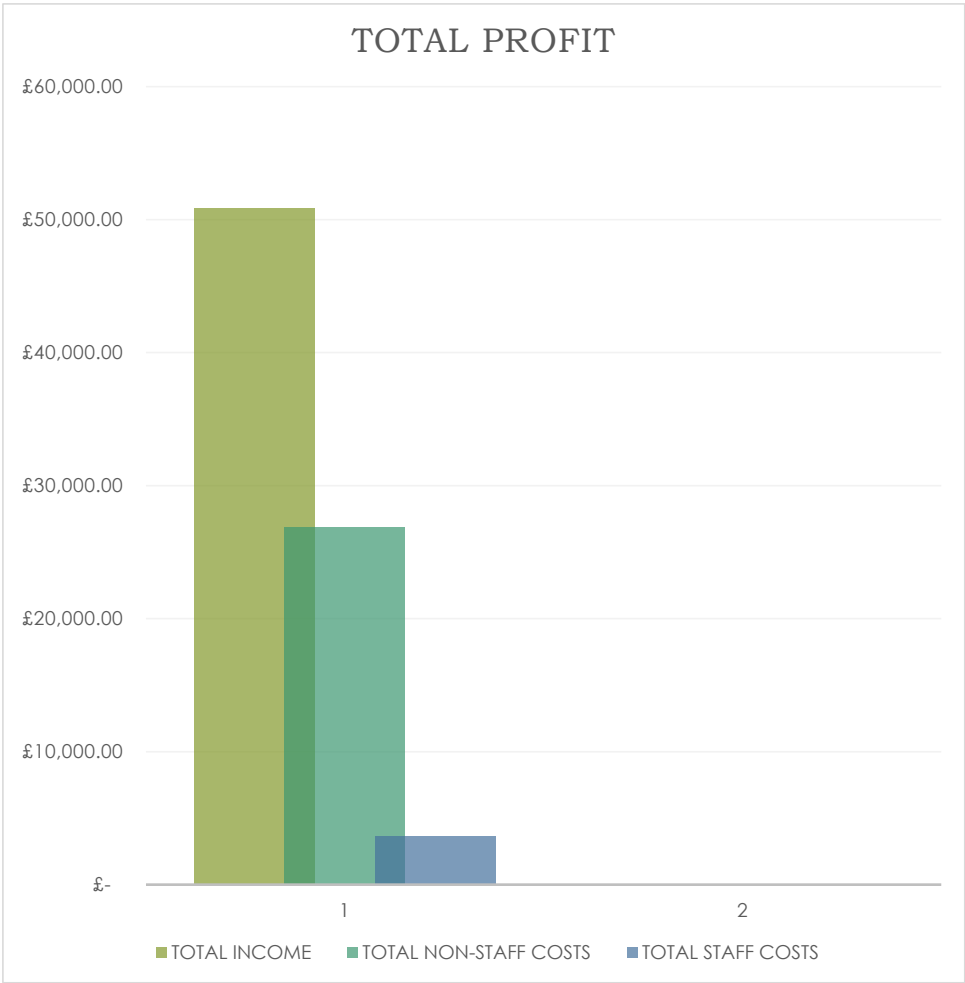
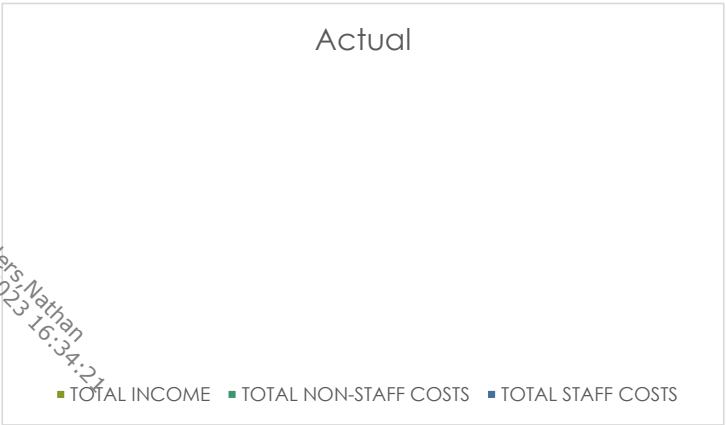
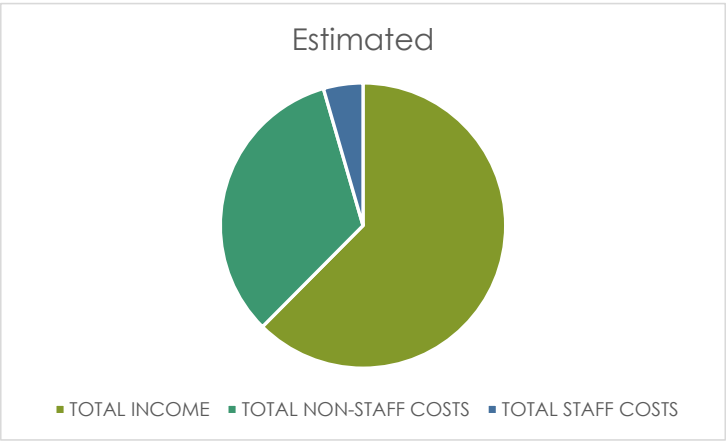
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Event

China Trek 2025

Profit - Loss Summary

	Estimated	Actual
TOTAL INCOME	£ 50,850.00	£ -
TOTAL NON-STAFF COSTS	£ 26,925.00	£ -
TOTAL STAFF COSTS	£ 3,648.00	£ -
PROFIT	£ 20,277.00	£ -



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27/11/2023 16:34:21

Report Title:	Reporting Feedback on Successful CFC Bids			Agenda Item no.	3.5
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	5 th December 2023
Status (please tick one only):	Assurance	Private		Information	
Lead Executive:	Catherine Philips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

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:

Bid name	Amount approved	Funding Source	Date approved by CFC
Staff Recognition Awards	£25,000.00 over 5 years	General Reserves	Sept 2018
Clinical Psychologist for High Care ward	£12,500.00	General Reserves	June 2021 then reviewed in July 2022
Keeping Me Well project	£164,000	Bale Fund	Nov 2020
Grow Cardiff – 2-year project	£99,759.00.00	NHSCT RESTRICTED FUND	April 2021

Staff Recognition Awards - £25,000 (over 5 years)

The Staff Recognition Awards (SRA) event historically has taken place annually and has been in the form of a face-to-face ceremony usually held at the City Hall, Cardiff. However, due to the COVID-19 pandemic and rising cases during subsequent years, the face-to-face ceremonies have unfortunately not taken place.

Of the £25,000 approved bid, it was agreed for £5,000 to go towards the SRA each year over 5 years. Only 3 years of funding has been utilised, leaving £10,000 of this bid unused during the 5-year period. Monies for approved bids are paid out of the General Reserves Fund as they are spent, therefore there is no requirement to recoup any funds.

Breakdown of how the money has been spent over the 5 years;

- September 2018 – £5,000 spent - paid for SRA ceremony which took place, face-to-face in March 2019

- September 2019 – £5,000 spent - SRA ceremony due to take place in March 2020, this was postponed to September 2020 due to COVID 19, then postponed and became a virtual event – fees incurred for master of ceremonies, trophies etc.
- September 2020 – No fees were incurred due to COVID 19
- September 2021 - £5,000 spent – SRA ceremony due to take place in March 2022, then postponed to July 2022, however did not take place due to rising cases during these periods. The monies contributed towards trophies, Master of Ceremonies, certificates and aroma vouchers etc.
- September 2022 – No fees were incurred.

