

Public Charitable Funds Committee Meeting

Tue 19 March 2024, 12:30 - 14:45

Microsoft Teams

Agenda

12:30 - 12:35 1. Preliminaries
5 min

John Union

1.1. Welcome & Introductions

1.2. Apologies for Absence

1.3. Declarations of Interest

1.4. Minutes of the Committee Meeting held on 05.12.2023

1.4 Draft Public CFC Minutes 05.12.23.pdf (8 pages)

1.5. Actions following the Meeting held on 05.12.2023

1.5 CFC Action Log.pdf (1 pages)

1.6. Chair's Actions

12:35 - 13:55 2. Items for Review & Assurance
80 min

2.1. Rathbones Investment Update

Libby Barrett (Rathbones)

2.2. Health Charity Financial Position & Investment Update

Robert Mahoney

2.2 Financial Paper March CFC Paper.pdf (7 pages)

2.2a Attachment 1 - Cashflow Attachment.pdf (1 pages)

2.2b Attachment 2 - General Fund IE Balance Projections.pdf (1 pages)

2.3. Our Health Meadow Annual Report

Joanne Brandon

2.3 - Our Health Meadow Annual Report.pdf (5 pages)

2.4. Legacy Update

Joanne Brandon

2.4 - Legacy Update.pdf (5 pages)

Saunders Nathan
19/03/2024 10:09:10

2.5. Food Sense Wales Update

Fiona Jenkins

 2.5 Food Sense Wales Update Cover Report.pdf (4 pages)

2.6. Health Charity Strategy Update

Joanne Brandon

 2.6 Health Charity Draft Strategy - 2024-2030.pdf (3 pages)

13:55 - 14:30
35 min

3. Items for Approval / Ratification

3.1. Food Sense Wales Memorandum of Understanding

5 mins

Fiona Jenkins

 3.1 - Covering Report FSW MOU 080324.pdf (2 pages)

 3.1a Food Sense Wales MoU.pdf (11 pages)


3.2. Over £25k bids for approval

5 mins

Joanne Brandon

Cardiology - Endowments Expenditure Request

 3.2 - Over 25k Endowment Expenditure - Cardiology Refurbishment Project.pdf (2 pages)


 3.2.1- Appendix 1 Cardiology Endowments Expenditure.pdf (4 pages)

3.3. Reporting Feedback on Successful CFC Bids

- *Joanne Brandon*

No bids to report on

 3.3 - Reporting Feedback on Successful CFC Bids.pdf (3 pages)

 3.3a Appendix 1 - Update on successful CFC Bids.pdf (3 pages)

3.4. Great Wall of China Fundraising Proposal Verbal Update

10 mins

Joanne Brandon

3.5. Arts Annual Update

5 mins

Joanne Brandon

 3.5 Arts Annual Report 2023.pdf (3 pages)

3.6. Health Charity Annual Report

5 mins

Joanne Brandon

 3.6 - Health Charity Annual Report 2022-23 (1).pdf (3 pages)

 3.6a Appendix 1 HC Annual Report 2022-23.pdf (56 pages)

3.7. Staff Lottery Bids Panel Report

5 mins

Joanne Brandon

 3.7 - Staff Lottery Bids Panel Report.pdf (3 pages)

14:30 - 14:40
10 min

4. Items for Noting and Information

Saunders Nathan
19/03/2024 10:09:10

4.1. Health Charity Fundraising Report

Joanne Brandon

 4.1 Health Charity Fundraising Report.pdf (5 pages)

4.2. Staff Benefits Group Report

Rachel Gidman

 4.2 Staff Benefits Group Report March '24.pdf (4 pages)

4.3. Health Charity Events Planner 2024/25

Joanne Brandon


 4.3 - Health Charity Events Planner 2024-25.pdf (2 pages)

 4.3.1 Appendix 1 - Health Charity Events Planner.pdf (2 pages)

4.4. Charitable Funds Committee Annual Report

Matt Phillips

 4.4 CFC Annual Report Cover Paper.pdf (2 pages)

 4.4a CFC Annual Report.pdf (5 pages)

14:40 - 14:40 5. Any Other Business

0 min

John Union

5.1. Transfer of Funds to Daring to Dream

Joanne Brandon

 AOB - Daring to Dream CFC 19 March 2024.pdf (2 pages)

14:40 - 14:40 6. Items for the Private Meeting:

0 min

- i. *Approval of Minutes from 05.12.23 & 30.01.24*
- ii. *Financial Sustainability*
- iii. *Staff Lottery Licensing Update*
- iv. *Health Charity Strategy Appendices*

14:40 - 14:40 7. Review of the Meeting

0 min

John Union

14:40 - 14:40 8. Date and time of next Meeting:

0 min

John Union

11 June 2024 via MS Teams at 9am

14:40 - 14:40 9. Declaration

0 min

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]"



**Unconfirmed Public Minutes of the Charitable Funds Committee
5 December 2023
Via Microsoft Teams**

Present:		
John Union	JU	Committee Chair / Independent Member – Finance
Fiona Jenkins	FJ	Executive Director of Therapies and Health Sciences
Sara Moseley	SM	Independent Member – Third Sector
Rachel Gidman	RG	Executive Director of People & Culture
Angela Hughes	AH	Assistant Director of Patient Experience
Rob Mahoney	RM	Deputy Director of Finance
Catherine Phillips	CP	Executive Director of Finance
Matt Phillips	MP	Director of Corporate Governance
In Attendance:		
Simone Joslyn	SJ	Head of Arts and Health Charity
Observers:		
Rebecca Holliday	RH	Head of Financial Services
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement

CFC23/12/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC23/12/002	Apologies for Absence Apologies for Absence were noted.	
CFC23/12/003	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.	
CFC23/12/004	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.	

Saunders, Nathan
19/03/2024 10:09:10

CFC23/12/005	<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>	
CFC23/12/006	<p>Chair’s Action</p> <p>No Chair’s Actions were noted.</p>	
CFC23/12/007	<p>Over £25k bids for approval</p> <p>The Over £25k bids for approval were received.</p> <p>The Executive Director of Finance (EDF) advised the Committee that she would take the paper as read and noted that an over £25k endowments fund expenditure application had been submitted to Finance and progressed for review and approval by the Charitable Funds Committee from the Neurosurgery service.</p> <p>She added that the bid was submitted in order to purchase equipment and noted that the bid had been through the Organisations equipment management process and via the Clinical Teams.</p> <p>It was noted that if the bid was approved, it would be subject to authorisations being collected from the Clinical Board.</p> <p>The CC noted that the bid used the whole of the Children’s Video Telemetry Appeal fund (£94,099) and then used a little bit of money from the Child Neurology fund and asked if that Child Neurology fund could be used specifically for the purchase of equipment.</p> <p>The EDTHS responded that discussions had been held with fund holders and that the funds could be used for the purchase of equipment.</p> <p>The Committee resolved that:</p> <p>a) 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 was approved.</p>	
CFC23/12/008	<p>Health Charity draft strategy.</p> <p>The Health Charity draft strategy was received.</p> <p>The EDF advised the Committee that a workshop had taken place which had focussed on what was important and what the unique offer was for the Health Charity.</p> <p>She added that the draft strategy was circulated for discussion, following the workshop and that it had been updated following feedback received by attendees including the addition of reference to Health Charity milestones.</p> <p>It was noted that an extra-ordinary meeting of the Charitable Funds Committee (CFC) would be held in January 2024 to discuss and finalise the draft strategy and that the strategy would</p>	

	<p>then be submitted to the CFC meeting on 15th March 2024 for approval and the Board of Trustees on 18th April 2024 for endorsement.</p> <p>It was noted that alongside that timeline, members of the Health Charity, Charitable Funds Finance Team and Governance would work collaboratively to develop the Health Charity's draft annual workplan, in alignment with the draft strategy and the governance process for approval.</p> <p>The Independent Member – Third Sector (IMTS) provided feedback on the strategy and it was agreed her comments would be considered when amending the strategy for future meetings.</p> <p>The Independent Member – Third Sector (IMTS) provided feedback on the strategy and it was agreed her comments would be considered when amending the strategy for future meetings.</p> <p>She added that the Committee were being asked to note progress made to date on the alignment of the proposed Health Charity Strategy to the Cardiff and Vale University Health Board's recently re-launched strategy document "Shaping Our Future Wellbeing 2023 – 2035 and noted that 11 years was a really long time in an everchanging environment.</p> <p>The EDF responded that the timeframe was decided as it aligned with the overall Health Board strategy but noted a shorter timeframe would be preferred and noted that it would be raised at the task and finish group.</p> <p>She added that clinical representation would be important within the strategy and how to drive health care in a different way moving forward.</p> <p>The EDTHS noted that the ongoing discussions were important and noted that it would be of benefit for the Health Charity strategy to differ from the overall Health Board strategy and that a shorter-term focus would be more compelling.</p> <p>Sher added that she would be able to help with the clinical representation element highlighted by the EDF.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> The current status and progress plan of the Health Charity Strategy refresh which contained milestones, aligned to the Health Boards Shaping Our Future Wellbeing Strategy were noted. The re-drafted Strategy paper was reviewed and comments/feedback being provided to Simone Joslyn by 15th December 2023 was agreed. 	
CFC23/12/009	<p>Third Sector Small Bids</p> <p>The Third Sector Small Bids information was received.</p> <p>The Committee was reminded that in the financial year 2022/23, the Charitable Funds Committee had 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 the Glamorgan Voluntary Services (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>It was noted that in the CFC meeting held on the 19th September 2023, the 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 had asked the committee to consider adding this underspend to next year's grant.</p>	

Saunders, Netherby
19/03/2024 10:09:10

	<p>The Committee was advised that due to the current financial status of the General Reserves Fund, (unrestricted funds which had historically funded bids for over £25k projects), the Committee's decision was that it was unable to support the request at that time.</p> <p>It was noted that the current financial position of unrestricted charitable funds was a key consideration as to whether the grant scheme could be supported in 2023/24.</p> <p>The EDF advised the Committee that it did not have the money to resource the underspend and noted that the options were:</p> <ul style="list-style-type: none"> • Decline the bid as there was no money or; • Support the principle of the bid but note that the funding needed to be found from another source and work undertaken to locate that source. <p>She added that the benefits of funding of the Third Sector Grant Scheme in the past 3-4 years was acknowledged and noted that discussions held in the ongoing Strategy Review sessions had also recognised the importance of maintaining strong community engagement and partnership working, aligned to Cardiff and Vale University Health Boards 'Shaping Our Future Wellbeing Strategy'.</p> <p>The CC asked if the funding for the next financial year was being discussed or if it was just the £1,745.35 underspend.</p> <p>The EDF responded that it was the £1,745.35 underspend, but noted that huge benefit could be driven from small amounts of money and there would be a challenge on how to resource it.</p> <p>She added that if it was the decision of the Committee not to support the carry-over of the £1,745.35 underspend, work would then continue on next years funding requirements.</p> <p>The CC noted that the Committee would not support the carry-over of the £1,745.35 underspend and added that at the extraordinary meeting held in January 2024, discussions could be held on where money was being spent to make sure it was applicable to the Charity and met the strategy as well as looking at where things could be funded from if the Health Charity could not use its general fund.</p> <p>The IMTS noted that engagement with the GVS was important and how to manage the message being given to them to explain the financial position of the charity and in doing that, providing the explanation as to why the Committee could not support the £1,745.35 underspend carry-over.</p> <p>The CC noted that the recommendation would be altered to reflect the decision made by the Committee.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The financial status of the General Reserves Fund, and/or any other available unrestricted funds was considered in respect of whether funding was available to support the annual Third Sector Grants Scheme in 2023/24, or whether an option to pause the scheme in the financial year was implemented, pending the ongoing review of potential future fundraising and income generation of unrestricted funds b) A steer was provided to the Health Charity team, to enable appropriate feedback to be communicated to GVS noting that the Committee did not support the carry-over of the £1,745.35 underspend. 	
<p>CFC23/12/010</p> <p>Saunders, Nathan 19/03/2024 10:09</p>	<p>Great Wall of China Fundraising Proposal</p> <p>The Great Wall of China Fundraising Proposal was received.</p> <p>The EDF advised the Committee that the Health Charity accepted no financial liability as each participant would be expected to raise the sponsorship amount 12 weeks prior to the departure date.</p>	

	<p>She added that there would be a cost in terms of registering the participants as well as the management of the campaign and noted that the fundraising potential was articulated within the report received.</p> <p>It was noted that the Health Charity aimed to register 15 participants with a minimum net profit of £19,977, because that was on the basis of people raising the minimum amount to make it cost effective.</p> <p>The CC asked if the challenge provided an opportunity to raise monies for unrestricted funds.</p> <p>The EDF responded that it did and noted that the monies raised would go into the 'Make It Better' fund, the key general-purpose, non-restricted fund, used to support projects across Cardiff and Vale University Health Board.</p> <p>The CC asked what the contribution to staff costs would be from the charity.</p> <p>The EDF responded that it would be £3,648 for staff costs and to provide support and stewardship of fundraisers over a period of 18 months.</p> <p>The Independent Member – Third Sector (IMTS) asked why an event closer to the United Kingdom was not chosen because that would have enabled a greater level of participation and give the Health Charity the potential to develop an event that over time could resonate with staff and patients.</p> <p>She added that by participating in an event overseas limited the number of people taking part and could be seen as excluding people which did not fit in with the overall strategy.</p> <p>The EDF responded that the comments made by the IMTS were fair and noted that further comments could be collected from Committee members prior to approval of the Great Wall of China Fundraising Proposal as it was still 18 months away.</p> <p>The EDTHS noted that it felt like the fundraising proposal did not fit the Health Charity strategy and noted that more detail would be required before being able to approve the proposal.</p> <p>The Executive Director of People & Culture agreed.</p> <p>The Head of Arts and Health Charity responded that fundraisers had approached the Health Charity with the Great Wall of China Fundraising Proposal because people had struggled to fundraise in the past and so were more likely to do so if a large-scale challenge such as that one could be undertaken.</p> <p>She added that the reason for the proposal was because it kept staff costs lower than other fundraising proposals previously.</p> <p>The EDF concluded that the proposal would be paused and a piece of work would be undertaken alongside the strategy work to see how the Great Wall of China Fundraising Proposal fit into it.</p> <p>An action was noted for that work to be taken back to the next meeting in March 2024.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The Overseas Trek paper was received. b) Further work would be undertaken to provide assurance to the Committee that the Great Wall of China Fundraising Proposal would be of benefit to the Health Charity and brought back to the Committee in March 2024. 	
<p>CFC23/12/011</p> <p><i>Salters-Nathan 10/03/2024 10:09:10</i></p>	<p>Reporting Feedback on Successful CFC Bids:</p> <ul style="list-style-type: none"> 1) Keeping Me Well 2) Grow Cardiff 3) Staff Recognition Awards 4) Psychology input in High Care area 	

	<p>The EDF advised the Committee that she would take the paper as read and noted that it provided assurance against the bids that had been made.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The use of charitable funds for its intended purpose, as approved by the Committee was received for assurance. b) Approval of the recommendation was noted: As the scope of the original funding application had been met from the allocated funds of £164k, any requests for further monies constituted a new application to the Bale Fund, aligned to their revised project scope. The KMW project manager should be advised that a new application could be for consideration of funding from the Bale Fund. 	
CFC23/12/012	<p>Health Charity Financial Position</p> <p>The Health Charity Financial Position was received.</p> <p>The Deputy Director of Finance (DDF) noted that the report received by the Committee was the same one being received by the Board of Trustees.</p> <p>It was noted that there were two key issues to bring to the attention of the Charitable Funds Committee which included:</p> <ul style="list-style-type: none"> • The value of the Charitable Funds had decreased by £0.782m from 1st April 2023 to 31st October 2023. This included a decrease in the Investment Portfolio value of £0.218m. • The General Reserves was currently in deficit and taking into account the remaining commitments in 2023/24 was forecast to be in deficit of £0.847m by year-end. <p>The Committee was advised that the General Reserves fund had remained closed to new bids which had been the case for some time.</p> <p>Various tables of data were presented to the Committee which included:</p> <ul style="list-style-type: none"> • Table 1 which showed that the Charity had generated £0.822m of income and spent £1.386m for the financial year. This had resulted in net expenditure of £0.564m. In addition, the charity had seen market value losses on its investments of £0.218m for the period to 31st October 2023. The combined effect of that was a net decrease in fund balances for the period ending 31st October of £0.782m. • Table 2 which showed the Schedule of Income for the period to 31st October 2023 • Table 3 which showed the Summary Balance Sheet as at 31st October 2023. <p>It was noted that fund balances had decreased by £0.782m in the period to £9.477m.</p> <ul style="list-style-type: none"> • Table 4 which showed the Summary of Investment Portfolio Performance where it was noted that the market values outlined in the table considered two cash withdrawals (May 2022 & September 2022) of £350k each from the investment portfolio to support the charity's cashflow position. • Table 5 which showed the outstanding commitments against General Reserves which included: <ul style="list-style-type: none"> - Transport Solutions (Llandough) - £20,000 - Staff Recognition Awards - £5000 - Welsh Transplant Team - £5000 - Neurological Gardens Maintenance - £94,000 <p>The Committee was advised that the forecast year-end value was estimated to be £0.847m and was dependent on an improvement of £0.274m in the investment portfolio by year end.</p>	

Saunders Nathan
19/03/2024 10:39 AM

	<p>It was noted that in light of the increasing deficit of the General Fund the Head of the Charity had been asked to develop a plan to return the General Fund to a recurrent surplus position.</p> <p>The Committee was advised the key financial risks were:</p> <ul style="list-style-type: none"> • The performance of the investment portfolio which currently supported 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. <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 d) The development of a longer term plan to reduce the deficit on the General Fund Reserve was noted. 	
CFC23/12/013	<p>Investment Update</p> <p>The Investment Update was received.</p> <p>The DDF advised the Committee that the information on investments had been provided to the Committee during the Health Charity Financial Position update.</p> <p>He added that a conversation would be held with the investment managers to provide an update to the Committee at a future meeting.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The performance of the investment portfolio was noted. 	
CFC23/12/014	<p>Breast Centre Appeal Annual Update</p> <p>The Breast Centre Appeal Annual Update was received.</p> <p>The EDF advised the Committee that a lot of good was being undertaken on the appeal and noted she would take the paper as ready.</p> <p>She added that the current balance of the Breast Centre Appeal fund was £231,730.</p> <p>The CC asked if this appeal would be where some of the fundraising money could be taken to cover staff costs.</p> <p>The EDF responded that the team who help manage the Breast Centre Appeal were charged directly to that fund.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The report was received for assurance. 	
CFC23/12/015	<p>Health Charity Fundraising Report</p> <p>The Health Charity Fundraising Report was received.</p> <p>The EDF advised the Committee that the report was received regularly by the Committee to report what activities were in the pipe line.</p> <p>The IMTS asked for the thanks of the Committee to be passed onto the fundraising team for all of the hard work undertaken by them.</p> <p>The Committee resolved that:</p>	

	a) The progress and activities of the Health Charity were noted.	
CFC23/12/016	Staff Benefits Group (SBG) Report The Staff Benefits Report was received. The EDPC advised the Committee that a salary sacrifice on electrical items was being considered but noted that conversations were ongoing and would be taken to the Senior Leadership Board around that. The Committee resolved that: a) The Staff Benefits Group Report for the period September – November 2023 was noted.	
CFC23/12/017	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.	
CFC23/12/018	Health Charity Events Planner The Health Charity Events Planner was received. The Committee resolved that: a) The planned activities of the Health Charity as advised were noted.	
CFC23/12/019	Any Other Business No other business was raised.	
	Date and Time of Next Meeting 19 th March 2024 via MS Teams.	

Saunders, Nathan
19/03/2024 10:09:10

Action Log
Following Charitable Funds Committee Meeting
5 December 2023
(Updated for 19 March 2024 Meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions Completed					
CFC23/09/007	Third Sector Grants Scheme	A paper to come back for approval for the GVS to utilise the underspend identified at the September meeting of £1745.35	05/12/23	Joanne Brandon	COMPLETED <i>Update provided on 05.12.23</i>
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	COMPLETED <i>Update provided on 05.12.23</i>
CFC23/09/017	Staff Benefits Group (SBG) Report	Update on Staff Benefits to be provided at the December meeting	05/12/23	Rachel Gidman	COMPLETED <i>Update provided on 05.12.23</i>
	Health Charity Fundraising Report	Comms to go out to Charity Team to thank them from the Committee for all their hard work.	19/03/24	John Union / Jo Brandon	COMPLETED Comms sent out
CFC23/12/010	Great Wall of China Fundraising Proposal	The Committee requested further detail before being able to approve the proposal. Agreed to come back to March meeting.	19/03/24	Jo Brandon	COMPLETED Added to Forward Plan for March Meeting
CFC23/12/012	Health Charity Financial Position & Investment Update	Rathbones to update the Committee on investment portfolio at June 2024 meeting	11/06/24	Catherine Phillips / Rob Mahoney	COMPLETED Added to Forward Plan for June Meeting
Actions referred from Committees of the Board/Board					

Saunders Nathan
19/03/2024 10:09:10

Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st January 2024.			Agenda Item no.	2.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	19.03.24
Status (please tick one only):	Assurance	<input checked="" type="checkbox"/>	Approval		Information
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

Main Report

Background and current situation:

Background and current situation:

The 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 January 2024.
- Assess the forecast financial position of the Charity including commitments already made.