This bid has supported a key initiative, which is showing value and reward of our staff/colleagues.

How the project has made a difference to patients

The recognition awards have a positive impact on staff wellbeing and staff retention and for this reason will also have a positive impact on patient care. If the UHB demonstrates that it values its workforce, more staff are likely to continue to work in the organisation. This brings stability to the workforce, which will enhance the provision of high quality and compassionate patient care. The recognition awards also highlight excellent work that is being undertaken to improve patient care. Providing recognition for improvement work will encourage staff to continue to improve patient care.

How the project has made a difference to staff

It is vital we recognise and reward our staff for their contribution to the UHB and how they impact upon the provision of safe and effective patient care. Staff recognition is a high priority in both the UHB's People and Culture Plan and Staff Retention Plan. We want to demonstrate we value our staff and the Staff Recognition Awards is a way to share and promote the excellent work of our staff. The awards ceremony has historically been extremely well evaluated and staff thoroughly enjoy and appreciate the evening and the recognition that it brings.

How the project has improved services

The SRA aim to recognise and raise awareness of the key changes/ improvements staff are making to their services. This will encourage others to make changes and improve services and care.

Feedback/ Evaluation

Evaluation from the SRA over the years have always been extremely positive. The photos from the ceremonies and award giving events show both the surprise and gratitude on the staffs faces.

Due to COVID 19, the full amount of the approved bid has not been allocated/ spent during the agreed period, leaving £10,000 not utilised

Cardiff & Vale Health Charity has been acknowledged as the sponsor on the trophies for a selected number of winners and runners-up. Also, on the website and presentations.

Clinical Psychologist for High Care ward - £12,500

During the COVID-19 pandemic a significant number of patients required high levels of care on respiratory and adapted medical wards. Patients experienced high levels of distress and significant mortality. COVID-19 was an emerging disease and treatment was unclear and changing. Staff witnessed distress and trauma and reported high levels of distress and trauma themselves, whilst needing to carry on in their roles to deliver complex care in a high-pressure environment of extensive staff redeployment, on-going change and uncertainty.

The Medical Clinical Board Nurse Management team identified a need for support in moving forward in staff recovery. A business case was developed and the proposal was for a band 7 and a band 8b psychologist to work together.

50% of the bid for the 8b psychologist was granted via the Health Charity for temporary hours for a Clinical Psychologist (0.3 WTE 8b) to lead a pilot project. This enabled a 6-month project.

The aim was to listen to staff, quantify their needs, and make recommendations with a view to enhancing staff wellbeing and enabling them to have a better experience of work. This took place over a six-month period while the psychologist was in post from April to September 2022.

Staff on COVID-19 wards, namely C7, B7, Heulwen and Lakeside Wing, were approached for feedback relating to work related stress. Feedback was captured through face to face discussions. Two questionnaires were distributed, the HSE Indicator Tool for Work Related Stress and the Professional Quality of Life questionnaire. All ward staff were invited to share their experiences and complete the questionnaires, including administrative, healthcare support workers, nurses across the band range i.e. from newly qualified to senior/ managerial, and Consultant and medical staff. Staff were assured of anonymity and confidentiality in terms of their feedback and that the intention was to summarise the findings in a broad thematic way, to be able to make recommendations on behalf of staff.

Ward sisters and deputies from all four wards were approached initially, to explain about the aims of the pilot and the availability of the psychologist to meet with any staff wanting to opt in. Two of the wards were quick to take up the opportunity and despite the visible pressures of the ward environment staff were able to take time out from their duties, albeit briefly in some cases, to discuss their experiences. There were slightly different responses from the other two wards, and whilst the addition of psychological support on the wards was generally thought to be a good idea, there was actually no uptake of the offer to meet with the psychologist for the purposes of the pilot. For the one ward, it was felt that things had moved on in the sense that staff were no longer involved in COVID care and that there had been a greater need for input twelve months ago. For the other ward that remained active in delivery of COVID-19 high care, it was thought that staff might feel guarded or uncertain about 'opening up' during their shifts, due to a need to keep focused and concern that interruptions could be unsettling if staff were to become distressed. Regardless of the mixed initial responses, a poster was made available on the wards with information about the pilot and contact details for the psychologist should staff wish to opt in.

The poster also provided QR codes for both questionnaires with an invitation to all staff to complete, online links to the questionnaires were sent to the ward sisters to circulate and paper copies with envelopes were also made available on the wards. Just one questionnaire was returned. Therefore, engagement and participation were limited. All of the staff verbal feedback obtained came from two out of the four wards that were approached. There was a notable absence of any feedback from the consultant and medical staff on the wards.

The work resulted in a report of staff needs, and a list of recommendations made to the management for next steps. This was shared widely with all staff involved, it was also shared with the People and Culture team and Employee Wellbeing.

Unfortunately, due to the temporary and part time nature of the funding, the post holder left for permanent employment after 6 months. No further applicant was available, so the project was unable to continue further.

How the project has made a difference to patients

We initially asked for a junior and senior psychologist for this project. As we only had the money for a senior psychologist the request from the team was to focus on staff wellbeing. However, the evidence suggests that positive staff wellbeing leads to improved patient safety.

How the project has made a difference to staff

The Clinical Psychologist engaged with staff across the key areas, listening to their concerns and offering ongoing support.

Key recommendations given are outlined in the table below.

Theme	Content
Education	Enhance nursing staff skills in NIV
	Management training for Ward Sisters/ Charge nurses and Deputies
	Psychological First Aid training for all staff
Team/ relationship building	Action caring rounds/Schwartz – bringing staff together i.e. all roles and levels, to share experiences, promote communication and understanding
	Team exercises e.g. ward level team development/ awareness day
	Team social events
Communication/ Leadership	Feedback - “you said we did”
	Senior Nurse Q&A events
	Senior Nurse walk arounds
	On-going consultation for Lead Nurse/ Senior Nurse team
	Band 7 buddying and coaching opportunities
Wellbeing	Drop in/ decompression sessions
	EHWB services - 1-1 therapy sessions
Physical resources	Improve rest spaces and facilities Provision of IT resources, phones and computers

How the project has improved services

An extensive review of how services impacted staff was made, and clear recommendations given for the services to improve was agreed and submitted. Due to the short-term nature of the contract of the psychologist it has not been possible to monitor medium to long term outcomes and if the recommendations have been actioned.

Feedback received

Staff reported they felt listened to and valued as a result of this project. The report was well received and welcomed by the People and Culture team and Employee Wellbeing.

The project examined the nature of relationships across the identified ward areas and enabled recommendations to improve those relationships.

Staff felt their mental health and psychological wellbeing needs were acknowledged and this enabled existing services to work more effectively with them, and for staff to be aware of what was available.

Cardiff & Vale Health Charity as the grant funder was acknowledged in all documentation.

Keeping Me Well - £164,000

The initial development of the Keeping Me Well website (www.keepingmewell.com) commenced in Spring 2020 alongside and as part of the Health Board's COVID-19 Rehabilitation Model.