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 **£0.575m** from 1st April 2023 to 31st January 2024. This incorporates next expenditure over income and an increase in the Investment Portfolio value of £0.131m.
- The General Reserve is currently in deficit, which with remaining commitments in 2023/24 is forecast to be in deficit by **£0.798m** at year-end.

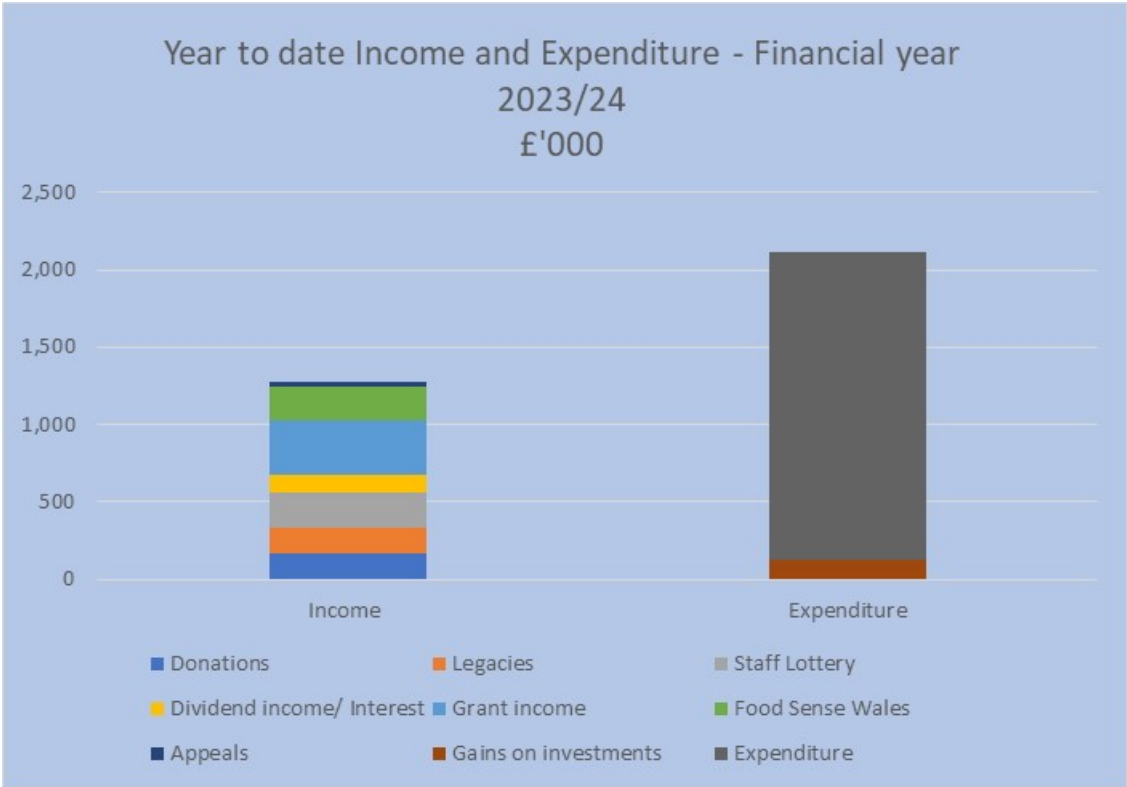
Financial Performance to 31st January 2024

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 January 2024.

	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	423	856	0	1,279
Total Resources Expended	-1,029	-956	0	-1,985
Net Incoming/(Outgoing) Resources	-606	-100		-706
Gains / (Losses) on Investment Assets	130	0	1	131
Fund Balances carried forward to 31st January 2024	2,996	2,359	4,329	9,684
Net Movement in Funds	-476	-100	1	-575

Table 1 shows the Charity generated £1.279m of income and spent £1.985m for the financial year. This has resulted in net expenditure of £0.706m. In addition, the charity has seen market value gains on its investments of £0.131m for the period to 31st January 2024. The combined effect of this is a net decrease in fund balances for the period ending 31st January of £0.575m.



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 January 2024

Income	Unrestricted £000	Restricted £000	Total 23/24 £000		22/23 To January £000		21/22 To January £000
Legacies		173	173		234		131
Grants	94	163	257		390		
Food Sense Wales		98	98		221		
Donations	239	138	377		151		843
Staff Lottery		225	225		235		208
Appeals		37	37		48		81
Dividend Income / Interest	90	22	112		91		121
Total Income	423	856	1,279		1,370		1,384

Saunders, Nathan
19/03/2024 10:09:10

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

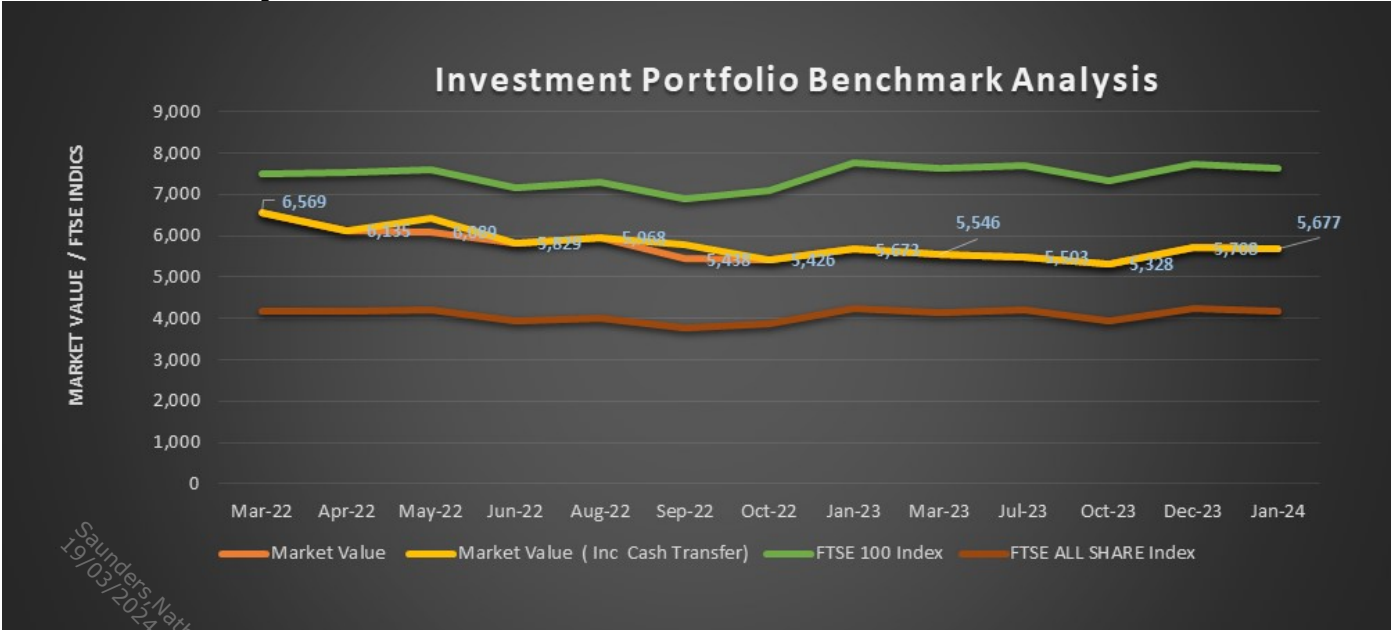
Table 3: Summary Balance Sheet as at 31st January 2024

	Opening Balance £000 01.04.23	Closing Balance £000 31.01.24
Fixed Assets		
Investment Portfolio	5,546	5,677
Rookwood Hospital	4,288	4,288
Net Current Assets / Liabilities		
Cash	560	239
Debtors	514	2
Liabilities	-649	-522
Total Net Assets	10,259	9,684
Unrestricted Funds	3,472	2,996
Restricted Funds	2,459	2,359
Endowment Funds	4,328	4,329
Total Funds	10,259	9,684

Fund balances have decreased by £0.575m in the period to £9.684m.

The following graph shows the performance of the portfolio’s valuation from March 2022 to January 2024, also highlighting where cash has been withdrawn to support the Charity’s cash position. The graph also shows the performance against the FTSE 100 and FTSE All Share Indices benchmarks.

Table 4: Summary of Investment Portfolio Performance



The Committee will note that the Charity withdrew two cash withdrawals in May and September 2022 of £350k each. In summary the movement in market value between 31st March 2022 and 31st January 2024 is a decrease of £0.192m.

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 increased by £0.131m to £5.677m for the period ending January 2024.

Cashflow Forecast

A revised cashflow forecast is included as attachment 1 to this report, which has been updated for actual period ending 31st January 2024. The cashflow currently estimates net cash expenditure of £0.384m resulting in a projected positive cash balance of £0.174m. On current spending plans and trajectory investments will have to be sold to support the cash position underpinning charitable funds operations in the next financial year.

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 (Designated Funds) 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 attributed to the General Fund. This includes the staff costs of the Charity that cannot recharged to specific funds. At present, this currently incorporates 75% of the cost of the Charitable Funds 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 :-

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Table 5: Outstanding commitments against General Reserves

Commitments	Approved £	Outstanding £	Comment
	£'000	£'000	
Transport Solutions (Llandough)	392	1	
Welsh Transplant Team	40	16	£8k per annum
Neurological Gardens - On-Going Maintenance Cost	94	94	£9,418 year 10 years
Total	526	111	

The forecast year-end deficit is estimated to be **£0.798m**.

The Market Value has recovered to the period ending 31st January 2024, which has resulted in the Charity exceeding it's market value forecast (£56k) by £75k for the current financial year.

The market remains volatile and uncertain and this may not be the eventual valuation out turn. Therefore, the forecast gain included in the General Fund year end value projection has been maintained at £56k. This will be re-assessed as the year end approaches and there is greater confidence in the retention of market gains in 2023-24. In this scenario the forecast **£798k** deficit on the General Fund would reduce.

Based on the current income and expenditure trends and an assumption of 2.5% and 3% investment returns in 2024/25 and 2025/26, the general fund is forecast to be in deficit to the value of **£1.058m** and **£1.307m** at the end of the next two financial years (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. The next dormant fund exercise will commence in April/May 2024 for those funds dormant for financial years 2022/23 and financial years 2023/24.

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 in current year.

These areas include :-

- Recharging staff time against fund raising appeals;
- Legacies income;
- Contribution from the Make it Better fund
- Proposed recharge of income from other restricted funds based on current year income.

Further information on these proposals is outlined in the Financial and Sustainability paper being presented to the CFC.

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 £0.798m 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 Board / Committee are requested to:

- **NOTE** the financial position of the charity;
- **NOTE** the performance of the investment portfolio;
- **NOTE** the over commitment of the General Reserve:
- **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

Please tick as relevant

Prevention		Long term	X	Integration		Collaboration		Involvement	
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Impact Assessment:

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

Risk: Yes/No

n/a	
Safety: Yes/No	
n/a	
Financial: Yes/No	
Yes – noted in the report	
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	mai-23	jun-23	jul-23	aug-23	sep-23	okt-23	nov-23	des-23	jan-24	feb-24	mar-24	Total
Brought forward balance	559 088,97	598 055,25	597 901,87	536 591,05	473 176,55	380 696,03	391 248,02	399 525,73	357 512,71	348 499,54	239 362,99	284 377,30	559 088,97
	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	Est	Est	
Receipts													
Staff Lottery	23 634,20	24 050,25	24 708,95	24 513,10	24 395,04	22 578,68	24 059,26	25 740,00	26 675,93	26 347,76	26 675,93	26 675,93	300 055,03
Grants	128 694,00	192 273,17	20 200,00	2 860,00	20 200,00		16 993,00	37 591,00					418 811,17
Legacies	155 827,08							112 640,87		50 024,82			318 492,77
Investment Income			44 226,12			32 005,78						34 000,00	110 231,90
Food Sense Wales	103 457,96	29 860,49	9 776,03	13 854,60				16 483,02	28 243,48	12 168,00	92 000,00	6 450,00	312 293,58
Other Donations	9 013,74	18 333,08	20 853,73	39 199,46	26 291,57	25 937,24	36 459,90	54 405,68	39 369,19	21 595,42	31 253,58	23 034,80	345 747,39
Bank Account Interest	1 669,67	2 654,87	2 420,90	2 036,47	2 124,13	1 728,07	1 656,78		1 766,45	1 511,95	2 567,82	3 922,62	24 059,73
Gift Aid		5 512,13			1 134,31			894,73			3 500,00		11 041,17
JustGiving	6 625,59	10 626,18	13 033,75	14 852,14	4 149,55	12 775,70	29 532,74		3 988,88	3 908,08	10 666,00	10 666,00	120 824,61
Paypal	1 384,82	4 540,10	2 689,70	818,57	508,38		53,83			486,27	320,85	721,20	11 523,72
Stripe	2 474,70	3 154,91	6 402,29	3 737,48	3 571,60	1 950,97	2 052,88	1 612,86	1 882,16	1 237,60	4 947,12	5 049,03	38 073,60
Donor											225,00	337,50	562,50
Much loved	231,34	628,54		730,30							1 702,46	1 702,44	4 995,08
Total Receipts	433 013,10	291 633,72	144 311,47	102 602,12	82 374,58	96 976,44	110 808,39	249 368,16	101 926,09	117 279,90	173 858,76	112 559,52	2 016 712,25
Payments													
Christmas Allocation								-10 500,00					-10 500,00
Food Sense Wales		103 080,51		-17 380,99							-51 011,08	-51 011,08	-222 483,66
Grants			-51 807,96		-79 253,38	-26 400,00		-98 950,00		-28 400,00			-284 811,34
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	115 098,46	-81 599,26	-93 642,44	-20 000,00	-20 000,00	-756 077,34
Staff Lottery Approvals	-25 756,81	-9 330,83	-14 711,81	-12 064,87	-132,88	-1 792,99	-7 144,07	-10 659,60	-2 340,00	-6 975,00	-4 000,00	-4 000,00	-98 908,86
Other staff salary - Anthony (Social Prescribing)			-16 551,00										-16 551,00
Other staff salary - Edwards (Social Prescribing)			-14 352,00										-14 352,00
Other staff salary - Tarren (Social Prescribing)			-29 522,00										-29 522,00
Other Staff Salaries (Denning - Fund No 9153)		-13 669,18		-8 790,50								-15 104,75	-37 564,43
Other Staff Salaries (Seal - Fund No 9649)		-16 145,95		-11 499,31			-9 364,71					-7 385,61	-44 395,58
Other Staff Salaries (Loderick - Fund No 9649)				-3 900,00									-3 900,00
Investment Management Fees		-8 318,44			-8 178,61			-8 157,17				-7 821,39	-32 475,61
Staff Lottery Prizes	-5 000,00	-3 000,00	-12 000,00	-5 000,00	-4 000,00	-4 000,00	-5 000,00	-4 000,00	-27 000,00	-4 000,00	-5 000,00	-4 000,00	-82 000,00
C&V Quarterly Salary Recharges (Admin)				-23 573,10						-47 146,20		-23 573,10	-94 292,40
C&V Quarterly Salary Recharges (Internal Audit)				-4 817,82			-4 817,82				-4 817,42		-14 453,06
C&V Charity Wales Audit charges		-40 470,00								-4 817,82			-45 287,82
C&V Quarterly Salary Recharges (General Funds)		-38 397,48	-77 714,48	-38 125,81	-48 480,57			-44 015,95		-41 434,99	-44 015,95	-89 736,29	-421 921,52
Total Payments	294 046,82	291 787,10	305 622,29	166 016,62	174 855,10	-86 424,45	102 530,68	291 381,18	110 939,26	226 416,45	-128 844,45	-222 632,22	-2 401 496,62
In Month Movement	138 966,28	-153,38	161 310,82	-63 414,50	-92 480,52	10 551,99	8 277,71	-42 013,02	-9 013,17	109 136,55	45 014,31	-110 072,70	-384 784,37
Balance carried forward	598 055,25	597 901,87	536 591,05	473 176,55	380 696,03	391 248,02	399 525,73	357 512,71	348 499,54	239 362,99	284 377,30	174 304,60	174 304,60
Original (Forecast) cash balance										303 393,99			

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Cardiff and Vale Charity General Reserve Profile						
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Balance Brought Forward	456 583,41	687 858,65	429 016,15	-497 497,96	-798 285,13	-1 058 703,13
Income (Legacies, Donations)	0	0	0	20 000,00	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	27 199,83	30 000,00	30 000,00
Net Cost of Fundraising (Taxes)	-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	-344 800,17	-383 000,00	-403 000,00
Expenditure	-728 563,57	-379 605,90	-256 608,49	-11 987,00	-17 418,00	-17 418,00
Net Expenditure	-633 057,89	-707 126,77	-603 514,11	-356 787,17	-400 418,00	-420 418,00
Investment Gains / (Loss)	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	-300 787,17	-260 418,00	-248 418,00
Balance Carried Forward	687 858,65	429 016,15	-497 497,96	-798 285,13	-1 058 703,13	-1 307 121,13

- 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 investment)	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)

Report Title:	Our Health Meadow Annual Report			Agenda Item no.	2.3
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19 th March 2024
Status (please tick one only):	Assurance	Approval		Information	✓
Lead Executive:	Catherine Phillips. Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					

Background and current situation:

Our Health Meadow Appeal was launched in 2015 at University Hospital Llandough (UHL) as part of World Health Day.

Utilising the Wellbeing of Future Generation agenda, Cardiff & Vale University Health Board agreed to develop a unique outdoor space to enhance the health and wellbeing of patients, staff and the local community.

The vision of Our Health Meadow is to create a unique space which will become a legacy for generations to come. This long-term project will be established in phases and will include a semi-natural planted area which has been set aside for the protection of plants and wildlife, wildflower meadows and a bee sanctuary.

'Our Health Meadow' will enhance the benefits of health and wellbeing while supporting our patients on their journey of recovery and rehabilitation. It will allow patients to be taken out of the traditional clinical environment and enjoy fresh air and natural light which can assist with recovery.

The health benefits of environmental factors and the impact of nature and wildlife upon physical and mental wellbeing has long been recognised and this project will enhance this vision.

Fundraising activity and income have continued to fund volunteer sessions for patients and local community groups to gain new skills and confidence and improve rehabilitation at the Health Meadow.

Our Health Meadow Appeal has raised over **£1.2 million** through various grants and donations, either through Down to Earth or via the Health Charity, since 2019. The table below contains the amounts awarded to the Health Meadow Appeal.

Fund applied to:	Date Awarded	Amount	Comments
Welsh Water	January 2019	£1,000	Paid to Health Charity
Enabling Natural Resource and Welling (ENRaW)	December 2020	£800,000	Paid to Down to Earth
Active Inclusion Fund	January 2021	£140,000	Joint application, paid to Down to Earth
Tesco Community Scheme	May 2021	£1,000	Paid to Health Charity
National Lottery Heritage Fund Woodlands	July 2021	£145,982	Paid to Health Charity
NHS Charities Together	January 2023	£41,488	Paid to Health Charity
Hubbub	January 2023	£76,800	Paid to Health Charity
TOTAL		£1,207,270	

Approved Funds from Cardiology, the Prop Appeal, and Rookwood Spur Charity helped to continue volunteers' sessions for patients led by Down to Earth from Summer 2023 – December 2023.

Whilst work on site has improved and many volunteers are experiencing positive benefits to their health and wellbeing, the Charity has unfortunately been unable to secure capital monies for the proposed next phase of the project, the Nature Haven.

Therefore, Down to Earth team have had no option but to leave the site until further funding for the capital build, or for the continuation of social prescribing programmes has been secured.

Fiona Kinghorn, Executive Director of Public Health, and Mike Jones, Independent Member and Chair of Our Health Meadow Committee planted a tree in memory of Her Majesty Queen Elizabeth II at Our Health Meadow in honour of the Queen's Green Canopy Project.

A celebration event was held at the Health Meadow on 5th June 2023, to celebrate its success over the last 2 and a half years, hear about the impact it has had; listen to inspirational stories from patients and staff, and learn about ongoing clinical research.

The most recent installation was made possible by a significant contribution from long-term supporter, Stuart Egan. A beautiful bench was created from engagement and inspiration of the volunteer group, working alongside Down to Earth. Through conversations held during weekly sessions, designs were discussed with Thomas Chainsaw Carvings, who also created the Polyn Pren and Owl sculpture which can also be seen in Our Health Meadow. As the bench overlooks the glorious landscape, visitors will be able to enjoy a moment of respite in an otherwise busy environment.