The aim was to provide a trusted source of information and resources to support those identified by the COVID-19 Rehabilitation Model as having a mix of rehabilitation needs arising from the pandemic, and to enable them to manage elements of their recovery independently.

This was undertaken by Cardiff and Vale UHB Allied Health Professional staff, whose capacity to contribute to the project was over and above their substantive roles, afforded by interruptions to their services during the COVID-19 pandemic.

As services resumed under significant demand, the project team's ability to continue developing and maintaining the website diminished, while additional technical skills were required to ensure the website had suitable, accessible functionality.

At the last update in November 2021, work to redevelop the Keeping Me Well website had commenced to reflect the needs of patients in relation to the updated position of COVID-19 Rehabilitation and Long COVID, in addition to supplementing the wider needs of the Health Board's therapies pathways. In the November 2021 update, the team had appointed Savage and Gray to produce 15 minutes of animation to support the content.

Progress

Comprehensive progress has been made. The website is now positioned to have an ongoing impact beyond the COVID pandemic, and fits within the new Shaping our Future Wellbeing strategy by 'enabling and empowering people to live healthy lives and reduce their risk of ill health.'

A steering group of clinicians have worked with a web editor to develop and oversee content which now equates to 450 bilingual pages. This group has worked collectively with communities of stakeholders including those with lived experience to co-produce content, as well as clinical teams and the public health team.

The Keeping Me Well website offers thorough, up-to-date COVID-19 and wider rehabilitation resources that meet the needs of both members of the public and those engaged in therapies pathways to appropriately manage elements of their own rehabilitation and prehabilitation.

Its success is demonstrated by the ambition of other Health Boards in Wales to adopt the same website.

It is Cardiff and Vale University Health Board's dedicated digital platform for AHPs, helping to optimise the wellbeing of patients as they wait for treatment and encourage recovery.

The site includes:

- information on managing a range of conditions (including diabetes, ME/CFS, Menopause, kidney disease, arthritis and Parkinson's)
- helpful advice to prepare well for cancer treatment and surgery including hip and knee replacements, for the best outcomes
- extensive information, videos and resources on conditions commonly seen by CAVUHB's physiotherapy, podiatry, occupational therapy, speech and language therapy and dietetics, including opportunities to self-refer. This exists for both adults and children.
- promotion of community events that support rehabilitation across Cardiff and Vale (including the Forget-me-not chorus, Rubicon dance, memory cafes, Nordic walking, ESCAPEE events etc)
- an all-Wales section to support recovery from critical illness

The website is fully available in both Welsh and English, and translation is factored into the development of new content. A widget is also displayed on every page that offers translation into the other languages most commonly spoken within Cardiff and the Vale of Glamorgan.

Six animations have been produced bilingually in English and Welsh that support our populations to live well. These feature on the website with subtitling to ensure that they are accessible for all who view them. The team has worked with Diverse Cymru to ensure that the content of the animations, including the suite of characters featured in them, is accessible and representative of the communities throughout Cardiff and the Vale of Glamorgan.

The animations cover the topics, 'Preparing for Treatment', 'Living Well', 'Self-Care', 'Co-production', the 'Rehabilitation Model' and a promotional animation to explain how the Keeping Me Well website is designed to support our communities to live well. The promotional video is currently being screened in some GP waiting areas.

Cardiff and Vale UHB social media channels promote Keeping Me Well resources particularly on awareness days such as International Podiatry Day, Back Care Awareness Week, National Arthritis Week, Falls Prevention Week and Rheumatoid Arthritis Week. A Keeping Me Well Twitter account is also used to highlight and promote information on the site. The account has a much better than average engagement rate.

The number of visits to the website increases month on month with approximately 6,000 visitors per month currently accessing the website. Overall, 31% of visits are from a Cardiff location, with 3% from Barry and 1.5% from Penarth. The analytics show that 31,000+ people from the CAVUHB population have used the site, indicating that the website serves the communities it set out to.

In terms of search results on Google the site does very well for the following search terms:

- Preparing yourself for treatment
- What to eat when you have covid and no appetite
- Difficulty swallowing after covid
- Post-covid fatigue
- Speaking and swallowing after a stroke

How the project has made a difference to patients

- The Keeping Me Well website has provided a rehabilitation service (including exercise videos, information and techniques) that people would otherwise have been unable to access during the early COVID-19 pandemic.

- The website affords people the opportunity to access activities, information and resources immediately, either without needing to see a clinician or while they await their referral.
- The Keeping Me Well resource has supported self-referral into a variety of services. Approximately 2,800 people have self-referred into the Escape Pain programme alone. The site is also used to self-refer into prevention programmes such as: the Foodwise for Life course, the Get Cooking course and the Falls Avoidance Exercise course and wider services such as Occupational Therapy for Children and Young People.
- Over 4,800 visits to the website have been through scanned QR codes provided to patients by clinicians. This is targeted information provided to patients to support their therapies pathway.
- Weaving into the wider transformation of the UHB's rehabilitation offer, the site is improving the care patients receive across them.
- Keeping Me Well has given patients the opportunity to share their lived experience through co-producing pages on topics such as FND and Menopause.
- Keeping Me Well provides information on preparing for cancer treatment, preparing and recovering from a hip or knee transplant and recovery from a critical illness which is not readily accessible to Welsh speaking patients through other sites.

How the project has made a difference to staff

- Being able to signpost patients to areas within the Keeping Me Well website using QR codes is less burdensome on staff than having to write out, print or otherwise signpost patients to resources. These QR codes have been successfully accessed by patients 4,800 times.
- The site is contributing to implementing cultural change, supporting people to understand and be able to practice self-care.
- Where they have accessed the Keeping Me Well website prior to attending consultations, patients are more informed facilitating AHPs to have more valuable conversations with them.
- Clinicians have been able to concentrate on delivering services and producing resources that are useful to their patients without the overhead of valuable time spent physically developing web pages, promoting the content and arranging for translation of web copy.

How the project has improved services

- Video resources housed on the site, such as those demonstrating how to complete exercises to support people to manage elements of their own rehabilitation, are a significant enhancement to printed resources that would have been provided previously.
- The video resources have been seen to improve compliance with exercises that AHPs assign to patients both in terms of motivation and doing the exercises with correct form, as they're able to copy what is happening on screen. Having developed into a comprehensive digital resource, the site has sustainability-centric benefits, replacing printed materials that would otherwise need to be given to patients.
- Staff from different services have been encouraged to work together preparing content. This has raised awareness of different resources different teams have produced and has enabled staff to signpost a wider range of resources.
- The website's events calendar promotes the times, locations and details of upcoming events such as our water rehabilitation sessions in local leisure centres, our NYLO (Nutrition for Your Little One) courses and ESCAPEE events for those with back, hip or knee pain.
- Therapy services have been able to use the website to support different points in the patient journey. It is used as a first point of contact with information that is useful for people experiencing different symptoms and offering the opportunity to self-manage symptoms or self-refer into services
 - for patients awaiting an appointment to access useful advice and pre-appointment information
 - as a follow up resource to access exercises and rehabilitation activities once someone has been diagnosed with a condition and

- as a place to offer an evaluation of care through patient-reported outcomes.

Feedback received

The Cardiff and Vale Rehabilitation Model which includes Keeping Me Well as the first level of support won *'The Welsh Government's Award for Value Based Care: Making Best Use of Resources to Maximise Outcomes'* in the Advancing Healthcare Awards 2023 and the *'Award for Excellence in Rehabilitation'* Award at the Advancing Healthcare (Cymru) Awards 2022. The Cardiff and Vale Live Well Service, which Keeping Me Well supports, was also awarded the *'Award for Excellence in Rehabilitation'* at the Advancing Healthcare Awards Cymru 2023.

Keeping Me Well was also shortlisted finalist for the AHA's *Award for Digital and Technology Innovation*.

The project has met the requirements outlined in the application form. In 2020-21 the website was developed as a trusted place to access COVID-19 information and multi-disciplinary recovery resources. It also functioned as a site to access virtual rehabilitation resources (exercise videos and strategies) for services that were affected by the pandemic.

Since early 2022 the website has built on these foundations to develop into a co-produced digital hub for the therapy services. It is used to support people searching for solutions to common conditions, those waiting for an appointment, those engaged in rehabilitation, patients recovering from an illness, those managing a condition and people looking for how to improve their health and wellbeing.

The project has acknowledged Cardiff & Vale Health Charity as the grant funder by including the Cardiff & Vale Health Charity Logo as part of the core Keeping Me Well website template. The logo appears on every page, and links through to the Health Charity's website and is also prominently displayed at the end of the animations produced for the Keeping Me Well website.

Project Funds

At the project end date of 30th November 2023, there is an underspend of £19,363, due to gaps in staff retention and a non-requirement to recruit admin staff, as outlined in the project outline.

We would like to request approval from the CFC to reinvest this underspend into the continued development of the KMW website, whilst we progress applications to secure future resources through Welsh Government funding streams. The monies would be spent on the continued employment of a Web Editor, to update and manage the website, ensure that it remains relevant and up to date and remains a trusted source of information.

Grow Cardiff – 2-year project - £99,759

The Grow Well 2-year project was supported by funding secured from NHS Charities Together

- Grow Cardiff enabled patients and local people struggling with their mental and/or physical health, loneliness or isolation to engage and access the Grow Well Project. Creation and development of social prescribing to 'green therapy' and self-referral pathways.
- The Grow Well Project delivered half-day therapeutic community garden sessions with patients/self-referring local adults at 3 sites, every week, across the SW Cluster for 2 years.
- Development of 2 Grow Well community gardens and a brand-new Grow Well community garden site at Riverside Health Centre with patients from December 2021.
- Weekly session activities facilitated by Grow Cardiff staff with patients included horticultural activities, crafting, building & carpentry, cooking and supporting wildlife

- Developed a close working partnership with the 9 SW Cardiff Cluster surgeries, local authority and third sector organisations to enable referrals to (and from) the project.
- Development of referrals from our sister 'Growing Companions' project to Grow Well, enabling most vulnerable patients who took part in growing activities at home, to engage with the project in the community.
- Development of a monitoring framework to measure the outcomes and impact of Grow Well on patient health and well-being in partnership with University of S Wales/ Wales School of Social Prescribing Research (WSSPR).
- Development of a new 'Creative Grow Well' project from November 22 – February 23 which ran alongside Grow Well. This was an indoor, nature-based creative arts session that encouraged most vulnerable adults to continue to engage with the project and for new referrals to be generated over the cooler winter months.

How the project has made a difference to patients

- Improved the health and well-being of patients and self-referred local people through weekly Grow Well therapeutic community garden sessions. Measured through a bespoke monitoring tool.

- Key differences achieved for beneficiaries:

Supporting the mental and physical health of 136 patient volunteers engaged in the project from July 21-23, creating a welcoming, non-judgemental, safe space outdoors;

- Reducing isolation and loneliness of patient volunteers (Many participants have said that the garden is an absolute lifeline, particularly as the pandemic eases, but many other services and other structures in life have not yet 'resumed as normal'.
- Building community and benefitting the wider community. Each site develops its own community garden group where participants support and nurture each other as well as the garden.

How the project has made a difference to staff

- Participants leave a garden that other members of the public, NHS staff and other organisations can utilise and benefit from throughout the week.
- Grow Cardiff have trained staff and lead volunteers in therapeutic community gardening, with the support of a highly skilled and experienced Occupational Therapist who leads on the project.

How the project has improved services

- Partnerships: Grow Cardiff have developed a fantastic relationship with our SW Cardiff Cluster partners, which has been absolutely key to the whole project's success. In addition, they have developed new partnerships with SW Wildlife Trust, Keep Wales Tidy, Cardiff Probation Services, Good Gym and a host of local authority and third sector organisations who refer into the project.
- They have increased capacity of the project across all 3 sites by increasing staffing, the areas available for gardening and introducing a new site at Riverside Health Centre (Grow Well Riverside).
- An increased range of activities that patient volunteers can undertake and resources in the gardens themselves e.g. a large heated outdoor shelter at Lansdowne Community Garden and Dusty, means they can run the session whatever the weather.

- Sharing learning: shared learning from Grow Well at the Gofod 3 conference (the largest third sector conference in Wales), they have met with the Health Minister for Wales to share learning as well as the NHS Improvement and Implementation Services team. Grow Cardiff are being used as a case study for the launch of Wales' Social Prescribing Framework, by Deputy Mental Health and Wellbeing Minister Lynne Neagle and internationally.

Feedback received

Grow Cardiff have many case studies to reflect the direct input the scheme has on those who attend.

The findings from the project demonstrate the wide range of positive outcomes for a variety of population needs, including those living with long term physical and mental conditions. Community gardens can offer non-clinical preventative methods of social prescription using nature-based solutions to promote health and wellbeing.

Grow Cardiff have also worked to develop a monitoring framework to measure the outcomes and impact of Grow Well on patient health and well-being in partnership with University of S Wales/ Wales School of Social Prescribing Research (WSSPR).

Grow Cardiff have improved the health and well-being of patients and self-referred local people through weekly Grow Well therapeutic community garden sessions. The project has been on track and they have fulfilled the timescale and milestones in the original application. They have hired additional staff, delivered all planned sessions, developed a bespoke monitoring tool with the Wales School of Social Prescribing Research (WSSPR) and started a new therapeutic community garden at Riverside Health Centre. Grow Cardiff have also secured a further 2 years' funding for the project through the NHSCT Greener Community Fund.

Grow Cardiff regularly tweets about the Grow Well project through social media channels and tags Cardiff & Vale Health Charity. The team at Grow Cardiff and Cardiff & Vale Health Charity have formed an excellent working relationship, share learning and both liaise directly with NHSCT to attend webinars, meetings and for reporting purposes. The Executive Team have attended some of the Grow Cardiff sites, along with representatives from the Health Charity and NHSCT who have met directly with service users who have fed back what the project means to them, and how it has improved their health and well-being.

In October 2023, Grow Well community garden at Riverside Health Centre featured on BBC The One Show this week, following being shortlisted for the Royal Horticultural Society (RHS) and One Show 'Growing Together Award' for community gardening.

The garden is an oasis in the heart of the community in Riverside, and everything in the garden reflects what people locally have told the Grow Cardiff team they would like to grow.

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 these four projects.
- The Keeping me Well project manager has requested that the reported underspend of **£19,363** is reutilised for continued staff funding, pending an application to Welsh Government for alternative resources.