Our Health Meadow was shortlisted for an NHS Wales Award 2023 within the Health & Wellbeing category, and was also chosen as a runner-up at the NHS Forest Awards 2023, in the "pioneering use of green space by healthcare professionals" category.

Our Health Meadow has applied for Green Flag Status and is currently awaiting the outcome.

Our Health Meadow Events and Grant Applications and outcomes during the past 12 months include: -

Fundraising Events	Health Meadow donation
The Shine Bright Appeal - December 2023 Local businesses and schools were invited to sponsor an LED star which was secured to the external walls of University Hospital Llandough.	Amount raised: £6,409
Grant funded applications and other requests for funding	
NHS Charities Together - January 2023 Originally approved for the Nature Haven Build on the condition we received further funding from CFC. An adaption form was sent to NHS Charities together in January 2023 for approval to use the money to build a sheltered outdoor seating area instead. This has now been approved.	Application outcome: SUCCESSFUL Value: £41,488
Hubbub Greener Communities Fund Pilot project January 2023 Application approved to build 2 roundhouses and seating areas over the next 6 months finishing in June 2023.	Application outcome: SUCCESSFUL Value: £76,800
Landfill Tax Application January 2023 £49,000 Application completed to build a further roundhouse onsite.	Application outcome: Unsuccessful
Spar Community Cashback Grant February 2023 £10,000 Application for continuation of activities at health meadow.	Application outcome: Unsuccessful

Blue Light Card Foundation November 2023 £10,000 Application to install beehives and create the bee enclosure at the Health Meadow.	Application outcome: Unsuccessful
Shared Prosperity Fund September 2023 £600,000 Application to part fund the Nature Haven capital campaign.	Application outcome Unsuccessful. Revised application resubmitted for a reduced amount in November 2023
Shared Prosperity Fund November 2023 £99,600 (2nd submission) Applied for continuation of Down to Earth activities at the Health Meadow for 12 months	Application outcome Unsuccessful Feedback from funder. Uncertain of longevity of the project once the funding is finished after 12 months.

Personalised letter and Nature Haven proposal sent to the following individuals and/or Charitable organisations to request consideration of contributions to the Nature Haven capital funding campaign

Name	Application Outcome
Gareth Bale Personalised letter and Nature Haven proposal sent to Gareth Bale's Management to consider part funding the Nature Haven capital funding campaign	Application outcome: Unsuccessful
Moondance Foundation Personalised letter and Nature Haven proposal sent to Diane and Henry Engelhardt, to consider part funding the Nature Haven capital funding campaign	Application outcome: Unsuccessful
Hodge Foundation Personalised letter and Nature Haven Proposal sent to the trustees to consider part funding the Nature Haven capital campaign.	Application outcome: Unsuccessful
Wolfsen Foundation Personalised letter and Nature Haven proposal sent directly to trustees of the foundation to consider part funding the Nature Haven capital funding campaign.	Application outcome: Unsuccessful
70 personalised letters and funding proposal for the Nature Haven capital campaign sent directly to high net worth corporates and individuals mainly in Wales and the UK.	Application outcome: Unsuccessful

Fund Position (at month 10):

OHM total income 2023/24: **£195,200**

OHM Fund 9480 balance: **£9,809**

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

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

Recommendation:

The Committee is requested to:

- **NOTE** the progress on this ambition and that this programme of work will be progressed as further fundraising opportunities arise.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

Prevention		Long term		Integration		Collaboration		Involvement	
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Impact Assessment:

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

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Workforce: Yes/No

Legal: Yes/No

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

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Report Title:	Legacy Update			Agenda Item no.	2.4
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19th March 2024
Status (please tick one only):	Assurance	Approval		Information	✓
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

Background and current situation:

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

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

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

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

The Health Charity receives quarterly probate notifications of legacy donations to Cardiff and Vale University Health Board, however unless specified is unable to determine the value of these.

Correspondence with Solicitors and Executors in relation to each individual legacy is ongoing , in order to receive updates on potential values, estate distribution dates, to assist in the projected income from legacy donations for each financial year.

Legacy Income 2023/24

The Health Charity has received **£203,144.08*** in legacy donations in 2023/24 to date.

A further nine active legacies are ongoing, however the overall value is unable to be ascertained, due to pending property sale completions, estate final evaluations and distributions and pending probate applications.

Regular and continuous correspondence with Solicitors and Executors in relation to each individual legacy is progressed, in order to receive estate distribution updates, potential values and dates of donations being received, to estimate the projected income from legacy donations for each financial year.

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

Review of year 2023/24

The Health Charity and Arts In Health Programme continued to promote its Gifts In Wills (Legacy) fundraising campaign, launched in 2022, with the aim of increasing awareness and sharing information of how to leave a gift in will to Cardiff and Vale University Health Board and increasing potential pledges.



The new logo and information on how to leave a Gift in Wills is included in all publications, along with acknowledgements in stories and information sharing, of projects funded directly by legacy donations.

Information sharing and updates via the Health Charity website - [Gifts in Wills | Cardiff & Vale Health Charity](#) and [Legacy-donation info booklet A5.pdf \(healthcharity.wales\)](#) has resulted in increased enquiries from both Health Board colleagues and the general public.

Some examples of legacy funded projects during 2023/24:

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

Action Plan 2024/25

Legacy giving is one of the key areas that the Health Charity will focus on in 2024/25, in line with its refreshed strategy and annual work-planning.

A refresh of the Gifts In Wills leaflet and website information is currently in progress.

Increased engagement and information sharing with clinical boards will continue, linking in with the Patient Experience Team and Chaplains in relation to key areas across the UHB.

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

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

- **Creating stories**

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

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

- **staff** - improving internal and external environments to support staff health and wellbeing
- engagement with **family members** (by prior consent) who wish to share reasons why a relative or loved one has left a gift in their will to Cardiff and Vale University Health Board
- **Website review** – keep updated with new and relevant content
- **Gifts In Will Information Pack** – up to date, topical, relevant and including general advice on how to obtain support and legal advice when making a will
- **Awareness raising** - utilise internal and external platforms to share information on the benefits of leaving a legacy to Cardiff and Vale UHB.
- **NHS@75** – increased engagement via the period leading up to the 75th anniversary of the NHS – themed “thank you NHS” and providing information on how to make a pledge to support the Health Board in the future by leaving a Gift In Will.
- **Staff Teams Sessions** - to discuss how Gift In Will awareness raising could assist in clinical board / departments
- **Annual Planner** – Gift in Wills Month – March and October 2024 - increase information sharing across all internal and external digital platforms.

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

The Health Charity looks forward to working collaboratively with colleagues in the Finance Department during 2024/25 in:

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

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

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

Recommendation:

The Charitable Funds Committee are requested to:

NOTE the report on the legacy income received to date in 2023/24, the further active legacies plus the ongoing Gift In Will fundraising awareness campaign.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance	
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 to designed to encourage better decision making, ensuring more equal outcomes. Do the proposals within this report contain strategic decisions, such as setting objectives and the development of services. If so has consideration been given to how the proposals can improve inequality of outcome for people who suffer socio-economic disadvantage? Please include detail.

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

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

Equality and Health: No

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

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

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

Decarbonisation: No

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

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

Approval/Scrutiny Route:

Committee/Group/Exec	Date:

Saunders, Nathan
19/03/2024 10:09:10

Report Title:	Food Sense Wales Fund – Annual progress report			Agenda Item no.	2.5
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	19.03.24
Status (please tick one only):	Assurance	X	Approval	Information	
Lead Executive:	Fiona Jenkins Executive Director of Therapies and Health Science				
Report Author (Title):	Katie Palmer, Programme Manager, Food Sense Wales				

Main Report

Background and current situation:

Food Sense Wales:

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

During 2023 we worked on our funding bid to the Esmee Fairbairn Foundation. We applied for 3 years of funding and were offered 4 years. This reflects the impact of FSW over the last 4 years and the scale of the challenge ahead. The unrestricted funding will cover around 40% of staff and non staff costs for our core team (of 4) between April 24 and March 28 which provides us with a solid foundation.

FSW has developed its strategy around three key pillars:

1. There is **food culture shift in Wales** that builds on inner capacities of actors within the food system, embraces our heritage, celebrates and values “the local” and puts food education front and centre
2. **There is a revolution in local and sustainable procurement** led by public procurement and followed by other markets. Agroecological food on the public plate will catalyse agroecological demand on every plate in Wales
3. **A Food Policy and legislative framework that enables**, sets targets for and monitors the transition of agroecological production and consumption in Wales to benefit the environment and society

Cross Sector Food Partnerships

FSW has continued to support the development of cross sector food partnerships in all 22 local authority areas alongside our Sustainable Food Places’ work following WG’s investment of £2.5m. This includes working with every Health Board in Wales. This work has included developing a community of practice, one to one support, workshops, case studies and facilitating meetings. All partnerships have had the opportunity to meet with the Minister of Social Justice and an interim [evaluation report](#) by UWE was published in June 23. Two more places; Swansea and Torfaen, have become part of the Sustainable Food Places network – creating a network of 9 places in Wales. [Rhondda Cynon Taf](#) and [Carmarthenshire](#) have been awarded Bronze Sustainable Food Places award. In Food Vale [Citizens gathered to discuss "Our Food Horizon" in the Vale of Glamorgan](#).

We have continued to build the case for Cross Sector Food Partnerships and the broader need for a Food Strategy for Wales, not least through working with the Future Generations Commission. The Commissioners 7 year strategy – [Cymru Can](#) – calls for the need for a Food Strategy and highlights the importance of Food Partnerships.

Healthy Weight Healthy Wales

FSW continues to support WG in the work of Healthy Weight Healthy Wales, especially with communications and as part of the Healthy Start Wales Network. We held our second Food in Communities conference to [celebrate the achievements of Peas Please in Wales](#). **1.1 billion cumulative additional portions of vegetables** have been sold or served and **110 organisations pledged** to play their part to help everyone in the UK eat an extra portion of veg a day. This work has formed a [case study](#) for Healthy Weight Healthy Wales.

We continue to support the relationship between Veg Power and Welsh Government where Welsh Government funded the Eat Them to Defeat Them campaign in 2023 and 2024.

In 2023:

- 64% of parents in Wales who participated in the programme reported their child ate more vegetables in response.
- 73% reporting their child tried new vegetables
- 82% said they would like the programme to return again this year

In 2024 - 277,000 children in 1,190 schools took part in the campaign.

Foundational Economy

As part of the Universal Free School Meal commitment we have been working with stakeholders to develop local, organic supply chains of vegetables into schools. Our initial [Courgette Report](#) was published at the beginning of 2023 and we have progressed this work through securing funding from the Welsh Government backing local firms fund. Welsh Veg in Schools [Welsh Veg in Schools](#) is now entering its third year of development having secured additional funding from [Bridging the Gap](#). A film will be launched in the spring and a presentation was given to the NHS Wales Finance Academy in February 2024 as part of a session on the Foundational Economy.

Education

Food Sense Wales has also been working on developing the School Food Hour in partnership with Cardiff Council and Cardiff and Vale Public Health dietitians. As part of this work we have secured funding from the UNDP's Conscious Food Systems Alliance to work with Food System Leaders in Brazil to develop the [Leekit project](#). This work brings together 2 countries with similar policies on free school meals and a methodology which sees the children learn to cook with the leek; learn more about its nutritional value and its health benefits, while also exploring its rich history and deep Welsh connections. The aim is to introduce children to their food culture, immersing them in their very own food stories and connecting them with where their food comes from.

Food Cardiff

Food Cardiff is continuing to work towards achieving gold Sustainable Food Places status. During 2023/4 it:

- Delivered an extensive engagement programme including:
 - Expanded the Food Cardiff membership to 259 individuals from 122 organisations.
 - Hosted 3 full Food Cardiff network gathering, 5 community food retail network gatherings and supported 3 Edible Cardiff gatherings, with a total of over 100 attendees.
 - Autumn Festival: The opening weekend brought an estimated 1,000 people to the Good Food Cardiff zone at the Amgueddfa Cymru St Fagans food festival and a further 650 people attended Food Cardiff-supported events throughout the month, with more than 350 meals being served and shared.
 - Development and delivery of a full communications plan including PR content, videos, social media, blog posts etc.
- Oversaw the development of the Bridging the Gap pilot in Cardiff, including a [co-design workshop](#) and securing funding for the pilot and a lead partner to deliver.
- Developed the community food retail network into the Cardiff Community Food Collective, which now has 70 members and is actively working together to develop alternative supply chains to surplus food.

Memorandum of Understanding

In order to ensure consistent and transparent strategic and operational relationships between Food Sense Wales, Cardiff & Vale Health Charity and relevant departments within the UHB, a Memorandum of Understanding (MOU) has been fully revised and updated to set this out. The revision was carried out in consultation with representatives from all departments concerned. We plan to formally transition to the MOU from 1 April 2024, pending agreement from the Charitable Funds Committee; the final draft is attached to this item.

Food Sense Wales Progress (May 2023) report can be found [here](#)

Moving Forward in 2024/5

FSW priorities include:

- Strengthening and expanding the Sustainable Food Places Network in Wales and integrating FSW work with WG and FGC to support public bodies and public service bodies to integrate healthy and sustainable food into Wellbeing plans.
- Working towards Gold Sustainable Food Status for Food Cardiff in preparation for 2024/5.

- Supporting Welsh Government in meeting and optimizing Programme for Government commitments, especially around the Community Food Strategy, Universal Free School Meal provision and the Sustainable Farming Scheme
- Continuing to strengthen the FSW position within Cardiff and Vale Charity, working closely with Charity colleagues.
- Seeking and achieving medium-term match funding for the already secured core funding until 2028 in line with our three priorities.

Financial Position

We are due to close 23/4 **with reserves of £53K** which is held as contingency in the event we need to make staff redundancies.

We have **secured 76% of total staff and non-staff costs for 24-5** with a current shortfall of £58,662. With current prospects of £35,665 we need to work towards closing the gap of about £23,000 (9% of the total funds required).

24/5	Budget	secured	variance	% funded
Total - Internal Costs - Staff	220,557	161,895	-58,662	73%
Total - Internal Costs - Non Staff	27,153	27,153	0.00	100%
Total Core	247,711	189,048	-58,663	76%

Recommendation:

The Board / Committee are requested to:

- Note successful delivery and local and national influence of Food Sense Wales over the past 12 months
- Note the securing of 40% core funding for 4 years
- APPROVE the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

Safety: No

Financial: No	
Please see update on Finance within report. To note that 40% of core funding costs have been secured for 4 years. The Programme is 76% funded for 2024/5 with prospects currently in development to makeup the short fall.	
Workforce: No	
Legal: No	
Reputational: No	
Socio Economic: No	
Equality and Health: No	
Improving health and reducing inequalities by increasing the availability of healthy and affordable food is a key aim of Food Sense Wales	
Decarbonisation: No	
Improving environmental sustainability of our food systems is a key aim of Food Sense Wales	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders,Nathan
19/03/2024 10:09:10

Report Title:	Health Charity Strategy Final Update			Agenda Item no.	2.6
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19 th March 2023
		Private			
Status <i>(please tick one only):</i>	Assurance	X	Approval		Information
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<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> <h3>Strategy Refresh</h3> <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 changed 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> <h3>Health Charity Draft Strategy Update</h3> <ul style="list-style-type: none">• The Strategy Task and Finish Group (T&FG) submitted its progress report and re-drafted Strategy to the Special Public Meeting of the Charitable Funds Committee on 31st January 2024. Members were asked to provide final comments and suggestions on the re-draft to the T&FG.• The Committee requested a further review of the measures and evaluation and final scrutinisation by the Director of Corporate Governance.• The (T&FG) has subsequently met several times, incorporated all comments, feedback and governance advice received and updated the strategy measures.					

• The T&FG has also received comments from the Executive Board and Senior Leadership Board.

The Strategy will be published on the Health Charity website, with English and Welsh versions made available once approved by the Board of Trustess.

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

- The re-drafted Health Charity Strategy has been widely circulated for comments, suggestions and views, and its milestones and measures have been updated in accordance with the CFC’s request.
- The Committee is asked to acknowledge the significant work undertaken to complete the Strategy refresh; the extensive and inclusive approach to its production, and its alignment to Cardiff and Vale University Health Board’s recently re-launched strategy document “Shaping Our Future Wellbeing 2023 - 2035.

Recommendation:

The Charitable Funds Committee are requested to:

- Note the update of the Health Charity Strategy 2024 – 2030

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:

Saunders,Nathan
19/03/2024 10:09:10

Report Title:	Memorandum of Understanding: Food Sense Wales			Agenda Item no.	3.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	19.03.24
		Private			
Status (please tick one only):	Assurance		Approval	x	Information
Lead Executive Title:	Fiona Jenkins Executive Director of Therapies and Health Science				
Report Author (Title):	Tom Porter, Consultant in Public Health Medicine				
Main Report					
Background and current situation:					

BACKGROUND

Food Sense Wales (FSW) is a fund within Cardiff & Vale Health Charity, fund number 9726.

Following the success of Food Cardiff which was established in 2014, and spin-off projects including Food and Fun, Food Sense Wales was established as an endowment fund within CVHC in 2017, at the invitation of the then UHB Director of Corporate Governance who had oversight for the Charity.

Food Sense Wales' aim is to create a food system for Wales that's good for people and the planet. Food Sense Wales does this by influencing how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system.

Food Sense Wales has a small team of staff which is hosted by the Cardiff and Vale Local Public Health Directorate, with staff employed by the UHB. Day to day management of the team is by the Food Sense Wales Programme Manager, who is in turn managed by a Consultant in Public Health/Consultant in Public Health Medicine within the Local Public Health Team, also UHB employed. By hosting FSW, the Health Board is acting both as a local anchor organisation and supporting improvements to food systems across Wales.

Funding for the projects and programmes undertaken by Food Sense Wales comes from a variety of sources including Welsh Government grants, large third sector funders, and the National Lottery; funds are held within CAVC fund 9726. In many cases funding will be for delivery of a specific programme or project. Programmes include work focused on Cardiff and the Vale of Glamorgan (e.g. Food Cardiff) as well as work across Wales (e.g. overseeing the Sustainable Food Places scheme).

The Public Health Directorate provides an in-kind contribution to funding Food Sense Wales (by hosting the team) and a salary contribution to the role of the Sustainable food Places co-ordinator for Food Cardiff.

CURRENT SITUATION

In order to ensure consistent and transparent strategic and operational relationships between Food Sense Wales, Cardiff & Vale Health Charity and relevant departments within the UHB, a Memorandum of Understanding (MOU) has been fully revised and updated to set this out. The revision was carried out in consultation with representatives from all departments concerned. We plan to formally transition to the MOU from 1 April 2024, pending agreement from the Charitable Funds Committee.

RECOMMENDATION

Approve the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB

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

Recommendation:

The Committee is requested to:

- Consider and approve the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please place an "X" in the below boxes as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please place an "X" in the below boxes as relevant

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

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

Risk: Yes/No

Safety: Yes/No

Financial: Yes/No

Section 4 of the paper covers Governance including proposals for financial governance

Workforce: Yes/No

See section 4.4 of the report: FSW staff are employees of Cardiff and Vale UHB, and subject to all routine employment processes and policies. As the employer, Cardiff and Vale UHB formally holds liability for any future redundancies within the FSW team; funds have been set aside as part of the budget for FSW to cover this should this arise.

Legal: Yes/No

Reputational: Yes/No

Socio Economic: Yes/No

Equality and Health: Yes/No

Decarbonisation: Yes/No

Approval/Scrutiny Route:

Committee/Group/Exec Date:

Memorandum of Understanding: Food Sense Wales

This Memorandum of Understanding (MOU) is between **Food Sense Wales, Cardiff & Vale Health Charity (CVHC)** and **selected corporate functions of Cardiff and Vale University Health Board**.

All three parties are based at Woodland House, Maes-y-Coed Road, Cardiff, CF14 4XW.

Contents

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4. Governance arrangements	6
5. Review of this Memorandum	8
6. Contacts and signatories	10

Saunders, Nathan
19/03/2024 10:09:10

1. Purpose of this Memorandum

This document sets out the relationship between, and respective roles and responsibilities of, Food Sense Wales, Cardiff & Vale Health Charity, and Cardiff and Vale UHB corporately, with respect to the day to day operation of Food Sense Wales.

This Memorandum updates a previous version and was agreed in principle by all parties in December 2023, pending final ratification by the Charitable Funds Committee and formal signing by each of the parties.

FINAL DRAFT

Saunders, Nathan
19/03/2024 10:09:10

2. Description of the parties

2.1 Cardiff & Vale Health Charity

Cardiff & Vale Health Charity (CVHC), registered charity number 1056544, is the official charity supporting the work of Cardiff and Vale University Health Board; the University Health Board acts as the corporate trustee of CVHC.