The CFC are asked to consider the following:

The KMW project evaluation report advises that the original scope of the application has been met, by its successful completion of the 3-year project to provide:

- funding and development of the keepingmewell.com website and associated staff
- staffing for a multi-disciplinary Long COVID rehabilitation service

Recommendation:**The Charitable Funds Committee is requested to:**

- Receive this report as **Assurance** of the use of charitable funds for its intended purpose, as approved by the CFC.
- **Approve the following recommendation:** As the scope of the original funding application has been met from the allocated funds of £164k, any requests for further monies constitutes a new application to the Bale Fund, aligned to their revised project scope. The KMW project manager should be advised that a new application can be for consideration of funding from the Bale Fund.

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: 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:

Saunders, Nathan
27/11/2023 16:34:21

Charitable Funds Committee Approved Bids - March 2018 - current date								
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
6th December 2021	Welsh Transplant Games - 5 year project	Shaun Thomas, Senior Renal Youth Worker	We are requesting flexible funding between £5000-£8000 a year, i.e. total costs of between £25,000 - £40,000 .	as bid - max £8k/year £40k - 5 yrs	Dec '22	Dec '24	Dec '26	Bid approved by CFC

Saunders Nathan
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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 th 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	Mar-24	Barings and Arts Council of Wales
5th Dec 2023	Arts & Minds - Barings	Melanie Wotton	Arts Programme	£28,600.00	N/A	N/A	Mar-25	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
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Charitable Funds Committee Approved Bids - 2018 - 2023							
CFC meeting Approved	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total Awarded	Update rep	Final Report to Committee	Comments
20 th March 2018	Information Screens	Michelle Fowler	Exec. Nurse Director	£ 24,750.00		Completed Mar-20	
29 th March 2018	Nutrition & Hydration Extension	Nutrition & Dietetics Services	Exec. Director of Therapies & Health Science	£ 295,000.00		Completed Mar-20	
11 th December 2018	First Impressions, Barry Hospital	Peter Welsh	Maria Battle	£ 99,500.00		Completed Dec-19	
11 th December 2018	IBD Service at UHL	Claire Tibbatts, UHL	Sarah Edwards	£ 20,000.00	Mar-20	Completed Sep-20	
11 th December 2018	Arts Funds Bids	Simone Joslyn	Maria Battle	£ 70,000.00		Completed Mar-20	
11 th December 2018	BSL Training & Awareness	Angela Hughes	Exec. Nurse Director	£ 29,928.00	Jun-19	Completed Sep-20	
11 th December 2018	Promoting Health Charity Visibility	Simone Joslyn	Akmal Hanuk	£ 60,000.00		Completed Dec-19	
19 th March 2019	Sustainable Travel for UHB	Joanne Brandon	Abigail Harris	£ 391,854.00	Dec-19	Completed Nov-20	
11 th June 2019	RITA	Joanne Wilson	Exec. Nurse Director	£ 28,776.00	May 2020	Completed Sep-20	
11 th June 2019	Dental Information Screens	Eira Yassien	Chief Operating Officer	£ 13,084.80		Completed Mar-20	
11 th June 2019	Health Charity Website	Simone Joslyn	Exec Nurse Director	£ 12,410.00		Completed Sep-20	
4 th November 2020	Provide a Staff Haven at University Hospital Wales	Nicola Bevan	Director of Workforce and OD	£ 54,000.00		Completed Mar-21	
27 th June 2019	Employee Wellbeing Service	Nicola Bevan	Director of Workforce and OD	£ 352,586.00	Sep-20	Completed Jun-21	
27th June 2019	Disposal of Rookwood	Nicola Foreman	Director of Governance	£ 155,000.00		Completed Jun-21	
9 th Feb 2021	St David's Children Centre Environmental Improvements - Children, Young People &	Katie Simpson	Exec Nurse Director	£ 39,353.42		Nov-21	
25 th January 2021	Covid-19 Patient Experience Support Project	Angela Hughes	Exec Nurse Director	£ 25,000.00		May-22	
25 th 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 Collision Space to support our People and Culture	Zoe Hilton	Exec Director of People and Culture	£ 24,000.00	N/A	March '23	
1st March 2022	Forget Me Not Family Choir: A Choir for Bereaved Dementia Carers - 12 month pilot project	Mark Jones	Young Onset Dementia Care Advisor, MHSOP	£12,500	N/A	Sep-23	
21st June 2022	Employee Wellbeing Service - Proactive Wellbeing Support for Staff and Managers	Nicola Bevan	Director of people and Culture	£ 194,864	N/A	Dec-23	Bid 1 - £282,000 - project funding bid endorsed by CFC Sept '20/ approved by BoT - Nov'20. Bid 2 - £194,864 - bid for funding extension endorsed by CFC June '22 / approved by BoT - Sept '22
29th June 2021	Clinical Psychologist for Covid-19 High Care Wards: Patient and Staff Support Project	Richard Cuddihy/ Julie Highfield	Director of Operations	£ 12,500	N/A	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.
11 th September 2018	Staff Recognition Awards	Learning Education & Development	Exec Director of People and Culture	£ 25,000.00	N/A	Dec-23	
4th November 2020	Keeping Me Well and Recovery from COVID	Emma Cooke/Luke Fox	Executive Director of Therapies	£ 164,000.00	N/A	Dec-23	Request from Project Lead to repurpose underspend of £19,363 - awaiting CFC decision - 05.11.23

Report Title:	HEALTH CHARITY UPDATES – BREAST CENTRE APPEAL ANNUAL REPORT				Agenda Item no.	4.1
Meeting:	Charitable Funds Committee		Public	√	Meeting Date:	5/12/2023
			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:

Background and current situation:

The Breast Centre at the University Hospital Llandough opened in 2010 to provide a “one stop shop” for patients requiring breast care services. At that time, an Appeal was launched with the support of the Charitable Funds Committee (CFC), to raise funds to further enhance services available within the Centre. This included the completion of the first floor which now provides:

- Enhancements to patient services/environment provided at the Breast Centre to compliment the core NHS services already provided;
- Improved patient experience and outcomes;
- Promoting health and wellbeing;
- Promoting quality and safety in patient care through professional managed exercise sessions, outsourced exercise sessions and complimentary therapies (funded via the Breast Centre Appeal);
- Dedicated multidisciplinary teaching/training facility for breast care services
- Virtual fitness sessions, one to one meetings and groups via state-of-the-art digital equipment funded by the Breast Centre Appeal.

The fundraising activity has continued to be very successful this year, and reached over £1million in 2023. The appeal continues to fund enhancements to patient care at the Breast Centre.