CVHC's purpose is to enhance and support the healthcare provided by the Health Board every day to the almost half a million people living in Cardiff and the Vale of Glamorgan; and the many more patients who are referred from across Wales to specialities such as paediatric intensive care, specialist children's services, renal services, cardiac services, neurology, bone marrow transplantation and medical genetics.

CVHC maintains over 275 separate funds, providing monies that enhance NHS provision in all hospitals and health centres within the Health Board's estate by paying for vital medical equipment, specialist training, enhanced patient facilities and medical research. It seeks to fund improvements that matter to people and improve the experience of patients and staff. CVHC funds do not replace NHS core funding.

2.2 Food Sense Wales

Food Sense Wales (FSW) is a fund within Cardiff & Vale Health Charity, fund number 9726.

Following the success of Food Cardiff which was established in 2014, and spin-off projects including Food and Fun, Food Sense Wales was established as an endowment fund within CVHC in 2017, at the invitation of the then UHB Director of Corporate Governance who had oversight for the Charity.

Food Sense Wales' aim is to create a food system for Wales that's good for people and the planet. Food Sense Wales does this by influencing how food is produced and consumed in Wales, ensuring that sustainable food, farming and fisheries are at the heart of a just, connected and prosperous food system.

Food Sense Wales has a small team of staff which is hosted by the Cardiff and Vale Local Public Health Directorate, with staff employed by the UHB. Day to day management of the team is by the Food Sense Wales Programme Manager, who is in turn managed by a Consultant in Public Health/Consultant in Public Health Medicine within the Local Public Health Team, also UHB employed. By hosting FSW, the Health Board is acting both as a local anchor organisation and supporting improvements to food systems across Wales.

Funding for the projects and programmes undertaken by Food Sense Wales comes from a variety of sources including Welsh Government grants, large third sector funders, and the National Lottery; funds are held within CAVC fund 9726. In many cases funding will be for delivery of a specific programme or project. Programmes include work focused on Cardiff and the Vale of Glamorgan (e.g. Food Cardiff) as well as work across Wales (e.g. overseeing the Sustainable Food Places scheme).

The Public Health Directorate provides an in-kind contribution to funding Food Sense Wales (by hosting the team) and a salary contribution to the role of the Sustainable food Places co-ordinator for Food Cardiff.

2.3 Selected corporate functions of Cardiff and Vale University Health Board

The corporate functions of Cardiff and Vale University Health Board which are signatories to this Memorandum are Corporate Governance, Finance, Communications, and Public Health Directorate.

Cardiff and Vale Local Public Health Team is the local multi-disciplinary public health team covering the Cardiff and Vale area, based in Woodland House in Cardiff. Staff in the team are employed by Cardiff and Vale UHB, under the leadership of the Executive Director of Public Health for Cardiff and Vale, who sits on the Board of the UHB.

Funding for staffing within the Local Public Health Team comes from the Health Board, alongside a variety of external funders for specific roles. The work programmes undertaken by the team are described in the UHB's local public health plan.

Corporate Governance and Finance oversee and support the respective activities of the Health Charity and its funds, including Food Sense Wales. The Health Charity team sits within the Communication, Art, Health Charity and Engagement department within UHB Corporate services.

FINAL DRAFT

Saunders, Nathan
19/03/2024 10:09:10

3. General principles of working together

The parties to this Memorandum agree to:

- Operate in a transparent way while undertaking their responsibilities relevant to this Memorandum
- Collaborate and cooperate where appropriate in supporting Food Sense Wales to deliver its objectives;
- Share information with each other:
 - following any reasonable request; or
 - where it would be in the interests of any of the parties in delivering their objectives; and
 - in line with relevant information governance policy and regulations, and any intellectual property or confidentiality agreements
- Keep each other informed in advance as far as possible (taking into account confidentiality and other obligations owed to third parties) of any forthcoming significant public or policy announcements on matters of mutual interest

Saunders, Nathan
19/03/2024 10:09:10

4. Governance arrangements

4.1 Groups and committees

4.1.1 Food Sense Wales steering group

A FSW steering group meets quarterly, to review progress in delivering FSW objectives, the current financial position, and future funding arrangements.

The steering group has permanent membership from the local public health team, FSW programme manager, Cardiff Council, and the Cardiff & Vale Health Charity. Terms of reference and minutes for the group are maintained and available on request. Terms of reference are reviewed annually.

Following discussion and agreement on proportionate input to the steering group, the Cardiff & Vale Health Charity member of the steering group became a corresponding member from October 2023. For any matters where a vote is felt to be required the corresponding member will be included either via face to face attendance at the meeting or over email.

4.1.2 Financial operational group

Alongside the steering group, a financial operational group has been established which will meet 6 monthly from October 2023, with representation from the Charity, local PH team, FSW and Finance, to review the financial position of FSW.

4.1.3 FSW advisory board

In addition to the steering group, there is an FSW Advisory Board to provide external challenge, scrutiny and support in setting FSW's strategy.

4.2 Reporting arrangements

4.2.1 Financial reporting

CVUHB Finance will supply each month to the FSW Project Support Manager, a list of transactions which have taken place through the FSW fund. The Project Support Manager will check these transactions and liaise with the Finance team if there are any discrepancies.

FSW will supply updates on its projected financial position on request from the Finance team, and routinely at the Financial operational group (see above).

4.2.2 Other reporting

FSW will produce a detailed end of year annual report setting out its activities during the preceding year, and funding position, and submit to the UHB Charitable Funds Committee. The CFC may also ask for an interim update during the year as required.

FSW will supply reports to its funders as required under the respective grant funding arrangements.

Saunders Nathan
19/03/2024 10:09:10

4.3 Food Sense Wales income and expenditure

4.3.1 Grant income

Much of the income to support FSW activities comes through grant arrangements from various bodies including Welsh Government, the National Lottery, and independent charitable organisations. Offers of grant funding to FSW usually require written agreement to a set of standard terms and conditions, alongside commitment to deliver specific objectives.

Welsh Risk Pool have advised that, as FSW employees are employed through the UHB, they automatically provide liability cover for the day-to-day activities of FSW; this can be referenced if required in any grant acceptance process in lieu of liability insurance.

Grant income terms and conditions should be reviewed and signed off as described below.

Total grant value	Signatories on behalf of FSW/CAVHC
Under £50,000	Consultant in Public Health Medicine/Consultant in Public Health or Deputy Director of Public Health, Cardiff and Vale UHB
£50,000-£125,000	Executive Director of Public Health, Cardiff and Vale UHB
Over £125,000	Chief Executive, Cardiff and Vale UHB

4.3.2 Expenditure

Any expenditure by FSW is subject to the usual UHB procurement rules and sign-off thresholds, as laid down in the organisation's Standing Financial Instructions.

The Food Sense Wales fund will be closely monitored by the Steering Group, with funding only committed if it exists in the fund's account; no expenditure will be committed against anticipated future income, only confirmed income. Invoices will only be paid against agreed expenditure. Under no circumstances will invoices be paid which would cause the fund to go overdrawn.

Food Sense Wales will not require any financial assistance from the Charity's general-purpose funds.

CVUHB Finance team will invoice Food Sense Wales quarterly. Quarterly invoicing will consist of pay and non-pay costs as set out each quarter on the CVUHB transaction report for cost centres 1684 Sustainable Food Cities (Food Sense Wales).

Invoices should be sent to Food Sense Wales, fund number 9726, Cardiff & Vale Health Charity, reg charity number 1056544 of Woodland House, Maes-y-Coed Road, Cardiff, CF14 4HH.

4.4 FSW staff employment arrangements

FSW staff are employees of Cardiff and Vale UHB, and subject to all routine employment processes and policies, including all required statutory and mandatory training.

As the employer, Cardiff and Vale UHB formally holds liability for any future redundancies within the FSW team; however funds have been set aside as part of the budget for FSW to cover this should this arise.

No additional posts will be created in Food Sense Wales without the prior agreement of the Executive Director of Public Health, Cardiff & Vale Health Charity, and Finance, in addition to the usual policy requirements and approvals for creating and recruiting to new positions.

FINAL DRAFT

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5. Review of this Memorandum

This document will be reviewed at a minimum every three years, or prior to this at the request of any of the signatory parties.

FINAL DRAFT

Saunders, Nathan
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6. Contacts and signatories

6.1 Primary contacts

Day-to-day contacts for each party to this MOU are listed below, correct at the time of signing. These individuals should be the first point of contact for liaison on any issue covered by this MOU.

Should there be any changes to the primary contacts for a given party during the period of this MOU, the new contact details should be notified to all the existing contacts and signatories listed below.

Party	Post	Post-holder
Food Sense Wales	Programme Manager	Katie Palmer
	Project Support Manager (finance queries)	Caz Falcon
CVUHB Public Health Directorate	Consultant in Public Health Medicine	Dr Tom Porter
CVUHB Finance	Head of Financial Services	Rebecca Holliday
CVUHB Corporate Governance	Head of Corporate Governance	Frankie Thomas
Cardiff & Vale Health Charity	Head of Arts and Health Charity	tbc

6.2 Signatories

Food Sense Wales

Katie Palmer, Programme Manager Date:

CVUHB Public Health Directorate

Claire Beynon, Executive Director of Public Health Date:

CVUHB Finance

Rob Mahoney, Deputy Director of Finance (Operational) Date:

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CVUHB Corporate Governance

Frankie Thomas, Head of Corporate Governance

Date:

Cardiff & Vale Health Charity

tbc

Date:

FINAL DRAFT

Saunders, Nathan
19/03/2024 10:09:10

Report Title:	Over £25k Endowment Expenditure (request for endorsement of spend) - Cardiology Refurbishment Project			Agenda Item no.	3.2
Meeting:	Charitable Funds Committee	Public <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Meeting Date:	19th March 2024
Status (please tick one only):	Assurance <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	Information <input type="checkbox"/>		
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Cardiac Services)				

Main Report

Background and current situation:

Background and current situation:

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

In December 2022, the Charitable Funds Committee approved a request from Cardiac Services, University Hospital of Wales (UHW) for the planned expenditure from its General Endowment Fund 9541, as follows:

Dept.	Proposal	Amount	Requested by:	Bid approved by:
Cardiac Services	Urgent refurbishment of the Cardiac Catheterisation Theatre changing facilities at UHW	£70,000	Nick Gidman, Directorate Manager	Sarah Lloyd, Head of Delivery

It was noted at the time of application, that this value was an indicative costing provided by Capital & Planning.

Subsequent building surveys carried out by the Capital and Planning Department, along with a formal tender process has resulted in the projected costs rising to **£170,000**.

As such, the Directorate has resubmitted its application (Appendix 1) for approval of the increased value, which it understands, if approved by the Charitable Funds Committee requires further consideration and approval by the Board of Trustees.

The Committee is asked to note that current Cardiac Services endowment funds balance is approx **£650,000**. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff, through improving facilities and optimising services.

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

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

The attached application and photographs demonstrate the extremely poor conditions of the facilities at UHW.

Cardiac Services Endowment Funds has a current balance of approx. £650,000. I am pleased to see that the Directorate are actively pursuing ways in which the funds can be utilised to support patients and staff by enhancing current facilities to a satisfactory standard.

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

Approval of this request for endorsement of the spend of existing charitable funds to support its intended purpose and improve patient services and staff environments as required.

The Committee are requested to:

Endorse the proposed expenditure of £170,000 from Cardiac Services Endowment Fund 9541, and submit to the next meeting of the Board of Trustees for consideration and approval.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

Safety: Yes

Financial: No

Workforce: Yes

Legal: No

Reputational: Yes

Socio Economic: No

Equality and Health: Yes

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec Date:

APPLICATION FOR FUNDS >25K

Once completed please send this form to:

Charitable Funds Department, Finance Dept, Woodland House, Cardiff

Applicant's Name: Nick Gidman

Designation: Directorate Manager

Hospital/Base: University Hospital of Wales (UHW)

Department: Cardiac Services

Telephone No: 07759 540414

Email: nick.gidman@wales.nhs.uk

Details of proposal for application:

Refurbishment of the Cardiac Catheterisation Theatre changing facilities at UHW. The changing rooms are used extensively by over 150 specialised staff across the cardiothoracic directorate and other clinical boards. The teams include cardiac nursing, cardiac physiology, radiology, consultant cardiologists, wider medical colleagues, external stakeholders from private industry and staff from neighboring health boards.

Currently there are 3 changing rooms in total that require urgent and extensive renovation to improve the expected standard of essential facilities such as toilets, showers, sinks, changing areas with adequate secure/suitable storage, flooring, decoration and lighting. The existing facilities are currently in an extremely poor condition and do not meet the recommended infection and prevention control requirements.

The following photographs clearly illustrate the poor conditions that staff endure prior to commencing work in a highly complex, sterile environment which provides life saving interventional cardiac procedures to the region of South East Wales.





It is difficult to comprehend that such facilities exist and the effect on staff morale and wellbeing cannot be under estimated.

Please detail link with approved themes:

Does this application benefit:

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

Benefits to public/staff/patients:

The renovation would boost staff morale and wellbeing, providing reassurance that the staff who work in this environment, feel valued and are being listened to. The directorate considers this application as a vital priority and very much wants to invest in this highly skilled workforce.

Evidence shows there is a clear relationship between staff wellbeing, staff-reported patient care performance, and patient-reported patient experience. In short, when staff wellbeing is higher, there is a positive impact upon patient experience; with a virtuous circle linking the two.

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

N/A

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

The annual budget for estates as well as capital funding have been considered however with the limited resources available, this would seem prohibitive in terms of delivering the scheme.

The existing endowment funding available for cardiac services currently sits at approx £650,000. The Directorate are actively pursuing ways in which the money can be used to benefit patients and staff through improving facilities and optimising services.

The original bid that was submitted and supported by the charitable funds committee in December 2022 was estimated at a cost of £70k. Subsequent building surveys carried out by the estates team along with a formal tendering process has seen the costs rise to £170k.

Funds Required - Name and number of Fund to be used

Fund Number Cost Code: 9541
Fund Name: Cardiac Services General
Fund Purpose: General endowment fund

Total: £170,000 (This is a confirmed cost following a tender evaluation)

Signed by Fund holder:

Designation: Directorate Manager, Cardiothoracics



Name NICK GIDMAN

Date: 12/02/2024

Signed by Divisional HoS

Designation: ~~Interim~~ Director of Operations Specialist Services
Clinical Board



Name Jessica Castle

Date:

28/2/24

Saunders, Nathan
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Saunders Nathan
19/03/2024 10:09:10

Report Title:	Reporting Feedback on Successful CFC Bids				Agenda Item no.	3.3
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	19 th March 2024	
		Private				
Status <i>(please tick one only):</i>	Assurance	√	Approval		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.

There are no approved bids to report on during this period. The next evaluation report on the Welsh Transplant Games – approved bid - 5 year project is due in December 2024.

Bale Fund Update

In the interim period, the Committee is asked to note the recent allocations of funding from the Bale Fund. These applications were reviewed and approved by the Health Charity and Finance Team, in line with the financial scheme of delegation and Bale Fund criteria, as agreed by the CFC in September 2023

The Bale Fund has supported the following projects:

Optimising Airway Training for Children and Adults , Children's Hospital, UHW	Jayne Sutherland	£10,000.00
Enhancement Works to main front entrance off King George V drive, UHW. Improvements to area to facilitate the siting of a sculpture to celebrate the lives of CAVUHB staff lost to Covid.	Karen Doyle	£9,783.24
Installation of wall murals to improve the environment at Ward 1, Lakeside Wing, UHW	Sian Brookes	£4,701.57
Hospital Sessions @ UHW - Forget Me Not Chorus	Alex Staples	£8,464.00
Welcome Sign/ Welcome Monolith - replacement signs for front entrance of UHW	Karen Doyle	£10,000.00
World Children's Day - Welsh language young person's musical group	Lisa Cordrey	£50.00
Children's Rights Day Artwork	Lisa Cordrey	£500.00
Christmas monies 2023 - allocation of funds to Wards across the UHB	Finance Team	£10,500.00
Improving rehabilitation experience and seating for less able amputees -Vascular Services UHW	Kate Rowlands	£1,510.15

The Bale Fund balance at the end of month 11 is: **£ 74,456.41**

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

I am pleased to provide an interim report outlining the allocation of funds from the Bale Fund in the past six months. These projects have provided a range of support and enhancements to Health Board services and environments for patients, staff and visitors.

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.

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

Saunders,Nathan
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Charitable Funds Committee Approved Bids - March 2018 - current date								
CFC Meeting Date	Charitable Bid Name	Bid Report Author	Bid Report Lead	Total 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	Jun-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	Dec-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	Dec-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	Dec-24	Arts Council for Wales Monies received
20th June 2023	Arts & Minds - Barings	Melanie Wotton	Arts Programme	£28,600.00	N/A	N/A	Dec-24	Barings and Arts Council of Wales

Key:

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

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

Saunders Nathan
19/03/2024 10:09:10

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	
27 th 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	
21 st September 2021	Our Health Meadow	Simone Joslyn	Head of Health Charity and Arts programme	£ 80,000		Sep-22	
6 th December 2021	Outdoor Staff Havens	Simone Joslyn	Head of Health Charity and Arts programme	£ 79,800.00		Sep-22	
21 st June 2022	Improving The Environment of the Employee Wellbeing Service	Simone Joslyn	Head of EWS	£ 60,000.00	N/A	March '23	
21 st 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	
1 st 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	
21 st 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	<p>Bid 1 - £282,000 - project funding bid endorsed by CFC Sept '20/ approved by BoT - Nov'20.</p> <p>Bid 2 - £194,864 - bid for funding extension endorsed by CFC June '22 / approved by BoT - Sept '22</p> <p>* 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.</p>
29 th 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	
11 th September 2018	Staff Recognition Awards	Learning Education & Development	Exec Director of People and Culture	£ 25,000.00	N/A	Dec-23	
4 th 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

Saunders Nathan
19/03/2024 10:09:10

Report Title:	Arts Annual Update 2023				Agenda Item no.	3.5
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	19 th March 2024	
		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 Communication, Arts, Health Charity and Engagement					

Main Report

Background and current situation:

This paper introduces the Arts for Health and Wellbeing Annual Report for 2023 - <https://ArtsAnnualReport2023>

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

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

During 2023-2024, the Arts for Health and Wellbeing Team has delivered a significant number of physical, visual, virtual and creative arts projects. The team have striven to make things better for patients, staff and visitors and through collaborations with the Arts Council for Wales and NHS Charities together, as well as many other stakeholders and third sector groups. The Arts Team have produced projects and exhibitions, where demonstrably through feedback and lived experiences have enhanced the lives of those who work in and visit CAV hospital and community healthcare sites.

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

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

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

The Committee is asked to acknowledge the contents of the Arts for Health and Wellbeing Annual Report 2023 and the Arts Team members, for their continuing hard work and contribution made to connecting health and wellbeing to the communities, patients and staff of Cardiff and Vale University Health Board.

Recommendation:

The Committee are requested to: **NOTE** the information presented:

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

1. Reduce health inequalities	<input checked="" type="checkbox"/>	6. Have a planned care system where demand and capacity are in balance	<input type="checkbox"/>
2. Deliver outcomes that matter to people	<input checked="" type="checkbox"/>	7. Be a great place to work and learn	<input checked="" type="checkbox"/>
3. All take responsibility for improving our health and wellbeing	<input checked="" type="checkbox"/>	8. Work better together with partners to deliver care and support across care	<input checked="" type="checkbox"/>

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

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

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Financial: No

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Legal: No

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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](#)

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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.

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

Decarbonisation: No

<i>Has consideration been given to the delivery of proposals in accordance with NHS Wales Decarbonisation Plans. If so, please confirm the detail of issues considered and plans made. (If this has been addressed in the main body of the report, please confirm)</i>	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Saunders Nathan
19/03/2024 10:09:10

Report Title:	Health Charity Annual Report			Agenda Item no.	3.6
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19th March 2024
Status (please tick one only):	Assurance	Approval		Information	✓
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>Background and current situation:</p> <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>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, to the Finance Dept. 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 Woodland House.</p> <p>The Health Charity Annual Report is provided to the Charitable Funds Committee for information, approval on an annual basis.</p> <p>The Annual Report 2022-23 was submitted to the Auditor General for Wales in December 2023 and has received approval of its content and financial statement. A copy of the report is available here - https://HC-Annual-Report-2022-23.pdf</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
I support the submission of the audited copy of the Cardiff & Vale Health Charity Annual Report 2022-23 to the Charitable Funds Committee and subsequently the Board of Trustees, for information and endorsement for publication.					
Recommendation:					
The Charitable Funds Committee are requested to:					
Receive for information the Cardiff & Vale Health Charity Annual Report 2022-23 and endorse for publication.					
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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(If this has been addressed in the main body of the report, please confirm)

Approval/Scrutiny Route:

Committee/Group/Exec	Date:

DRAFT

Saunders,Nathan
19/03/2024 10:09:10

Neuroscience High Care Ward
Ward Niwrowyddorau Gofal Uchel



CARDIFF & VALE HEALTH CHARITY

Annual Report 2022-2023



GIG
CYMRU
NHS
WALES

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

Cardiff & Vale
HealthCharity
Elusenlechyd
Caerdydd a'r Fro

CONTENTS

3	Introduction from the Chair of the Health Charity Trustees, and the Chair of the Charitable Funds Committee
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Saunders, Nathan
19/03/2024 10:09:10

INTRODUCTION

Welcome to the Cardiff & Vale Health Charity Annual Report for 2022 - 2023

This year has seen a period of refocusing and reflection in the Health Charity to ensure that charitable fund donations are used where needed most. We have engaged with services across the Health Board and Third Sector organisations to support a wide variety of patient, staff, volunteer, and community led environmental based projects and improvements, plus research, training, and development.