Fundraisers over the past 12 months include:

- A team at the Windsor Hotel in Senghenydd held a ‘wear it pink night’ night at raised over £850.
- Millwood Bowls Club raised over £500.
- Alan Dark started fundraising for us and continues to regularly attend darts matches and raise money for the Breast Centre Appeal – to date raising £2,600
- Gordon Jones started fundraising for us and Minds Matter Cymru by running a series of Marathons and Half Marathons – Gordon has raised £1,242 to date (split between charities).
- Cash for Coins initiative launched with a specific collection area at the Breast Centre Appeal.
- Judith Townsend & Claire Morris walked Pen y Fan – Raising just under £1,200.
- Patients Karon Norton & Hazel Dawson completed the Welsh Three Peaks, they also signed up for the Cardiff Half Marathon and have held a quiz night – fundraising total to follow.
- Patient Rhian Griffiths raised and donated over £18,000, and expressed a wish for this money to be put towards a hand-held ultrasound machine for use during surgery.
- Cwmfelinfach Working Men’s club raised £2,000 for the Breast Centre Appeal.
- Irene Hicks Nicholls, BCA continues to support the Breast Centre Appeal with raffles and bingo events, The Senior Fundraiser continues to maintain regular contact with Irene.
- Runners taking part in the Cardiff Half Marathon in October 2023 have raised over £2,800.
- Evening of Mediumship raised £500

Events over the past 12 months include:

- Pink Tie Gala Dinner – December 2022 - £4,173
- Afternoon Tea £1,387
- Strictly Top Dancer £22,906

The Breast Centre Appeal total income for 2022/2023 was: £108,374.69, comprising £103,587 in donations plus £4,787 interest and dividends.

The Current Balance of the Breast Centre Appeal fund is: £231,730 as at 25/10/23

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

- Payment for staff to attend training courses.
- Reflexology sessions re-commenced
- Ongoing subscriptions and gym equipment to enable the Senior Physiotherapist to hold zoom fitness and one to one sessions with Breast Centre patients.
- Ongoing outsourcing of fitness classes to Splash Central Cardiff for 'live' classes for those that are able to attend. The feedback from these classes is always so positive as it's created a support network for all those that attend.
- The Breast Centre Appeal Committee and Charitable Funds Committee has recently agreed the spend of £34,860 excl VAT for a hand-held ultrasound machine.
- Cancerpal have curated special gift boxes to help people going through breast cancer treatment and will donate money to the Breast Centre Appeal from the sale of each box. They are also offering a 15% donation from any market place purchase to our appeal.
- Purchase of new Breast Centre Appeal travel mugs and cups

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

The Committee is asked to acknowledge the contents of the Breast Centre Appeal Annual Report and thank the team for their continuing hard work and dedication.

Recommendation:

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

Five Ways of Working (Sustainable Development Principles) considered									
Please tick as relevant									
Prevention		Long term	√	Integration		Collaboration	√	Involvement	√
Impact Assessment:									
Please state yes or no for each category. If yes please provide further details.									
Risk: No									
Safety: No									
Financial: No									
Workforce: No									
Legal: No									
Reputational: No									
Socio Economic: No									
Equality and Health: No									
Decarbonisation: No									
Approval/Scrutiny Route:									
Committee/Group/Exec					Date:				





Saunders, Nathan
27/11/2023 16:34:21

Report Title:	FUNDRAISING REPORT			Agenda Item no.	4.2
Meeting:	Charitable Funds Committee	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Meeting Date:	5th December 2023
Status (please tick one only):	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>		
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>Background and current situation:</p> <p>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.</p> <p>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.</p> <p>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 1st September – 30th November 2023.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>I am pleased to provide an updated report on the activities of the Health Charity during the period 1st September – 30th November 2023.</p> <p>Further information on events financial forecasting and income/expenditure is available as required.</p>					
Recommendation:					
<p>The Committee is requested to:</p> <ul style="list-style-type: none"> Review the Fundraising Report for information and NOTE the progress and activities of the Health Charity as advise 					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
<i>Please tick as relevant</i>					
• Reduce health inequalities	<input type="checkbox"/>	- Have a planned care system where demand and capacity are in balance	<input type="checkbox"/>		
• Deliver outcomes that matter to people	<input checked="" type="checkbox"/>	- Be a great place to work and learn	<input checked="" type="checkbox"/>		
• All take responsibility for improving our health and wellbeing	<input checked="" type="checkbox"/>	- Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	<input checked="" type="checkbox"/>		
• Offer services that deliver the population health our citizens are entitled to expect	<input type="checkbox"/>	• Reduce harm, waste and variation sustainably making best use of the resources available to us	<input checked="" type="checkbox"/>		
• Have an unplanned (emergency) care system that provides the right care, in the right place, first time	<input type="checkbox"/>	• Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives	<input type="checkbox"/>		
Five Ways of Working (Sustainable Development Principles) considered					
<i>Please tick as relevant</i>					

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

September 23 - November 2023

	<ul style="list-style-type: none"> The annual Blue Tie Ball raised nearly £5,500 A team of six members of staff from the Community Brain Injury team raised over £1,800 by running the Cardiff Half Marathon
	<p>Fundraising within the period;</p> <ul style="list-style-type: none"> Strictly Top Dancer - £22,906.68 Evening of Mediumship - £500 Fundraising Evening at Cwmfelinfach Workingmen's Club - £2000 Cardiff Half Marathon – Runners for Breast Centre Appeal raised just over £2,800. The Pink Tie Gala Dinner. Sponsorship has been secured from two medical companies - £1,100 in total
<p>Supported by Gifts in Wills Cefnigwir gan Rhoddd mewn Ewyllys</p> 	<ul style="list-style-type: none"> Gifts In Wills income received in last quarter totals: £112,761.64. Fundraising awareness raising campaign is being progressed with support from Health Charity Communications and Digital Comms.

	<ul style="list-style-type: none"> The SuperMegaDraw took place on Friday 24th November, creating four £1,000 winners and a single winner of £23,000. Allocated numbers at the end of October stands at 5593, generating £6,054 per draw.
	<ul style="list-style-type: none"> Secured £28,600 from Arts and Minds Initiative, funded by Arts Council of Wales and Baring Foundation to work with young people. NHS Charities Together Arts in Social Prescribing has received its second Year of Funding - £39,999. Christmas Wreath Making Workshop and raffle scheduled November after last year's success. The commission on artwork sales at the Hearth Gallery in 2023 currently totals at £991.25, compared to the £361 total of commissions collected in 2022.
	<ul style="list-style-type: none"> A donation of £500 was received from a local company Afallen LLP who used our online interactive platform to donate the money to be used to purchase and plant fruit trees. The Shine Bright Event, sponsored by FP Hurley & Sons Ltd who have donated £3,000. A light switch on is planned for Wednesday 22nd November at 5.30pm at UHL where local school choirs will attend to provide festive music and entertainment.
	<ul style="list-style-type: none"> 135 runners completed the Cardiff Half Marathon raising nearly £40,000 for various departments across the Health Board.

The following tables relate to projected and actual cost estimates for planned events, in alignment with Health Charity audit requirements.

Completed Events

Prop Ball October 2023

	Estimated	Actual
TOTAL INCOME	£19,173	£19,253
TOTAL NON-STAFF COSTS	£11,645	£11,332
TOTAL STAFF COSTS	£2,448	£2,448.00
PROFIT	£5,080	£5,473

Planned Events

Shine Bright December 2023

	Estimated	Actual
TOTAL INCOME	£8,450	

TOTAL NON-STAFF COSTS	£1,029	
TOTAL STAFF COSTS	£1,440	
PROFIT	£5,980	

Christmas Wreath Making (Arts Programme) November 2023

	Estimated	Actual
TOTAL INCOME	£2,050	
TOTAL NON-STAFF COSTS	£1,100	
TOTAL STAFF COSTS.	£112	
PROFIT	£838	

Breast Centre Ball - December 2023

	Estimated	Actual
TOTAL INCOME	£15,100	
TOTAL NON-STAFF COSTS	£9,634	
TOTAL STAFF COSTS	£1,366	
PROFIT	£4,100	

Cardiff Half Marathon 2024 - charity spaces are now available to purchase. The Charity proposes to purchase 50 charity spaces at £85 each (vat exempt). Criteria for participation requires each runner to raise at least £300 in sponsorship, which will be directed whenever possible to the Make It Better Fund.