KEY HIGHLIGHTS OF 2022 - 2023

- ★ The Health Charity continued to align its focus to Cardiff and Vale University Health Board's Shaping Our Future Healthcare and Wellbeing programmes, via its funding of a variety of projects. Successful grants received have supported a wide range of healthcare, research and development, and sustainability projects across the Health Board. Further details of these can be found in this report
- ★ Several of our key Appeals, i.e. PROP and The Breast Centre Appeal held their annual fundraising events for the first-time post-pandemic, which were generously supported by donors, fundraisers and sponsors
- ★ Staff members and their families and friends represented the Health Charity at a number of events, including the Cardiff Half Marathon and London Marathon, and we are very grateful for their amazing support
- ★ The Arts for Health and Wellbeing programme had a very busy and successful year. Details of the wide range of projects and activities it has funded and supported in 2022/23 can be found in the [Arts for Health and Wellbeing Annual report](#)

We would like to thank all of the fundraisers and donors who have contributed so generously, and Health Board colleagues who have worked diligently to find new ways to fundraise and raise awareness of the Health Charity over the past twelve months.

The Health Charity will continue to focus on supporting patients, colleagues, volunteers, and communities of Cardiff and Vale University Health Board to live fulfilling and healthy lives.

If you would like to get involved in fundraising or volunteering to support Cardiff & Vale Health Charity, details about how to do so are at the end of this report.

Thank You

Charles Janczewski

Akmal Hanuk

Chair of the Health Charity Trustees Chair of the Charitable Funds Committee



FUNDRAISING *features*



Saunders, Hannah
19/05/2024 10:09:10

HOW WE RAISED FUNDS

As the Health Charity’s visibility and engagement continues to grow, we have been amazed at the incredible fundraising which has taken place locally, nationally, and even internationally throughout 2022/23. Here are a few examples of our fantastic fundraisers who have supported a variety of services, some of these generously doing so in memory of loved ones who had received healthcare from Cardiff and Vale University Health Board.



Tom Millis and Will Evans raised over £31,800 with multiple events to support the All Wales Cystic Fibrosis Unit at University Hospital Llandough in memory of their cousin Charli who underwent a double lung transplant in 2015 but sadly passed away after a courageous battle in 2017. Events included the Richard Burton IOK route which they ran continuously for 24 hours.

Employees of Hafod, a housing support and care provider based in South Wales, have raised over £4,000 for Cardiff & Vale Health Charity, specifically for the Bone Marrow Transplant Unit at Cardiff and Vale University Health Board.

The Bone Marrow Transplant Unit serves patients with haematological diseases in Mid and South Wales, covering roughly three quarters of the Welsh population.



The Unit was nominated to be Hafod’s charity partner by an employee whose son received a life-saving bone marrow transplant as part of his treatment for acute myeloid leukaemia.

WE RECEIVED GENEROUS DONATIONS OF £1.276M FROM OUR SUPPORTERS AND FUNDRAISERS

Fundraising Features

Andrea Drury arranged an aqua fitness fundraising event in sunny Australia, in memory of the late Toby Carrington, to support Cardiology services at Cardiff and Vale University Health Board and raised over £1,880!



Back in 2019 we celebrated the success of Irene Hicks and team for raising just over £100,000 for our Breast Centre Appeal.

Fast forward three years, and even during a global pandemic, this wonderful team were not to be outdone. Amazingly, in August this year, they reached their fundraising goal of £200,000, donated to the Breast Centre Appeal since they started supporting us in 2014.

THE HEALTH CHARITY'S TOTAL INCOME FOR 2022/23 WAS £2.203M FROM DONATIONS, LEGACIES, INVESTMENT INCOME, AND OTHER TRADING ACTIVITIES

The Health Charity is extremely grateful to all volunteers and donors who have continued to support and fundraise in so many amazing ways during this past year





The Health Charity is very grateful to the regular donations it receives from donors who leave a gift in their Will to Cardiff and Vale University Health Board, in recognition of the healthcare received by themselves or their loved ones.

These generous donations support inpatient and community services across Cardiff and the Vale of Glamorgan in a wide variety of ways.

LEGACY DONATIONS RECEIVED DURING 2022/23 TOTALLED



The Staff Lottery continues to successfully support a wide variety of patient and staff related funding applications, and the Health Charity is grateful to its existing and new members for their support.



FROM THE CARDIFF AND VALE STAFF LOTTERY, THE HEALTH CHARITY GENERATED

DONATIONS

distributed

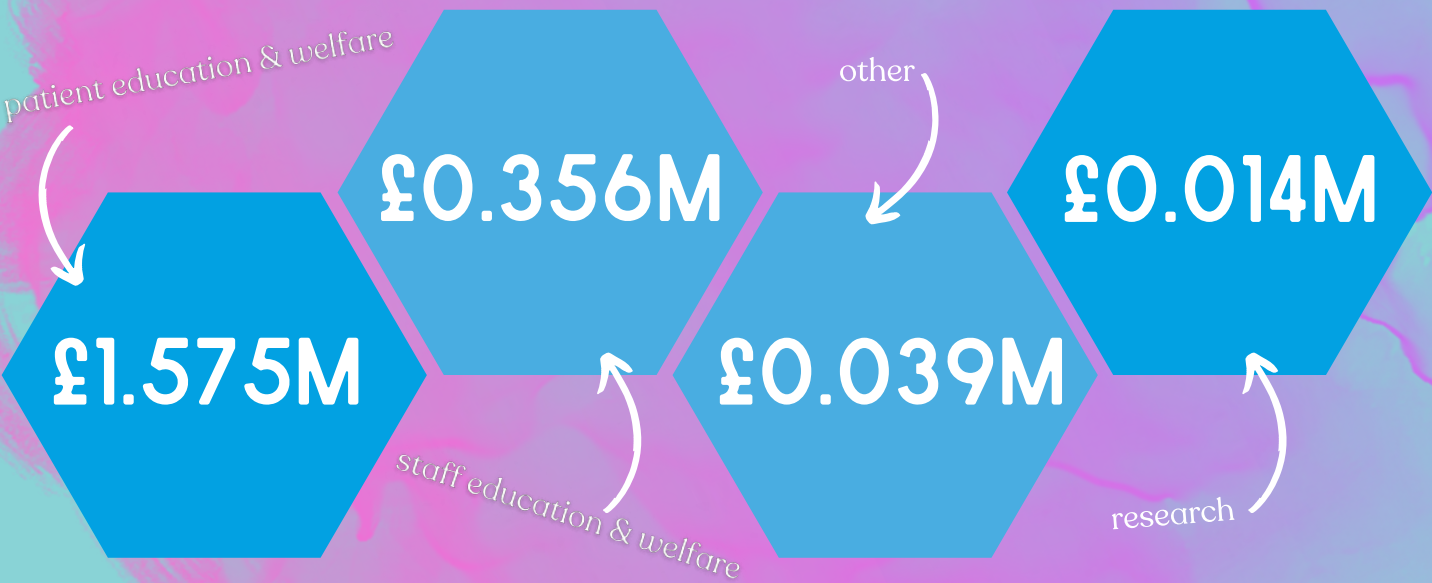
Saunders, Hannah
19/05/2024 10:09:10

HOW WE SPENT CHARITABLE FUNDS

Healthcare services in Cardiff and the Vale of Glamorgan are funded by the NHS. At Cardiff & Vale Health Charity we work alongside colleagues to identify ways to provide additional support that will enhance the services we provide.

Working in alignment with Cardiff and Vale University Health Board Shaping our Future Wellbeing, and Wellbeing of Future Generations, helps shape the current and future work of the Health Charity. We will continue to review the needs of the Health Board as the framework of healthcare services is reviewed and developed to meet the needs of the community of Cardiff and the Vale of Glamorgan.

These are just some of the ways the Health Charity used your generous donations to support services across Cardiff and Vale University Health Board.



STAFF HEALTH & WELLBEING

The overwhelming support of the public and high profile individuals in response to the pressure on the NHS during the COVID-19 pandemic saw Health Boards and Trusts focusing even more on ways to support the health and wellbeing of its staff. The Health Charity was pleased to assist Cardiff and Vale University Health Board in a number of ways by utilising the generous donation of £500,000 from Mr and Mrs Gareth Bale to benefit the University Hospital of Wales, in accordance with their request, and the general purpose 'Make It Better Fund' to support applications from inpatient and community services across Cardiff and the Vale of Glamorgan.

One of these included using charitable funds to make environmental improvements in patient services and staff rest areas.

Donations Distributed

Colleagues from Daytime Services Call Centre, Barry Leisure Centre were provided with a new garden bench through funding from the Staff Lottery Bids Panel which allows them to spend more time outdoors during their breaks, improving their workplace environment.



For their Wellbeing Summer Project, the Penarth District Nursing Team received a new seating area for staff to relax and reflect during their lunchbreaks. By transforming an area of their workspace into a colourful and tranquil environment, it has allowed colleagues to unwind during their breaks as well as having a space to process difficult situations and events they come across during their day.



Comfortable chairs, a sofa, and coffee table were purchased.

The Occupational Health Department were delighted to receive funding from the ‘Make It Better Fund’ to provide a brighter and more welcoming environment to its Employee Wellbeing Services at Denbigh House. The waiting room refurbishment, using wall art and the purchase of new furniture, has made a huge difference to colleagues both working in the department and for visiting staff members.



Saunders, Nathan
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Donations Distributed

The Camerados Public Living Room (‘The Hive’) at University Hospital of Wales officially opened in July 2022. Supported by Cardiff & Vale Health Charity, the area was equipped with comfortable furniture, books, and games to help foster mental wellbeing and encourage colleagues to talk and reach out for support.



The Health Charity continues to develop its partnership working with national organisations and in the local community.

An example of this was demonstrated in staff from a local Starbucks outlet visited the Health Charity Team at Woodland House to donate a selection of reusable cups, totes, and bamboo sets to be used to support staff wellbeing initiatives.

In partnership with NHS Charities Together, Starbucks launched a campaign to support the NHS, raising in excess of £100,000 from the sale of their colour changing cups. It also offered free food and drinks when the pandemic was at its peak.

Cardiff & Vale Health Charity is extremely grateful to NHS Charities Together for its continued support via its successful grant awards plus partnership companies for their generous donations.

In an attempt to help staff ‘beat the heat’ of the hot summer of 2022, funding from the Staff Lottery Fund supported the provision of free ice creams to as many colleagues as possible at University Hospital of Wales and University Hospital Llandough, as well as ice pops given out to staff at Barry and St Davids’ Hospitals.



PATIENT SERVICES

A generous donation from Nathaniel Cars (official partners of Cardiff & Vale Health Charity) supported the launch of new and improved areas of the Paediatric Emergency Unit at the University Hospital of Wales



The Health Charity is very grateful to Nathaniel's for its continued support via its donations, fundraising, and the provision of a hybrid vehicle, which supports the Health Charity with fundraising events and distribution of practical donations across hospital sites.



Donations Distributed

A project to improve the environment of the Antenatal Clinic at University Hospital Llandough, which includes the Rainbow Clinic, was supported from charitable funds. Some of this was raised by staff who walked 15 miles from University Hospital Llandough in a heart shape, as well as a generous donation from Cwmtawe 7's who hosted a golf day.



The Health Charity has supported the Welsh Transplant Team in recent years to celebrate organ donation and encourage patients to lead healthy lifestyles. In 2022, the Charitable Funds Committee approved new funding to support the Wales Transplant Team with their participation in the British Transplant Games over the next five years.

The Transplant Games provides opportunities for Cardiff and Vale University Health Board transplant patients to stay active and take part in sport, which in turn supports their health and wellbeing by motivating the team to stay active.



THIRD SECTOR PROJECTS

The Health Charity has been delighted to continue its support of a wide variety of third sector projects across Cardiff and the Vale of Glamorgan during 2022/23, and is very grateful to its partner organisations for their involvement, support, and dedication to these projects which includes:

THIRD SECTOR GRANT SCHEME 2022/23

Working in partnership with Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3CS), the Health Charity helped fund community based third sector projects across Cardiff and the Vale of Glamorgan, including:

- INNOVATE TRUST
- NYAS CYMRU
- GVS GARDENING PROJECT
- VALE PEOPLE FIRST
- BREATHE CREATE
- MOSS ROSE COTTAGE
- VALE PLUS
- THE MENTOR RING



OUR HEALTH MEADOW

The continued development of Our Health Meadow at University Hospital Llandough has been warmly welcomed and engaged with by inpatient clinical and rehabilitation services, and the local community.

The Health Charity is delighted to be part of this ground breaking initiative within healthcare services, supporting the delivery of non-clinical, therapy-based services in alignment with the Health Board’s 10 year Shaping our Future Wellbeing Strategy.

Successful bids for grants income from NHS Charities Together, the National Lottery Heritage Fund, the Active Inclusion Fund, and the generous fundraising and donations of local supporters of Our Health Meadow have contributed to the ongoing success of this project.



In July 2022, Our Health Meadow became the first project in Wales to receive a ‘Building with Nature Full Award’. The Building with Nature Standards provide planners and developers with evidence-based, how-to guidance on delivering high quality green infrastructure. The Standard out nature at the heart of development in a way that is good for people and for wildlife.

CEO of Cardiff and Vale University Health Board, Suzanne Rankin, Head of Cardiff & Vale Health Charity and Arts Programme, Simone Joslyn, Minister for the Economy of Wales, Vaughn Gething MS, and our Down to Earth partners met in Our Health Meadow in July to celebrate the success of receiving the award.

In August, the Health Charity hosted an outdoor cinema event at Our Health Meadow. Despite the soaring temperatures of the heatwave, many came along to enjoy the three free films on offer throughout the day.

The Health Charity would like to say a huge thank you to Down to Earth, patients, staff, and community members who have been involved in the various projects at Our Health Meadow this past year, supporting the development of this unique green space on the hospital site at Llandough



HORATIO’S GARDEN

Cardiff & Vale Health Charity joined Health Board colleagues to celebrate the official opening of Horatio’s Garden in the Spinal Injury and Neuro Rehabilitation Centre at University Hospital Llandough on 2nd July.

Horatio’s Garden is an award-winning National Charity building specialist garden environments to enhance physical and psychological wellbeing or spinal injury patients, and this garden is a first for patients and Health Boards in Wales and is considered an exemplar in its field.

A joint funded project with Cardiff and Vale University Health Board generously providing the land, and Cardiff & Vale Health Charity making a significant contribution of charitable funds to the initial development and continued site maintenance.



Saunders, Nathan
19/03/2024 10:09:10

STRATEGY

shake up





Saunders Kempthorn
19/05/2024 10:09:10

OUR STRATEGY - MOVING FORWARD

In 2023, following a period of reflection and lessons learned through the pandemic, Cardiff and Vale University Health Board will set out its ambition to tackle healthcare inequalities that exist within our communities, enable people to keep well, and deliver outstanding services to those who need them, when they need them.

Cardiff & Vale Health Charity will continue to work alongside colleagues in the Health Board to support this need, and will hold a review of the current Health Charity Strategy 2020 -2025, to continue to align with the changing needs of healthcare services in Cardiff and the Vale of Glamorgan.

The strategic aims of the Health Charity continue to be focused on:

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

Further information on the Cardiff & Vale Health Charity Strategy 2020 - 2025 can be found [here](#).

Saunders, Nathan
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THANK
you

Saunders Design
19/05/2024 10:09:10



Cardiff & Vale Health Charity manages over 300 funds which help with research, treatment and patient care across Cardiff and Vale University Health Board. Your donations provide equipment, improve environments and support internal and external projects that are over and above what mainstream NHS funding can provide. The Health Charity works solely to facilitate this on your behalf.

The Health Charity supports donors and fundraisers by working closely with staff to ensure that every penny you donate is spent where it's needed most. It funds projects that improve services for patients, and helps staff both practically and emotionally so they can continue the incredible work that they do.

Thank You

FOR YOUR SUPPORT AND GENEROSITY DURING 2022/23

You can find out more about Cardiff & Vale Health Charity and ways to support Cardiff and Vale University Health Board through donations, fundraising, or volunteering by visiting our website.

WWW.HEALTHCHARITY.WALES



@HealthCharity



@cardiffandvalehealthcharity



@Health_Charity



@cavhc.nhs

ANNUAL

accounts

Saunders Humphreys
19/05/2024 10:09:10

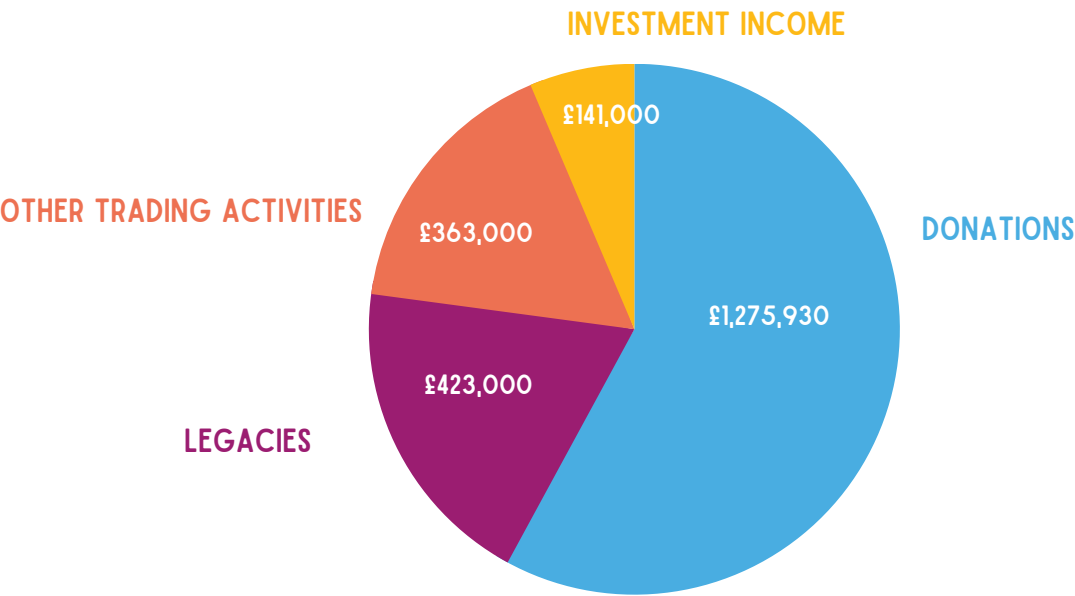
FINANCIAL ACHIEVEMENTS AND PERFORMANCE

INCOME SUMMARY

Incoming resources for the year 2022-23 totalled £2.203m which represents an increase of £0.443m from the previous financial year.

The Charity’s income was generated from donations, legacies, investment income, and other trading activities.

INCOME ANALYSIS 2022/23



Donations (58% - £1.276m)

The Charity is very grateful to have received donations of £1.276m to help us achieve our goals and objectives.

Legacies (19% - £0.423m)

The Charity received £0.423m in legacies. We are extremely grateful to those individuals who remembered our wards and departments in their will.

Other Trading Activities (17% - £0.363m)

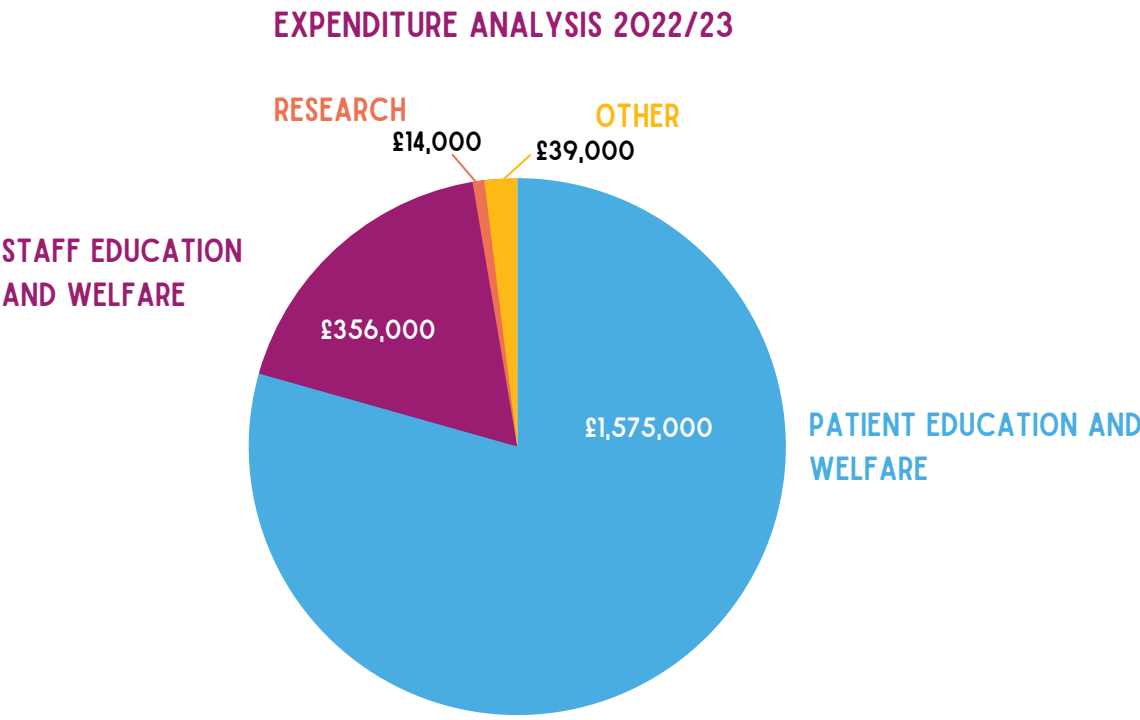
The Charity generated £0.283, from the Cardiff and Vale Staff Lottery and a further £0.080m from other trading activities.

Investment Income (6% - £0.141m)

Dividends and interest from the Charity’s Investment Portfolio was £0.141m.

EXPENDITURE ANALYSIS 2022/23

In 2022/23 expenditure on charitable activities was £1.984m. This included patient education and welfare, staff education and welfare, research and other items.



Investments and performance

During 2022/23 the Charity had market value losses of £0.325m.

Overall financial position

The overall value of the Charity as at 31st March 2023 has increased from an opening balance of £8.988m to £10.259m. This movement of £1.271m is represented by net expenditure of £0.236m, investment loss of £0.325m and asset revaluation of £1.832m.

Saunders, Nathan
19/03/2024 10:09:10

CARDIFF & VALE HEALTH CHARITY ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

FOREWORD

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

STATUTORY BACKGROUND

The Cardiff and Vale University Local Health Board is the corporate trustee of the charity under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustees have been appointed under s11 of the NHS and Community Care Act 1990.

MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the charity is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Cardiff and Vale University Local Health Board.

Saunders, Nathan
19/03/2024 10:09:10

STRUCTURE, GOVERNANCE AND MANAGEMENT

THE CHARITY

The Health Charity was created on 3rd June 1996 by Declaration of Trust and following reorganisations of health services, was amended by Supplementary Deed on 12th July 2001 and 2nd December 2010. Cardiff and Vale University Local Health Board (UHB) is the Corporate Trustee for the Health Charity. The UHB delegates responsibility for the management of the funds to the Charitable Funds Committee. The aim of the Corporate Trustee (Trustee) is to raise and use charitable funds to provide the maximum benefit to the patients of Cardiff and Vale UHB and associated local health services in Cardiff and the Vale of Glamorgan, by supplementing and not substituting government funding of the core services of the NHS.

REGISTRATION

The Charitable Funds held by the Cardiff and Vale NHS Trust transferred to the Cardiff and Vale UHB by virtue of Statutory Instrument 2009 No. 1558 The National Health Service Trusts (Transfer of Staff, Property, Rights and Liabilities) (Wales) order 2009. The supplemental deed dated 2nd December 2019 formally changed the name of the Health Charity to Cardiff and Vale University Local Health Board General Purpose Charity - Registered Charity number 1056544. The Health Charity has a number of constituent charities and these are listed below:

- ★ Catherine Jenkins
- ★ Education and Training General Charity
- ★ Rookwood Hospital Charity
- ★ Rookwood Hospital General Charity
- ★ Research and Development General Charity
- ★ Staff and Patient Welfare and General Charity
- ★ Training Research and Education Fund
- ★ UHW General Charity

The registration also encompasses Cardiff and Vale University Health Board (Expendable Funds) Common Investment Fund. This combines the funds of the Health Charity into one pool for investment purposes.

CONSTITUTION

Cardiff and Vale University Local 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 membership of the board was as follows at the time the annual report was approved.

OFFICER MEMBERS

Suzanne Rankin	Chief Executive
Ruth Walker	Executive Nurse Director until 31/05/2022
Jason Roberts	Executive Interim Nurse Director effective 23/02/2022
Caroline Bird	Interim Chief Operating Officer until 24/07/2022
Paul Bostock	Chief Operating Officer effective 22/08/2022
Abigail Harris	Executive Director of Strategic Planning
Catherine Phillips	Executive Director of Finance
Rachel Gidman	Executive Director of People & Culture
Dr Fiona Jenkins	Executive Director of Therapies and Health Science and also Interim Executive Director of Therapies and Health Science at Cwm Taf University Health Board. This is a dual role.
Fiona Kinghorn	Executive Director of Public Health
Professor Meriel Jenney	Executive Medical Director

OTHER DIRECTORS

James Quance	Interim Director of Corporate Governance effective 18/01/2023
Nicola Foreman	Director of Corporate Governance until 3/02/2023
David Thomas	Director of Digital and Health Intelligence

INDEPENDENT MEMBERS

Charles Janczewski	Chair
Ceri Phillips	Vice Chair
Michael Imperato	Independent Member - Legal
John Union	Independent Member - Finance
David Edwards	Independent Member - Information Communication & Technology
Professor Gary Baxter	Independent Member - University until 31/12/2022
Sara Moseley	Independent Member - Third (Voluntary Sector)
Councillor Susan Elsmore	Independent Member - Local Authority
Akmal Hanuk	Independent Member - Local Community
Rhian Thomas	Independent Member - Capital Estates
Mike Jones	Independent Member - Trade Union
Keith Harding	Independent Member - University effective 01/01/2023

ASSOCIATE MEMBERS

Sam Austin	Chair, stakeholder reference group
Lance Carver	Associate Member - Local Authority

CHARITABLE FUNDS COMMITTEE

The Committee is empowered with the responsibility to:

- ★ Control, manage and monitor the use of the funds resources for the public benefit, having regard for the guidance issued by the Charity Commission
- ★ Agree Governance arrangements for standards and monitoring
- ★ Review strategy to maximise benefits to the Health Charity
- ★ Determine the Health Charity’s investment strategy
- ★ Agree expenditure plans
- ★ Determine fundraising objectives and strategy

The members of the committee who served during 2022/23 are listed below:

Akmal Hanuk	Committee Chair - Independent Member - Community until 31/03/23
Mike Jones	Vice Chair of the Committee - Independent Member - Trade Union
Ruth Walker	Executive Nursing Director
Catherine Phillips	Executive Director of Finance
Rachel Gidman	Executive Director of People and Culture
Fiona Jenkins	Executive Director of Therapies and Health Science
Nicola Foreman	Director of Corporate Governance until 3/02/2023
James Quance	Interim Director of Governance effective 18/01/2023
Susan Elsmore	Independent Member - Local Authority
Sara Moseley	Independent Member - Third Sector

CHARITABLE FUNDS

Our Charity is made up of more than 300 different funds, each with a specific purpose whether for research, training or for a specific area of a hospital or department. All money received is allocated to these funds. The general purpose fund is used where the donor wishes the Charity to allocate money to support projects and activities most in need of support across the whole of the UHB. Each fund is managed by a specialist fund holder - generally a specialist in the particular field relevant to the fund. The Charity is responsible for providing guidance, financial information and advice to fund holders.

We manage three types of funds:

Unrestricted funds - these are general funds and are those funds that may be spent at the discretion of the Trustees to enhance the services across the UHB.

Restricted funds - these can only be spent in accordance with the restrictions imposed when the funds were donated, granted or raised by the Charity.

Endowment funds - where capital funds are made available to our Charity and the Trustees are legally required to invest or retain them. Where a permanent endowment exists, Trustees have no automatic power to spend the capital. If the fund is an expendable endowment, trustees have the power to convert capital to income.

The day to day administration of funds is undertaken by:

Charitable Fund Department, Cardiff and Vale University Health Board
2nd Floor, Woodland House,
Cardiff, CF14 4HH

INVESTMENT RISK MANAGEMENT

The Investment Management Company screen the investments prior to purchase for compliance with the ethical policy. In addition existing holdings are screened on a regular basis to ensure continued compliance. If the fund were to purchase a position in a holding which did not comply and was identified as part of the post purchase process, the investment would be subsequently sold.

The portfolio does not have investments in companies whose principal manufacturing activities are tobacco, alcohol, armaments and pornography/adult entertainment related. This includes common investment funds (and similar products) that incorporate these in their portfolio.

RESERVES POLICY

The strategy of the Corporate Trustee is to apply charitable funds within a reasonable time of receipt, ideally within one to two years, unless there are specific requirements attached to income. Historically, the level of expenditure has been generally approximated to the level of income, with greater than required reserves held to manage any fluctuations.

The current reserves policy states that the Charity should hold the following reserves:

- ★ A separate fixed asset investment reserve, based on 10% of the value fixed asset investments (circa £550,000)
- ★ A minimum of £500,000 to ensure that there is sufficient funds for on-going commitments

From a process point of view there is no individual fund that holds all the reserves, however the current level of reserves is considered more than adequate for current needs. Going forward the Charity will review the reserves policy to reflect any changes to the Charity’s financial position.

INVESTMENT CONTRACT RISK

Cardiff & Vale Health Charity’s Investment Managers are Rathbone Investment Management, which commenced on the 1st June 2021 for a period of three years with an option to extend for a further two years.

The Charity seeks to maximise the total return on funds while adopting a conservative policy on risk and flexible structure in respect of Asset Class Distribution. The portfolio is structured to enable a range of investments in order to yield a competitive rate of return. The investment director has delegated authority to purchase and sell investments as market opportunities arise. The Investment Managers formally attend and report to the Charitable funds Committee twice a year.

FINANCIAL CONTROL RISK

A financial control procedure, expenditure guideline, governance framework and strategy have been developed to ensure that there are sufficient management controls in place to:

- ★ Ensure that spending is in accordance with objects and priorities agreed by the Charitable Funds Committee
- ★ Ensure the criteria for spending charitable monies are fully met
- ★ Ensure that accounting records are maintained
- ★ Ensure devolved decision making is within specific parameters

Internal Audit also undertakes annual reviews to evaluate the adequacy of procedures and controls, to ensure compliance and to provide reasonable assurance over:

- ★ Achievement of management objectives for the systems
- ★ Economic and efficient use of resources
- ★ Compliance with policies and procedures
- ★ Safeguarding of assets

The Internal Audit reports are presented to both the Charitable Funds Committee and the Health Board’s Audit and Assurance Committee, and this is a key measure in mitigating control risk.

ADVISORS

BANKERS

Government Banking Service
Southern House
7th Floor
Wellesley Grove
Croydon
CF9 1WW

INVESTMENT MANAGERS

Rathbone Brothers Plc
8 Finsbury Circus
London
EC2M 7A2

EXTERNAL AUDITORS

Auditor General for Wales
1 Capital Quarter
Tyndall Street
Cardiff
CF10 4BZ

INTERNAL AUDITORS

NWSSP Internal Audit Department
1st Floor, Woodland House
Cardiff
CF14 4HH

VAT ADVISORS

Ernst & Young LLP
The Paragon
Counterslip
Bristol
BS1 6BX

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2023

		Unrestricted funds	Restricted funds	Endowment funds	Total 2022-23
	Note	£000	£000	£000	£000
Incoming resources from generated funds:					
Donations and Legacies	4	577	1,122	0	1,699
Other trading activities	5	0	363	0	363
Investments Income	6	92	48	1	141
		<u>669</u>	<u>1,533</u>	<u>1</u>	<u>2,203</u>
Total incoming resources					
Expenditure on:					
Raising funds	7	365	90	0	455
Charitable activities	8	845	1,115	24	1,984
		<u>1,210</u>	<u>1,205</u>	<u>24</u>	<u>2,439</u>
Total expenditure					
Net gains / (losses) on investments	14	(323)	0	(2)	(325)
Net income / (expenditure)					
		<u>(864)</u>	<u>328</u>	<u>(25)</u>	<u>(561)</u>
Transfer between funds		(4)	4	0	0
Net movement in funds					
Gains/(losses) on revaluation of fixed assets	13	0	0	1,832	1,832
		<u><u>(868)</u></u>	<u><u>332</u></u>	<u><u>(25)</u></u>	<u><u>(561)</u></u>
Reconciliation of Funds					
		(868)	332	1,807	1,271
Total funds brought forward as at 1 April 2022 (Restated)	20	4,340	2,127	2,521	8,988
Total funds carried forward as at 31 March 2023		3,472	2,459	4,328	10,259

The notes on page 34 to 51 form part of these accounts

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2022

		Unrestricted funds	Restricted funds	Endowment funds	Total 2021-22
	Note	£000	£000	£000	£000
Incoming resources from generated funds:					
Donations and Legacies	4	425	854	0	1,279
Other trading activities	5	21	286	0	307
Investments Income	6	123	50	1	174
		<u>569</u>	<u>1,190</u>	<u>1</u>	<u>1,760</u>
Total incoming resources					
Expenditure on:					
Raising funds	7	371	85	0	456
Charitable activities	8	1,082	874	25	1,981
		<u>1,453</u>	<u>959</u>	<u>25</u>	<u>2,437</u>
Total expenditure					
Net gains / (losses) on investments	14	<u>448</u>	<u>0</u>	<u>3</u>	<u>451</u>
Net income / (expenditure)					
		<u>(436)</u>	<u>231</u>	<u>(21)</u>	<u>(226)</u>
Transfer between funds		5	(5)	0	0
Net movement in funds					
		<u>(431)</u>	<u>226</u>	<u>(21)</u>	<u>(226)</u>
Gains/(losses) on revaluation of fixed assets	13	<u>0</u>	<u>0</u>	<u>67</u>	<u>67</u>
Reconciliation of Funds					
		<u>(431)</u>	<u>226</u>	<u>46</u>	<u>(159)</u>
Total funds brought forward as at 1 April 2021 (Restated)	20	4,755	1,914	2,478	9,147
Total funds carried forward as at 31 March 2022		<u>4,340</u>	<u>2,127</u>	<u>2,521</u>	<u>8,988</u>

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31ST MARCH 2023

		Total funds 2022-23 £000	Total funds 2021-22 £000
	Note		
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	18	(486)	(731)
Cash flows from investing activities			
Dividend, interest and rents from investments	6	141	174
Movement in Investment Cash	14	69	(11)
Proceeds from the sale of investments		3,611	1,923
Purchase of investments	14	(2,982)	(1,662)
Net cash provided by (used in) investing activities		839	424
Change in cash and cash equivalents in the reporting period		353	(307)
Cash and cash equivalents at the beginning of the reporting period	16	207	514
Cash and cash equivalents at the end of the reporting period	16	560	207

The notes on page 34 to 51 form part of these accounts


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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

BALANCE SHEET AS AT 31ST MARCH 2023

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 31 March 2023	Total 31 March 2022 (Restated)
Note		£000	£000	£000	£000	£000
Fixed assets:						
Tangible Assets	13	0	0	4,288	4,288	2,479
Investments	14	3,602	1,908	36	5,546	6,569
Total fixed assets		3,602	1,908	4,324	9,834	9,048
Current assets:						
Debtors	15	35	467	0	502	121
Cash and cash equivalents	16	326	230	4	560	207
Total current assets		361	697	4	1,062	328
Non Current assets						
Debtors	15	12	0	0	12	24
Liabilities:						
Creditors: Amounts falling due within one year	17	503	146	0	649	412
Net current assets / (liabilities)		(130)	551	4	425	(60)
Total net assets / (liabilities)		3,472	2,459	4,328	10,259	8,988
The funds of the charity:						
Endowment Funds	20	0	0	40	40	42
Revaluation Reserve	20	0	0	4,288	4,288	2,479
Restricted income funds	20	0	2,459	0	2,459	2,127
Unrestricted income funds	20	3,472	0	0	3,472	4,340
Total funds		3,472	2,459	4,328	10,259	8,988

Director of Finance
Mrs Catherine Phillips


25/1/24

Date

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

a) Basis of Preparation

The financial statements have been prepared under the historic cost convention, with the exception of tangible fixed assets and investments which have been included at a valuation.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair” view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity’s ability to continue as a going concern. In future years, the key risks to the Charity are a fall in income from donations or a fall in investment income but the Trustees have arrangements in place to mitigate those risks (see the Investment Risk Management and Reserves Policy sections of the annual report for more information).

The Charity meets the definition of a public benefit entity under FRS.

b) Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- ★ A restricted fund or
- ★ An endowment fund

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the trustees have the discretion to spend the capital (expendable) and those where there is no discretion to expend the capital (permanent endowment).

Those funds which are neither endowment nor restricted income fund, are unrestricted income funds which are sub analysed between designated (earmarked) funds where the trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the trustees' discretion, including the general fund which represents the charity's reserves.

c) **Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet.

d) **Income resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- ★ Confirmation has been received from the representatives of the estate(s) that probate has been granted
- ★ The executors have established that there are sufficient assets in the estate to pay the legacy and
- ★ All conditions attached to the legacy have been fulfilled or are within the Charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income generation are met.

e) **Income resources from endowment funds**

The incoming resources received from the invested endowment fund are wholly restricted.

f) **Resources expended and irrecoverable VAT**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- ★ There is a present legal or constructive obligation resulting from a past event
- ★ It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- ★ The amount of the obligation can be measured or estimated reliably. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

A constructive obligation arises when:

- ★ We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant
- ★ We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant
- ★ There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the trustees and any of the above criteria have been met then a liability is recognised. Grants are not usually awarded with conditions attached. However, when they are then those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised but a contingent liability is disclosed.

g) Allocation of support costs

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs are apportioned on an average fund balance basis.

h) Fundraising costs

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs together with investment management fees. Fundraising costs include expenses for fundraising activities and a fee paid to a related party, the Health Board, under a fundraising agreement. The fee is used to pay the salaries and overhead costs of the Health Board's fundraising office.

i) Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 8.

j) Debtors

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

k) Cash and cash equivalents

Cash at bank and in hand is held to meet the day to day running costs of the charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in 90 day notice interest bearing savings accounts.

l) Creditors

Creditors are amounts owed by the charity. They are measured at the amount that the charity expects to have to pay to settle the debt. Amounts which are owed in more than a year are shown as long-term creditors.

m) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening carrying value (or purchase date if later).

n) Fixed assets

Investments are stated at market value at balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. Tangible fixed assets are valued as follows:

- i) The land and buildings in respect of Rookwood Hospital was revalued as at 1st April 2022, and the revaluation reflected the restriction to hospital use only. Where appropriate between valuations an appropriate index, supplied from the Welsh Government, is applied to revalue the asset.
- ii) Assets in the course of construction are valued at current cost.
- iii) Capitalisation threshold is £5,000.
- iv) Movements in revaluation are recorded in the revaluation reserve on the balance sheet.

Professional valuations are carried out by the District Valuer Service every five years, which (as the commercial arm of the Valuation Office Agency) is part of HMRC. The valuations are carried out in accordance with Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual insofar as these terms are consistent with the agreed requirements of the Welsh Government and HM Treasury. Movements in revaluations are recognised in the Revaluation Reserve.

Depreciation

- i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- ii) Impairments, where incurred in the year, are separately identified in note 13 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.
- iii) The useful economic life of Charity buildings has been determined on an asset-by-asset basis by the District Valuer. These lives are reviewed by the Charity on an annual basis to ascertain their appropriateness and are reviewed every five years by the District Valuer.

Donated assets are capitalised at their valuation on full replacement cost basis on receipt and are revalued and depreciated as described above.

2. PRIOR YEAR RESTATEMENT

To correctly state the classification of the Charity’s unrestricted funds as at 31st March 2022, the following disclosures have been restated.

Statement of Financial Activities 2021/22	£k
Unrestricted funds brought forward increased by	16
Restricted funds brought forward decreased by	13
Endowment funds brought forward decreased by	3

Balance sheet 31st March 2022 restated	
Unrestricted funds brought forward increased by	16
Restricted funds brought forward decreased by	13
Endowment funds brought forward decreased by	3

3. RELATED PARTY TRANSACTIONS

Cardiff and Vale University Local Health Board is the Corporate Trustee of the Charity. During the year, other than noted below, there are no other material related party transactions involving the Corporate Trustee, board members or senior key management staff.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not benefit personally from such decisions. Declarations of personal interest have been made and are available to be inspected by the public.