A pre-payment to Run4Wales will secure spaces at £85 each, total £4,250. Entry value increases from January 2024 to £100 each.

Cardiff Half Marathon - October 2024

	Estimated	Actual
TOTAL INCOME	£15,000	
TOTAL NON-STAFF COSTS	£4,250	
TOTAL STAFF COSTS	£3,948	
PROFIT	£6,802	

Saunders, Nathan
27/11/2023 16:34:21

Report Title:	STAFF BENEFITS GROUP REPORT			Agenda Item no.	4.3
Meeting:	CHARITABLE FUNDS COMMITTEE	Public	<input checked="" type="checkbox"/>	Meeting Date:	5th December 2023
		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:	Rachel Gidman, Executive Director of People and Culture				
Report Author (Title):	Barbara John, Business/Operational Manager, Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>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.</p> <p>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.</p> <p>The Staff Benefits Group meets on a quarterly basis and has the following membership:</p> <ul style="list-style-type: none"> - Senior Management Representative - Senior Health Charity representative - Senior Workforce Manager - Staff Side representative - Communications representative - Sustainable Travel Manager - Procurement Representative <p>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.</p> <p>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.</p> <p>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.</p> <p>The quarterly meeting of the Staff Benefits Group was held on 7th November 2023 and recorded the following activities:</p>					

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Salary Sacrifice Scheme

NHS Fleet Solutions

Jason Coleman (NHS Fleet Solutions representative) provided an overview of the Home Electronics Scheme and the potential benefits for CAVUHB employees. Michelle Richards, Staff Benefits Manager (NWSSP) also attended to provide feedback on the scheme received from other Health Boards, as follows:

- There is an agreement in place for all Health Boards to reduce to a 12-month repayment scheme, as opposed to 24-months.
- A spending cap is applied to all user accounts which equates to 10% of an employee's salary.

The group highlighted some concerns, specifically around the uptake of the scheme for lower-paid colleagues and the repayment terms for colleagues who leave the Health Board during their contract period.

The proposal is to be taken to the Senior Leadership Board for further discussion and consideration

Staff Financial Wellbeing (Cost of Living Crisis)

Key updates were provided to the group prior to the meeting, which included the following:

- CAVUHB was awarded Public Payroll Partner of the year for the collaborative work undertaken with Cardiff Credit Union, especially in relation to the Roadshows held during Talk Money Week 2022.
- Two 'Financial Wellbeing Pathways' have been launched, providing colleagues with information on various support services based on their individual financial needs.
- 'Talk Money Week' Roadshows took place w/c: 13.11.23 across a number of Health Board sites.

WageStream Update

Positive feedback has been received from Clinical Boards of colleagues currently using the scheme. Current statistics indicate:

- 706 employees signed up - 4% of the organisation
- 29 employees currently being enrolled
- 729 streams made since launch
- 9212 app visits this month
- 22 Employees with a savings pot
- £2.2 million – salaries processed
- £162K Total Advanced
- £48K Currently Advanced

Staff Benefits Partners

Nathaniel Cars Group (NCG)

A partnership meeting with Nathaniel cars took place on 13th November 2023 attended by Rachel Gidman, Barbara John and several representatives from Nathaniel Cars, in which RG advised that she will lead these meetings in future, following the retirement of Peter Welsh.

Discussion included an informal review of the current Memorandum of Understanding (MOU) in place, and to update RG on previous partnership working. A positive and mutual agreement was reached to refresh the partnership during 2024 and focus on a few key issues to be progressed in the New Year.

A request was made to review the previously agreed MOU with Cardiff and Vale University Health Board (signed in 2020) to support Winter Planning by supporting staff transport to and from work in the event of adverse weather was reviewed. Nathaniel's subsequently advised by email that they are unfortunately unable to continue to offer this service as they no longer have the Mitsubishi franchise, which they previously intended utilising to support the provision of 4x4 vehicles. They further commented that if this changes in future, they are happy to revisit and discuss further. BJ will update operational planning colleagues of this.

Staff Discount Providers

Offers of staff benefits, received during the last quarter, including discounted tickets for CAVUHB staff to attend 'Aladdin the Musical' at the Wales Millennium Centre were tabled for noting.

Staff Benefits Promotions

Content during the next quarter will be aligned to the Christmas/ New Year period and where relevant, to key UHB and Public Health messaging.

The IT dept. have agreed to display time limited free or discounted ticket offers, e.g. for football/rugby matches and local concerts, on CAVUHB screensavers. Staff Benefits promotional material has been updated with a QR code to take staff to offers, with a request to colleagues with digital access to print copies and display in areas where team members may not have access to Sharepoint/web pages/email etc.

Launch of 'My Health Passport' – 16th November 2023

The official launch of 'My Health Passport' took place at the Cochrane Building, UHW on Thursday 16th November. SBG representatives attended the launch and a Staff Benefits display stand set up in the afternoon drop-in sessions for colleagues. A range of information was provided, including: latest savings and discounts, details on staff benefits discount providers, health and wellbeing and essential savings.

The next meeting of the Staff Benefits Group is scheduled for the 6th February 2024.

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 September – November 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	
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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: Yes/No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

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Report Title:	STAFF LOTTERY BIDS PANEL REPORT			Agenda Item no.	4.4
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	5 December 2023
		Private			
Status (please tick one only):	Assurance	✓	Approval	Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

The Board of Trustees of Cardiff & Vale Health Board Charity have delegated responsibility to the Staff Lottery Bids Panel for consideration and approval of charitable funds bids up to a maximum of £10,000. The Small Bids process, which also allows bids up to a value of £250 to be fast tracked for approval. was formally agreed by the Charitable Funds Committee at their meeting on the 19th September 2017.

The '**SuperMegaDraw**' took place in November with a single prize winner of £23,000, in addition to the regular four weekly £1,000 winners. Health Charity team promotion leading up to the date of the draw generated over 754 new numbers, with an increased income of £39,177.84 annually (*figs at end of October '23*).

The last meeting of the Staff Lottery Bids Panel took place on **2nd November 2023**.

The attached paper lists approved bids from the meeting. Panel members also proposed and agreed prize values for 2024, which include: £8,000 for the May SuperDraw and £24,000 for the November SuperMegaDraw.

As of 2025, all participants agreed to cap the prize at £25,000 for the SuperMegaDraw

Successful Staff Lottery Bids Panel Projects

Training on the physical effects of frailty and dementia on the body

A project to provide training on the physical effects of frailty and dementia on the body, was recently granted. Training has been developed alongside the procurement of specialist simulation equipment, and was recently delivered to Nurses and Healthcare Support Workers (HCSWs) at ward East 8, enabling them to gain insights into patients' experiences and the challenges they face due to these conditions.



As the population ages, we continue to see more frail patients using Cardiff and Vale University Health Board services. Medicine is the largest clinical board in the hospital and there is a multitude of frailty services within the directorate such as Bone Clinic, Day Hospital, ECAS, Frailty Intervention Team, Dementia Clinic, Parkinson's Clinic and Care of the Elderly Wards.