The Local Health Board has close links with Cardiff University which includes the sharing of staff as well as sharing accommodation on the University Hospital of Wales site.

Annual Accounts

The table below relates to the related party financial transactions for financial year 2022/23

Related Party	Income related party 2022/23 £000	Expenditure related party 2022/23 £000	Amounts owed to related party 2022/23 £000	Amounts due from related party 2022/23 £000
Cardiff Council	97	9	0	97
Welsh Government	26	0	0	0
University of South Wales	0	4	0	1
Swansea University	0	3	0	0
Cardiff Metropolitan University	0	2	0	0
Cardiff and Vale Health Board	23	1,084	352	23
Cardiff University	0	25	1	0

The table below includes the names of the individual board members and the relationship with the related party

Board Member	Related Party Relationship
Gary Baxter	Professor of Pharmacology of Cardiff University. British Heart Foundation research work
Ceri Phillips	Emeritus Professor, Swansea University; Honorary Professor, Cardiff University Independent Member, WHSSC
Charles Janczewski	Swansea University – Chair of Governance Board for Health & Wellbeing Academy
Susan Elsmore	Cabinet Member for Social Care, Health & Wellbeing Cardiff Council/Deputy Health & Social Care Spokesperson WLGA/Spokesperson for Migration WLGA & Chair Wales Strategic Migration Partnership/Member C&V Regional Partnership Board & Chair Ageing Well Partnership

Detailed below are the comparative figures for Financial Year 2021/22

Related Party	Income related party 2021/22 £000	Expenditure related party 2021/22 £000	Amounts owed to related party 2021/22 £000	Amounts due from related party 2021/22 £000
Cardiff Council	0	23	8	0
Welsh Government	0	0	0	0
University of South Wales	0	8	0	2
Cardiff and Vale Health Board	0	876	209	23
Cardiff University	0	24	0	0

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

4. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£000	£000	£000	£000	£000
Donations	313	963	0	1,276	1,145
Legacies	264	159	0	423	134
	<u>577</u>	<u>1,122</u>	<u>0</u>	<u>1,699</u>	<u>1,279</u>

5. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£000	£000	£000	£000	£000
Staff lottery	0	283	0	283	278
Other trading	0	80	0	80	29
	<u>0</u>	<u>363</u>	<u>0</u>	<u>363</u>	<u>307</u>

6. GROSS INVESTMENT INCOME

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£000	£000	£000	£000	£000
Fixed asset equity and similar investments	92	48	1	141	174
Short Term Investments	0	0	0	0	0
Deposits and cash on deposit	<u>92</u>	<u>48</u>	<u>1</u>	<u>141</u>	<u>174</u>

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

7. ANALYSIS OF EXPENDITURE ON RAISING FUNDS

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2022-23	Total 2021-22
	£000	£000	£000	£000	£000
Fundraising office	347	0	0	347	356
Fundraising events	0	80	0	80	79
Investment management fees	18	10	0	28	21
	365	90	0	455	456

8. ANALYSIS OF CHARITABLE ACTIVITY

	Activities taken	Support costs	Total 2022-23	Total 2021-22
	£000	£000	£000	£000
Patient education and welfare	1,461	114	1,575	1,560
Staff education and welfare	330	26	356	344
Research	13	1	14	19
Other	4	12	16	34
Depreciation	23	0	23	24
	1,831	153	1,984	1,981

9. GRANTS

During 2022/23 £0.033m was approved by the Charitable Funds Committee.
During 2021/22 £0.033m was approved by the Charitable Funds Committee.

The table below provides the details of the grant payments.

Organisation	2022-23 £000	2021-22 £000
GLAMORGAN VOLUNTARY SERVICES	33	33
Total	33	33

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

10. ALLOCATION OF SUPPORT COSTS

	Raising funds £000	Charitable activities £000	Total 2022-23 £000	Total 2021-22 £000
Governance	0	0	0	0
Audit Wales	0	40	40	20
Internal Audit	0	20	20	9
Investment Management Fees	28	0	28	21
Total governance	28	60	88	50
Finance and administration	0	95	95	94
	28	155	183	144

The finance and administration is to a related party (Cardiff and Vale University Health Board) and this related to staff costs.

	Unrestricted funds £000	Restricted Income funds £000	Endowment funds £000	Total funds 2022-23 £000
Raising funds	18	10	0	28
Charitable activities	102	52	1	155
	120	62	1	183

11. TRUSTEES' REMUNERATION, BENEFITS AND EXPENSES

The Charity does not make any payments for remuneration not to reimburse expenses to the charity trustees for their work undertaken as Trustee.

12. AUDITOR'S REMUNERATION

The external auditor's remuneration for 2022/2023 is £23,785 however there were additional audit fees of £16,686 relating to 2021/2022 included within 2022/2023 figures (2021/2022 £20,683 original). The fees relate to statutory annual report and accounts only.

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

13. TANGIBLE FIXED ASSETS

	Freehold Land and Buildings 2022-23 £000	Freehold Land and Buildings 2021-22 £000
<u>Cost or valuation</u>		
Opening Balance	2,584	2,517
Additions	0	0
Revaluations	1,816	67
Indexation	(89)	0
Disposals	0	0
Impairments	0	0
Closing Balance	4,311	2,584
<u>Accumulated depreciation</u>		
Opening Balance	105	81
Disposals	0	0
Revaluations	(105)	0
Impairments	0	0
Charge for year	23	24
Closing Balance	23	105
Opening NBV	2,479	2,436
Closing NBV	4,288	2,479

Rookwood Hospital is the only Tangible Fixed Asset recognised in “Freehold Land and Buildings”

The Charities Land and Buildings were revalued by the Valuation Office Agency with an effective date of 1st April 2022. The valuation has been prepared in accordance with the terms of the latest version of the Royal Institute of Chartered Surveyors’ Valuation Standards.

The Charity is required to apply the revaluation model set out in IAS 16 and value its capital assets to fair value. Fair value is defined by IAS 16 as the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm’s length transaction. This has been undertaken on the assumption that the property is sold as part of the continuing enterprise in operation.

As part of the revaluation as at 1st of April the value of the LHB Estate increased by £1.809m of which: upward revaluations set against reserves were £1.971m, downward revaluations set against reserves were (£0.050m) and reversals of the accumulated depreciation of (£0.105m).

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

14. FIXED ASSET INVESTMENTS

Movement in fixed assets investments	Investments Listed on Stock Exchange £000	Cash Held in Investment Portfolio £000	Total 2022-23 £000	Total 2021-22 £000
Market value brought forward	6,462	107	6,569	6,368
Add: additions to investments at cost	2,982	0	2,982	1,662
Less disposals at carrying value	(3,739)	0	(3,739)	(1,861)
Add any gain/ (loss) on revaluation	(197)	0	(197)	389
Movement of cash held as part of the investment portfolio	0	(69)	(69)	11
Market value as at 31st March 2023	5,508	38	5,546	6,569

The loss on revaluation relates to the unrealised gain, however the overall loss of £325,000 (2021-22 £0.451m gain) as shown in the Statement of Financial Activities is calculated by also adjusting for realised losses of £0.127m (2021-22 £62,000). The movement of cash held as part of the investment portfolio includes a withdrawal of £700,000 from the investment portfolio.

As at 31st March 2023 the following investment was the largest percentage weighting (4.74%). Treasury 7/8% Green Gilt 31/07/2033 - £262,626

The Charity’s investments are handled by investment advisors appointed by the Charity using the appropriate Health Board purchasing contract process. The Charity operates an investment policy that provides for a high degree of diversification of holdings within investment asset classes. A large proportion of investments are made with companies listed on a UK stock exchange or incorporated in the UK. The majority of expenditure is financed from donations and legacies and there are no borrowings, therefore the Charity is not exposed to significant liquidity risk. The Investment Management Company attends the Charitable Funds Committee twice a year to discuss all aspects of investment performance and the factors influencing the performance. The asset class allocation is an integral part of the discussion as this is intrinsically linked to minimising risk within the portfolio.

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

15. DEBTORS

	Total 31 March 2023 £000	Total 31 March 2022 £000
Other debtors	113	2
Long-term prepayments > 1 year	12	24
Short-term prepayments < 1 year	58	23
Accrued Income	331	96
Total debtors	514	145

16. CASH AT BANK AND IN HAND

	Total 31 March 2023 £000	Total 31 March 2022 £000
Cash at bank	560	207
	560	207

17. ANALYSIS OF LIABILITIES

	Total 31 March 2023 £000	Total 31 March 2022 £000
Creditors under 1 year		
Other creditors	624	389
Accruals	25	23
Total creditors	649	412

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

18. RECONCILIATION OF NET INCOME/EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Total funds 2022-23 £000	Total funds 2021-22 £000
Net income / (expenditure) (per Statements of Financial Activities)	(561)	(226)
Adjustment for:		
Depreciation charges	23	24
(Gains) / losses on investments	325	(451)
Dividends, interest and rents from investments	(141)	(174)
(Increase) / decrease in debtors	(369)	(15)
(Increase) / decrease in creditors	237	111
Net cash provided by (used in) operating activities	(486)	(731)

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

19. ROLE OF VOLUNTEERS

Cardiff & Vale Health Charity continue to be extremely grateful to all the volunteers who support fundraising with so much energy, passion and skill. The Charity could not achieve all their objectives without the on-going commitment of the volunteers to make such a difference to patients, their families and colleagues.

The Charity has begun working more closely with the Health Board volunteers to develop and support more specific Charity Champion roles, including supporting our runners at organised events and supervising the charity collection tins. In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

20. ANALYSIS OF FUNDS

a) Analysis of endowment funds

	Balance 1 April 2022 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2023 £000
Catherine Jenkins	42	1	(1)	0	(2)	40
	<u>42</u>	<u>1</u>	<u>(1)</u>	<u>0</u>	<u>(2)</u>	<u>40</u>

b) Analysis of restricted and most significant fund movements

	Balance 1 April 2022 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2023 £000
9447 Cystic Fibrosis Better Life Appeal Fund	376	25	(57)	0	0	344
9479 Phillips Legacy - Asthma Research	209	5	(6)	0	0	208
9149 Breastcare Unit - General Purpose	175	108	(84)	0	0	199
9478 May Legacy - Asthma Research	137	3	(8)	0	0	132
9639 Childrens Telemetry Appeal (General Purpose)	95	2	(3)	0	0	94
9678 Staff Lottery	143	285	(322)	4	0	110
9724 Covid NHS Charities Together	75	252	(149)	0	0	178
9726 Food Sense Wales	142	382	(269)	0	0	255
9699 Ponting Legacy Lung Function	0	156	0	0	0	156
Other	775	315	(307)	0	0	783
	<u>2,127</u>	<u>1,533</u>	<u>(1,205)</u>	<u>4</u>	<u>0</u>	<u>2,459</u>

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

c) Analysis of unrestricted and most significant designated fund movements

	Balance 1 April 2022 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2023 £000
Unrestricted Funds						
9809 Unrestricted Non Delegated	428	0	(603)	0	(323)	(498)
	<u>428</u>	<u>0</u>	<u>(603)</u>	<u>0</u>	<u>(323)</u>	<u>(498)</u>
Designated Funds						
9649 Bale Covid Donation	263	6	(72)	0	0	197
9644 Hughes Legacy (Cardiology)	292	6	(34)	0	0	264
9600 UHW Nurses	302	48	(13)	0	0	337
9524 Leukaemia & Lymphona	137	8	(4)	0	0	141
9494 Biggs Legacy Cardiac Research	103	3	(3)	0	0	103
9659 Morgan Legacy Cardiac Research	102	2	(5)	0	0	99
9541 Cardiac Services General	8	181	(3)	0	0	186
9646 Williams Legacy Renal Unit	88	2	(4)	0	0	86
Other	2,617	413	(469)	(4)	0	2,557
	<u>3,912</u>	<u>669</u>	<u>(607)</u>	<u>(4)</u>	<u>0</u>	<u>3,970</u>
Total	<u>4,340</u>	<u>669</u>	<u>(1,210)</u>	<u>(4)</u>	<u>(323)</u>	<u>3,472</u>

d) Revaluation reserve

	Balance 1 April 2022 (Restated) £000	Income £000	Expenditure £000	Transfers £000	Gains and losses £000	Balance 31 March 2023 £000
Rookwood	2,479	0	(23)	0	1,832	4,288
	<u>2,479</u>	<u>0</u>	<u>(23)</u>	<u>0</u>	<u>1,832</u>	<u>4,288</u>

Rookwood

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

ADDITIONAL NOTES

21. COMMITMENTS

2022/23
£000

The funds have the following commitments:

Charitable projects	295
Total	295

Name of commitment	£000
Neurological Gardens Maintenance Cost (BT 20/07/013) (10 years)	94
Staff Recognition Awards (CFC 18/052) (4 years)	5
Disposal of Rookwood (CTM 19/06/009) (1-4 years)	155
UHB Transport Solutions (CT 19/03/007) (1-4 years)	32
Forget Me Not Chorus (CFC 22/03/010) (1 year)	1
Welsh Transplant Team (CFC 21/12/011) (1-5 years)	8
	295

2021/22
£000

The funds have the following commitments:

Charitable projects	620
Total	620

Name of commitment	£000
Third Sector Grant Scheme (CFC 22/06/012) (1 year)	36
Neurological Gardens (BT 20/07/013) (1-3 years)	192
Neurological Gardens Maintenance Cost (BT 20/07/013) (1-3 years)	94
Staff Recognition Awards (CFC 18/052) (4 years)	20
Disposal of Rookwood (CTM 19/06/009) (1-4 years)	155
UHB Transport Solutions (CT 19/03/007) (1-4 years)	70
Forget Me Not Chorus (CFC 22/03/010) (1 year)	13
Welsh Transplant Team (CFC 21/12/011) (1-5 years)	40
	620

22. DONATED ASSETS

During the year the Charity purchased assets to the value of £0.092m (2021/22 £0.061m). These are included in the Charity’s Statement of Financial Activities and are classified as Donated Assets in the LHB Financial Statements.

23. POST BALANCE SHEET EVENTS

The financial statements are required to reflect the conditions applying at the end of the financial year. Therefore no adjustments are made for any changes in fair value of investments between 31 March 2023 and the date the financial statements are approved. The fair value of the investments held by the Charity at 31st March 2023 has changed in the intervening period as follows:

	31st March 2023	4th January 2024
	£000	£000
Investment	5,546	5,657

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CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

STATEMENT OF TRUSTEE RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS

The trustee is required to prepare financial statements for each financial year which give a true and fair view of the charity’s financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustee should follow best practice and:Select suitable accounting policies and then apply them consistently;

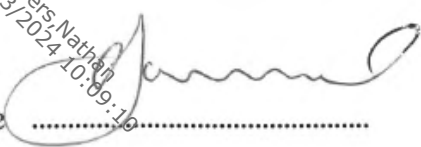
- ★ Select suitable accounting policies and then apply them consistently;
- ★ Make judgements and estimates that are reasonable and prudent;
- ★ State whether applicable accounting standards and statements of recommended practices have been followed, subject to any departures disclosed and explained in the financial statements; and
- ★ Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) regulations and the provisions of the trust deed. The trustee is responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustee confirms that they have complied with the above requirements in preparing the accounts.

By order of the trustee

Signed:

Trustee 
Saunders, Nathan
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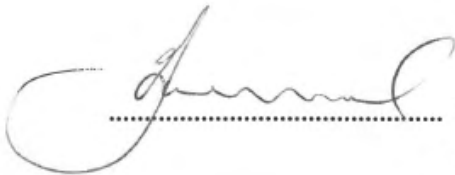
25/01/2024

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD CHARITIES ACCOUNTS 2022/23

As Financial Trustee of the funds held on trust I am responsible for:

- ★ the maintenance of financial records appropriate to the activities of the fund (s).
- ★ the establishment and monitoring of a system of internal control.
- ★ the establishment of arrangements for the prevention of fraud and corruption.
- ★ the preparation of annual financial statements which give a true and fair view of the funds held on trust and the results of their operations.

25/01/2024



On behalf of Financial Trustee
Charles Janczewski - Chair -
Cardiff and Vale University
Health Board

Saunders, Nathan
19/03/2024 10:09:10

The independent auditor's report of the Auditor General for Wales to the Trustee of Cardiff and Vale
University Local Health Board Charity
Report on the audit of the financial statements
Opinion

I have audited the financial statements of Cardiff and Vale University Local Health Board Charity for the year ended 31 March 2023 under the Charities Act 2011. The financial statements comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report.

My staff and I are independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the trustee with respect to going concern are described in the relevant sections of this report.

Report on other requirements

Other information

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustee is responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Matters on which I report by exception

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- I have not received all the information and explanations I require for my audit;
- sufficient accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- the information given in the financial statements is inconsistent in any material respect with the trustee’s annual report

Responsibilities

Responsibilities of the trustee for the financial statements

As explained more fully in the statement of trustee’s responsibilities set out on page 52, the trustee is responsible for:

- maintaining sufficient accounting records;
- the preparation of the financial statements in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- internal controls as the trustee determines is necessary to enable the preparation of financial statements to be free from material misstatement, whether due to fraud or error;
- assessing the charity’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees anticipate that the services provided by the charity will not continue to be provided in the future.

Auditor’s responsibilities for the audit of the financial statements

I have been appointed as auditor under section 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- Enquiring of management, the Cardiff and Vale University Local Health Board Charity’s head of internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to Cardiff and Vale University Local Health Board Charity’s policies and procedures concerned with:
- identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
- detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
- the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.

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- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in respect of the posting of unusual journals; and
- Obtaining an understanding of Cardiff and Vale University Local Health Board Charity's framework of authority as well as other legal and regulatory frameworks that the Cardiff and Vale University Local Health Board Charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of Cardiff and Vale University Local Health Board Charity.
- Obtaining an understanding of related party relationships.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, those charged with governance and legal advisors about actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Cardiff and Vale University Local Health Board Charity's controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Adrian Crompton
Auditor General for Wales
26 January 2024

1 Capital Quarter
Tyndall Street
Cardiff
CF10 4BZ

Saunders, Nathan
 19/03/2024 10:09:10

Report Title:	Staff Lottery Bids Panel Report			Agenda Item no.	3.7
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19 th March 2024
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>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.</p> <p>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.</p> <p>There has been no meeting of the Bids Panel since November 2023, therefore there are no applications or approvals to report on.</p> <p>The recently retired Head of the Health Charity and Arts programme was a delegated signatory to consider and approve small bids, which supports applications up to a value of £250 to be fast tracked.</p> <p>In light of this, the proposed revised staff lottery fund approval hierarchy is proposed to include: the Chair and Vice Chair of the staff lottery panel and Assistant Director of Finance.</p> <p>In the event of absence, an application may also be considered by the Director of Communication, Arts, Health Charity, Arts and Engagement, along with the Head of Financial Services.</p> <p>The Staff Lottery Bids Panel is pleased to report fundraising income into the staff lottery at month 10 was £288,613. The Charity Team continue to use every opportunity to increase membership into the scheme.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
<p>I am pleased to report on the continued success of the Staff Lottery, as it's income into the Health Charity consistently increases. Staff Lottery funding supports a wide range of projects for 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.</p>					
Recommendation:					
<p>The Committee is requested to:</p> <p>Approve: the changes to authorised signatories for the Small Bids Process.</p> <p>Note: the content of the Staff Lottery Bids Panel Report for assurance.</p>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
Please tick as relevant					
1. Reduce health inequalities		6. Have a planned care system where demand and capacity are in balance			
2. Deliver outcomes that matter to people	✓	7. Be a great place to work and learn		✓	

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

Five Ways of Working (Sustainable Development Principles) considered
Please tick as relevant

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

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

Risk: No

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

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

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

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

Equality and Health: Yes/No

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

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

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

Decarbonisation: Yes/No

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

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

Approval/Scrutiny Route:







Committee/Group/Exec	Date:

Saunders, Nathan
19/03/2024 10:09:10

Report Title:	Health Charity Fundraising Report			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	19 th March 2024
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>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.</p> <p>This report covers the progress and activities of the Health Charity Appeals only, for the period 1st December – 29th February 2024.</p> <p>The Health Charity team continue to support all aspects of Clinical Board fundraising activity.</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 December – 29th February 2024.</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:					
Please tick as relevant					
• Reduce health inequalities		- Have a planned care system where demand and capacity are in balance			
• Deliver outcomes that matter to people	✓	- Be a great place to work and learn	✓		
• All take responsibility for improving our health and wellbeing	✓	- Work better together with partners to deliver care and support across care sectors, making best use of our people and technology	✓		
• Offer services that deliver the population health our citizens are entitled to expect		• Reduce harm, waste and variation sustainably making best use of the resources available to us	✓		
• Have an unplanned (emergency) care system that provides the right care, in the right place, first time		• Excel at teaching, research, innovation and improvement and			

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

1st December – 29th February 2024.

	<p>Upcoming events.</p> <ul style="list-style-type: none"> The next Prop Ball in October 2024 will be at the Parkgate Hotel, Cardiff. Preparations are underway. An Afternoon Tea event is being organised on 26th April 2024
	<p>Fundraising within the period;</p> <ul style="list-style-type: none"> Pink Tie Gala Ball - £4300. Fundraising by two patients - £1125. Cash for Coins - £164.20 donated through foreign/old currency donation box for Breast Centre Appeal. <p>Appeal News – new Patron for the Breast Centre Appeal, Suzanne Packer – local actor. Hosting 2024 events.</p> <p>Upcoming events.</p> <ul style="list-style-type: none"> Afternoon Tea 15th March, 2024 Gold Tie Ball 30th November 2024
	<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"> Allocated numbers at the end of February stands at , generating £ per draw. The next megadraw takes place in June 24. Awarding one lucky member £8,000
	<ul style="list-style-type: none"> Secured £3500 in support of partner arts coordination costs for the Arts Council of Wales funded, Dance to Health Rubicon project, delivered across several wards and sites. The 2023 total of artwork sale commissions at the Hearth Gallery came to £1,227.50. .
	<ul style="list-style-type: none"> The design and build of the sheltered outdoor seating area with £41,488 given by NHS Charities Together has now been completed. An application to the Shared Prosperity Fund for £500,000 towards the nature haven capital build was unsuccessful but they offered another opportunity to submit with a revised project and reduced costs. A second submission has been made to the Shared Prosperity fund in Nov 2023 for £100,000 towards the cost of continuation programmes provided by Down to Earth for 12 months.

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	<p>Unfortunately, the application was also rejected.</p> <ul style="list-style-type: none"> The Shine Bright Appeal took place at UHL throughout December and raised a profit of £6,410 for Our Health Meadow Fund.
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The following tables relate to projected and actual cost estimates for planned events, in alignment with Health Charity audit requirements. Whilst some community events do not bring in high volume of income, it is important for the Health Charity to build awareness and be visible in the community. Donors won't leave us a legacy, if they don't know who we are.

Completed Events

Christmas Wreath Making 2023

	Estimated	Actual
TOTAL INCOME	£765	£801
TOTAL NON-STAFF COSTS	£550	£550
TOTAL STAFF COSTS		£136
NET FUNDRAISING	£215	£114

Shine Bright December 2023

	Estimated	Actual
TOTAL INCOME	£8,488	£8,401
TOTAL NON-STAFF COSTS	£1,029	£551
TOTAL STAFF COSTS	£1,440	£1,440
NET FUNDRAISING	£5,980	£6,409

Breast Centre Ball - December 2023

	Estimated	Actual
TOTAL INCOME	£15,100	£15,369
TOTAL NON-STAFF COSTS	£9,634	£11,057
TOTAL STAFF COSTS	£1,366	£1,360
NET FUNDRAISING	£4,100	£2,946

Planned Events

Breast Centre Afternoon Tea. March 24

	Estimated	Actual
TOTAL INCOME	£2,510	
TOTAL NON-STAFF COSTS	£1,552	
TOTAL STAFF COSTS	£480	
NET FUNDRAISING	£477	

Prop Appeal Afternoon Tea. April 24

	Estimated	Actual
TOTAL INCOME	£3100	
TOTAL NON-STAFF COSTS	£1250	
TOTAL STAFF COSTS.	£480	
NET FUNDRAISING	£1370	

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Report Title:	STAFF BENEFITS GROUP REPORT		Agenda Item no.	4.2
Meeting:	CHARITABLE FUNDS COMMITTEE	Public Private	Meeting Date:	19th March 2024
Status (please tick one only):	Assurance	Approval	Information	X
Lead Executive:	Rachel Gidman, Executive Director of People and Culture			
Report Author (Title):	Barbara John, Business/Operational Manager, Communication, Arts, Health Charity and Engagement			
Main Report				
Background and current situation:				

Cardiff and Vale University Health Board Staff Benefits Group (SBG) was established in 2017, to explore and co-ordinate discounts and benefits offered by external organisations for UHB employees. The Staff Benefits Group discusses and agrees 'best deals' for staff and in governance terms reports their work to the Charitable Funds Committee and the Local Partnership Forum.

The purpose of this paper is to inform the Charitable Funds Committee of staff benefits opportunities and progress, discussed and agreed by the SBG between March - May 2023.

The Staff Benefits Group meets on a quarterly basis and has the following membership:

- Senior Management Representative
- Senior Health Charity representative
- Senior Workforce Manager
- Staff Side representative
- Communications representative
- Sustainable Travel Manager
- Procurement Representative

The Business/Operational Manager of the Communication, Arts, Health Charity and Engagement Team facilitates the relationship and communications between the SBG, its partners/discount providers and the Communications Team digital support. Administrative support is also provided by the Communication, Arts, Health Charity and Engagement Team.

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

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

The quarterly meeting of the Staff Benefits Group was held on 6th February 2024 and recorded the following activities:

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Salary Sacrifice Scheme

NHS Fleet Solutions

RG to discuss proposal with colleagues in neighbouring Health Board's before presenting to Senior Leadership Board for further discussion.

AC to provide a summary of key benefits of using the scheme for the Employee and Health Board.

Jason Coleman (NHS Fleet Solutions representative) provided an overview of the Home Electronics

Staff Benefits Partners

Nathaniel Cars Group (NCG)

The next meeting with Nathaniel cars is scheduled for 3rd April 2024. RG will attend the meeting to review the current contract and partnership development.

Staff Discount Providers

No new Staff Discount Providers Proposals were received during the last quarter.

Staff benefits approved by the SBG by email during this period were tabled for noting.

Staff Benefits Promotions

Content during the next quarter will be aligned to Valentine's Day, Mother's Day, Easter Holiday's and where possible to key UHB and Public Health messaging.

GlastonBarry Event – 27th July 2024

Cardiff & Vale Health Charity will attend the event on 27th July 2024. RG raised this as a good opportunity to promote the UHB also with a specific focus on recruitment. Further information to follow on the discounts available to CAVUHB colleagues.

Ask Suzanne – Staff Benefits

RG suggested hosting a dedicated Staff Benefits session in an upcoming Ask Suzanne. SBG members to attend to provide information on discounts available for CAVUHB colleagues and see what benefits colleagues want to see more/less of through a Mentimetre.

Upcoming content to include travel savings for staff, which will be progressed with Colin McMillan.

The next meeting of the Staff Benefits Group is scheduled for the 7th May 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 December 2023 – February 2024

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: Yes/No

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

Safety: Yes/No

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

Financial: Yes/No

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

Workforce: Yes/No

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

Legal: Yes/No

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

Reputational: Yes/No

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

Socio Economic: Yes/No

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

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

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

Equality and Health: Yes/No

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

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

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

Decarbonisation: Yes/No

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

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

Approval/Scrutiny Route:

Committee/Group/Exec	Date:

Saunders, Nathan
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Report Title:	Health Charity Events Planner 2024/25			Agenda Item no.	4.3
Meeting:	Charitable Funds Committee	Public	x	Meeting Date:	19 th March 2024
Status (please tick one only):	Assurance	Approval		Information	x
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 assist and support supporters and clinical boards in 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 calendar for 2024/25 (Appendix 1) provides information on activities taking place for the year, managed by the Health Charity Team and Arts Programme.</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 and Arts Programme Calendar and 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 and Arts Programme Calendar and Planner 2024/25					
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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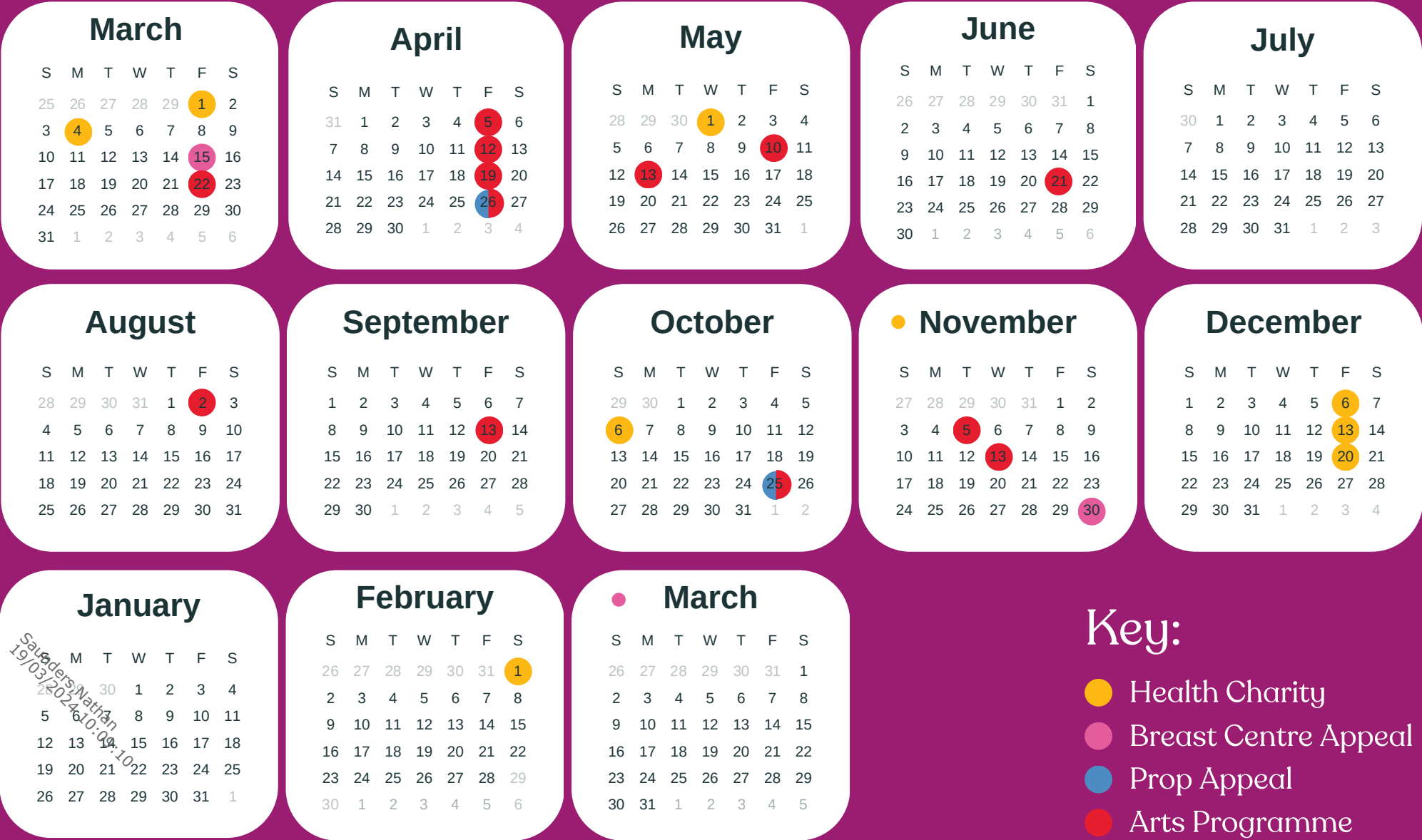
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Health Charity & Arts Calendar 2024/25



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



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Health Charity & Arts Calendar 2024/25



<div>March</div> <div><div>1</div>Easter Fundraising Campaign</div> <div><div>4</div>Spring Clean Raffle</div> <div><div>15</div>Afternoon Tea Cornerstone, Cardiff</div> <div><div>22</div>Space to Grow Exhibition, Hearth Gallery</div>
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*Skydives are ongoing throughout the year

Report Title:	Draft Charitable Funds Committee Annual Report 2023/24			Agenda Item no.	4.4
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	19.03.2024
Status (please tick one only):	Assurance	Approval		Information	X
Lead Executive:	Director of Corporate Governance				
Report Author (Title):	Senior Corporate Governance Officer				

Main Report

Background and current situation:

The purpose of the report is to provide Members of the Charitable Funds Committee with the opportunity to discuss the attached Annual Report prior to submission to the Board for approval.

It is good practice and good governance for the Committees of the Board to produce an Annual Report from the Committee to demonstrate that it has undertaken the duties set out in its Terms of Reference and provides assurance to the Board that this is the case.

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

The Charitable Funds Committee achieved an attendance rate of 85% if 100% attendance is observed at the March meeting. (80% is considered to be an acceptable attendance rate) during the period 1st April 2023 to 31st March 2024.

Areas within the report noted in red will be updated to provide information following the Charitable Funds Committee meeting held on 19 March 2024.

Recommendation:

The Board / Committee are requested to:

- REVIEW** the draft Annual Report 2023/24 of the Charitable Funds Committee.
- NOTE** the draft Annual Report 2023/24
- RECOMMEND** the Annual Report to the Board for approval.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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Cardiff and Vale
University Health Board

Annual Report of the Charitable Funds Committee 2023/24

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1.0 INTRODUCTION

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

2.0 MEMBERSHIP

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

3.0 MEETINGS & ATTENDANCE

The Committee met five times during the period 1 April 2023 to 31 March 2024. This is in line with its Terms of Reference.

The Charitable Funds Committee achieved an attendance rate of 76% (80% is considered to be an acceptable attendance rate) during the period 1st April 2023 to 31st March 2024 as set out below:

	20.06.2023	19.09.2023	05.12.2023	30.01.2024	19.03.2024	Attendance
John Union (Chair)	Yes	Yes	Yes	Yes	tbc	tbc
Susan Elsmore (Vice Chair) *	Yes	Yes	N/A	N/A	N/A	100%
Sara Moseley	Yes	Yes	Yes	Yes	tbc	tbc
Catherine Phillips	Yes	Yes	Yes	Yes	tbc	tbc
Fiona Jenkins	No	Yes	Yes	No	tbc	tbc
Rachel Gidman	Yes	No	Yes	No	tbc	tbc
Total	83%	83%	100%	60%	tbc	tbc

**Susan Elsmore left the Organisation on 31.10.2023*

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4.0 TERMS OF REFERENCE

The Terms of Reference and annual Work Plan are reviewed and approved on an annual basis. The Terms of Reference for the year 2023/24 were reviewed by the Committee on the 21 March 2023 and were approved by the Board on 30 March 2023. The Work Plan for the year 2023/24 was reviewed by the Committee on 21 March 2023 and were approved by the Board on 30 March 2023.

5.0 WORK UNDERTAKEN

The purpose of the Charitable Funds Committee is to provide advice to the Charity Trustee, with regards to the discharge of its duties and responsibilities for the Charitable Funds. During the financial year 2023/24, the Charitable Funds Committee ("the Committee") reviewed the following key items at its meetings:

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

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

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

At the meeting held on June 2023, the Committee were reminded that bids against the General Reserve remained closed because the General Reserve was overcommitted against outstanding approvals to the value of £0.685m. This closure continued for the remainder of the reporting year due to the ongoing over commitment.

- **Over £25K bids for approval**

At each meeting a number of bids, where the value of each individual bid was over £25,000, were presented to the Committee for discussion and/or approval. Each bid discussed by the Committee during the year, together with the outcome of the same, is listed below.

- Cardiology Funds allocated to 'Our Health Meadow' – **Approved**
- Health Meadow Roundhouses – **Approved**
- Breast Centre, University Hospital, Llandough Purchase of a Sonosite PX Ultrasound System – **Approved**
- Cystic Fibrosis Centre – Garden Development – **Approved**
- **Endowments Expenditure Request – pending approval at March meeting**

- **Fundraising Report**

A Fundraising Report was provided to the Committee on a quarterly basis. The reports covered the progress and activities of the Health Charity Appeals for the period 1st April 2023 – 31st March 2024. The report outlined various appeals, staff lottery updates, fundraising activities and any significant donations received by the Charity.

- **Reporting Feedback on Successful CFC bids**

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

- Covid-19 Patient Experience Support Project

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- Recovery and Wellbeing College Senior Peer Trainer
- Grow Cardiff
- Staff Outdoor areas
- Our Health Meadow
- Staff Recognition Awards
- Keeping Me Well
- Welsh Transplant Games
- Psychology input in High Care areas
- March reporting tbc

- **Staff Benefits Group Report**

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

At each meeting, the Committee was informed of staff benefits discussed and agreed by the Staff Benefits Group between April 2023 – March 2024.

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

- **Staff Lottery Bids Panel Report**

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

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

The Charity was pleased to report that the Staff Lottery Scheme income continued to grow month on month with the increased number of allocated numbers being at its highest level since its launch and which increased income for the Health Charity. The Lottery funds provide support to patients, staff and visitors and is extremely efficient in terms of its turnaround of fast-track bids for funding, which benefits services across the Health Board.

- **Events Planner 2022/2023 Update**

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

- Support individual appeals for Clinical Boards and fundraisers
- Involve and support staff members in their individual fundraising for the HC
- Raise awareness of the Health Charity's fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities

The events planner for 2023/24 was received by the Committee at each of its meeting and provided a draft of the key events taking place for the year.

- **Health Charity Strategy Update**

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.

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At the 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.

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.

Additionally, it was considered appropriate to delay further progress, pending the publication of the Cardiff and Vale 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 that document.

On 30 January 2024, a special meeting of the Charitable Funds Committee was held to discuss updates to the Health Charity strategy and **will be received by the Committee on 19 March 2024 to recommend approval by the Board of Trustees.**

- **Other matters of business discussed during the year, included: -**
 - Prop Appeal Annual Update – 20.06.2023
 - Our Health Meadow Updates – 20.06.2023 & 19.09.2023
 - Third Sector Grants Scheme – 19.09.2023
 - Bale Fund Balance – Proposals for Spend – 19.09.2023
 - Disposal of Rookwood Hospital Summary Update – 19.09.2023
 - Breast Centre Appeal Annual Update – 05.12.2023
 - Food Sense Wales Update – 19.03.2024 – **tbc**
 - Food Sense Wales Memorandum of Understanding for approval – 19.03.2024 – **tbc**
 - Arts Annual Update – 19.03.2024 – **tbc**

6.0 REPORTING RESPONSIBILITIES

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

7.0 OPINION

The Committee is of the opinion that the draft Charitable Funds Committee Report 2023/24 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

John Union

Committee Chair

Saunders, Nathan
19/03/2024 10:09:10

Report Title:	TRANSFER OF FUNDS TO DARING TO DREAM			Agenda Item no.	CFC: AOB
Meeting:	Charitable Funds Committee	Public		Meeting Date:	19th March 2024
Status <i>(please tick one only):</i>	Assurance		Approval	<input checked="" type="checkbox"/>	Information
Lead Executive:	Suzanne Rankin Chief Executive				
Report Author (Title):	Joanne Brandon Director of Communications, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>Daring to Dream (D2D) was a charitable fund originally set up within Cardiff & Vale Health Charity and was led by an external fundraiser whose mission was to support the emotional health and wellbeing of patients aged 16 years and over, who are under the care of hospital clinics across Wales. It has a primary (but not exclusive) focus in supporting both inpatient and community based users within the geographical area covered by Cardiff & Vale University Health Board.</p> <p>In March 2021 D2D was regulated by the Charity Commission in its own right as a Charitable Incorporated Organisation (CIO). As a CIO, D2D requested that the Health Charity transfers £4,973 from its charitable funds into D2D's own bank account, but wished to continue to work in partnership with the UHB to support this patient group. The transfer was agreed by the CFC at their meeting, March 2021.</p> <p>More recently, in Critical Care, D2D identified an area to upgrade within the visitors' toilets and has been working with the Clinical Board on the project.</p> <p>There have also been recent discussions between another fundraiser, who has been fundraising in memory of a loved one and D2D about supporting the upgrade.</p> <p>D2D and the fundraiser has recently contacted Suzanne Rankin, requesting that all donation income related to Cardiff & Vale Health Charity tribute site be transferred to D2D.</p> <p>We note the Muchloved Tribute site received donations of £7162.32 including gift aid. Following donation processing deductions of £314.30, this leaves a balance of £6,848.02</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
Approval from a Specialist Services Clinical Board has been sought an update on the position will be provided at the meeting of the CFC, due to the timescale of the request.					
Recommendation:					
<p>The Board / Committee are requested to: The Charitable Funds Committee is asked to:</p> <p>Agree, the transfer of £6,848.02 from 9231 Intensive Care Fund to Daring to Dream, Charitable Incorporated Organisation</p>					
Link to Strategic Objectives of Shaping our Future Wellbeing:					
<i>Please tick as relevant</i>					
1. Reduce health inequalities	<input checked="" type="checkbox"/>	6. Have a planned care system where demand and capacity are in balance			

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: Yes/No

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:

Saunders, Nathan
19/03/2024 10:09:10