Acquisition of GERT age simulation suits, that offer an opportunity to experience the most common impairments of older persons. The equipment includes overshoes, which simulate an unsteady gait that can lead to falls, and devices that offer an insight into various restrictive mobility conditions such as neck pain, kyphosis, back pain and knee pain.

The equipment acquired by the Medicine Directorate also kept in mind the patients who have suffered a stroke or are living with conditions such as Parkinson's disease. The hemiparesis simulator will demonstrate a weakness following a stroke, and the tremor simulator with gloves and a control unit encourages understanding of conditions such as Parkinson's on daily life. Tinnitus and sight simulators have also been acquired to teach staff members the sensory and perceptual changes often experienced with frailty.

The GERT age simulators offer a unique perspective that traditional classroom-based training cannot fully replicate. By enabling Nurses and HCSWs to directly experience the challenges of frailty and the common issues faced by older individuals, the training will enhance their ability to empathise with patients. This newfound empathy will guide them in providing better support and care to our vulnerable older patients

Sensory Soothing Project

The Liaison Psychiatry for Older People (LPOP) recently launched the Sensory Soothing Project, supporting patients experiencing acute mental health issues on medical wards, through the provision of sensory and therapeutic items and activities. The project was made possible through Staff Lottery funding.



A large number of the LPOP referrals are for patients who have cognitive impairment or dementia and experiencing BPSD (Behavioural and Psychological Symptoms of Dementia), and can get agitated on the medical wards. Patients with dementia sensory deuteriation in their sight, hearing, taste and mobility can become over or under stimulated, causing these challenging behaviours.

Due to a lack of resources, the LPOP team were previously unable to deliver physiotherapy and sensory stimulation sessions with the patients, to decrease agitation and increase engagement. With the help of Staff Lottery funding, the team have purchased a number of sensory items in an aim to improve patient wellbeing. The equipment includes massage cushions, magnifying glasses, weighted lap pads and plush toys.

Through engaging in the sensory activities, the patients will see an increase in their alertness and safe and comfortable feelings. Using the items will also helping them recall positive memories and emotions, encouraging to engage and communicate. Cardiff & Vale Health Charity are delighted to support the Sensory Soothing Project through Staff Lottery funding, as it directly improves patient wellbeing, and supports them with their physiotherapy and sensory stimulation sessions.

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Staff Lottery Bids Panel Bids November 23 (↑ £10k)

	No	Applicant	Destination	Description	Amount	Outcome
Nov-23	BP765	Lydia Harding	Sam Davies Ward. Barry Hospital	Recliner Chairs	£5,033	Approved
	BP766	Rebekah Wiltshire	Therapies @ UHL	Well-BEEing Courtyard Project. Including outdoor seating, planters, garden plants, soil and tools	£8,091	Deferred to April 24. Panel requested a full project plan.
	BP767	Keira Watkins	Physiotherapy, UHL	Gym refurbishment East 7. Including art and equipment	£7,376	Approved
	BP768	Andrea Rich	Palliative Care	Fast Track Informal Carer Project, Just in Case, medication bags	£2,346	1000 bags approved
	BP769	Joanne Gill and Clea Atkinson	Hospital Palliative Care team	Excellence in palliative care and end of life care. Recognising staff who have made an outstanding contribution to patient care.	£2,154	Deferred
	BP770	Bethan Shiers	Cardiology	Adult Congenital Patient Engagement Event in the Community	£1,800	Rejected
	BP771	Julie Cornish	Colorectal Surgery	Outreach programme for womens health in marginalised communities for 3 workshop days in different community groups.	£4,500	No representative to support the application. Deferred April 24
	BP772	Robert Jones/Natalie Robertson	Therapies	Stepping Stones- A Step by Step Guide to Help You Discover You. Printing cost of document	£5,638	Part Approved. 1000 copies agreed
	BP773	Diane Skillern	UHW Pharmacy	Staff Room Improvements. Wall vinyl and radio	£1,449	Withdrawn from applicant.
	BP774	Claire Linbourne	Integrated Medicine	Patient and Staff Room Upgrade. Painting and roof light improvement	£6,006	Approved
	BP775	Zoe Hilton	Shaping Change. Innovation	Becoming Camerados. Information resources accessible to all	£9,960	Deferred. Panel requested further information
	Total				£54,353	

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Small Bids Panel (Fast Track) Approved Bids November 2023 (↑£250)					
	No	Applicant	Service	Description	Amount £
Nov - 23	SBP268	Kelly Marlow	Voluntary Services	Voluntary Services, recognising volunteers at Christmas	£250
	SBP269	Geraldine Johnson	Strategic Planning	Staff Recognition Event	£250
	SBP270	Eden Burrell	Physiotherapy Hafan Y Coed	Fighting Fit Project. Fitness punch bag	£219
	SBP271	Jane Murphy	Staff Recognition Awards	Medicine Clinical Board	£175
	SBP272	Emily Hughes	Health Intervention Co-Coordinator	Staff Survey	£250
	SBP273	Lisa Frew	Lead Practice Facilitator	Student nurse drop in sessions	£207
	SBP274	Diane Skillern	Pharmacy, UHL	Staff room fridge	£220
	Total				£1,571

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

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Report Title:	HEALTH CHARITY EVENTS PLANNER 2024/25 UPDATE			Agenda Item no.	4.5
Meeting:	CHARITABLE FUNDS COMMITTEE	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Meeting Date:	5th December 2023
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>		
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 and Vale Health Charity ("the Health Charity") is the official charity and working/trading name of Cardiff and Vale University Health Board General Purposes Charitable Fund, Charity Registration Number 1056544</p> <p>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.</p> <p>The Health Charity Team organises a wide range of fundraising events throughout the year to:</p> <ul style="list-style-type: none"> • 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. <p>The attached drafts events planner for 2024/25 (Appendix 1) provides information on key events taking place for the year, with confirmed dates to be updated in the CFC meeting in March 2024.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
Executive Directors are asked to review the Health Charity Draft Events Planner 2024/25 and identify individual events which they will be supporting/attending. This schedule is provided to the Charitable Funds Committee for information purposes.					
Recommendation:					
The Board / Committee are requested to: note for information the Health Charity Events Planner 2024/25					
Link to Strategic Objectives of Shaping our Future Wellbeing: <i>Please tick as relevant</i>					
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	√
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Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec Date:

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Proposed Health Charity Events 2024/25



Appeal	Month	Day	Event	Location	Engagement Level	Exec Lead
 	April	TBC	Art Auction	Online/Hearth Gallery	Open event with welcome, introduction and thank you message	
		TBC	Prop Afternoon Tea	TBC		
	June	TBC	Strictly Top Dancer	TBC	Open event with welcome, introduction and thank you message	
 	October	6	Cardiff Half Marathon	Cardiff	Public event, no lead required	Open event with welcome, introduction and thank you message
		TBC	Prop Ball	TBC		
 	November	TBC	Wreath Workshop	TBC	Open event with welcome, introduction and thank you message	
		TBC	Shine Bright	UHL/UHW		
	December	TBC	Breast Centre Gold Tie Ball	TBC	Open event with welcome, introduction and thank you message	
	March	TBC	Breast Centre Afternoon Tea	TBC	Open event with welcome, introduction and thank you message	
	All year	Ongoing	Skydives	Swansea		