

Charitable Funds Committee

17.09.2024

Tue 17 September 2024, 14:00 - 16:00

MS Teams

Agenda

14:00 - 14:10
10 min

1. Preliminaries

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 11.06.2024


 1.4 - Unconfirmed Public CFC Minutes 11.06.2024.pdf (5 pages)

1.5. Actions following the Meeting held on 11.06.2024

 1.5 - Public CFC Action Log - June 2024.pdf (1 pages)

1.6. Chair's Actions

- *Health Charity Review – External Consultant Proposal*

 1.6 - Chairs Action Health Charity Review – External Consultant Proposal.pdf (2 pages)

14:10 - 14:40
30 min

2. Items for Review & Assurance


2.1. CVUHB Charity Accounts 2023-24 - AW 2024 Audit Plan

10 mins *Mark Jones*


 2.1 - 4394A2024_CVUHB FHOT 2023-24 AW Audit Plan.pdf (16 pages)

2.2. Health Charity Financial Position & Investment Update

20 mins *Robert Mahoney*

 2.2a - Financial Paper meeting 020924.pdf (5 pages)

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

 2.2c - Cashflow Forecast 2024-25 Attachment 1 (1).pdf (1 pages)

14:40 - 14:50
10 min

3. Items for Approval / Ratification

3.1. Over £25k bids for approval:

Joanne Brandon

Chilcott, Rachel
19/09/2024 09:48:10

None to report.

3.2. Reporting Feedback on Successful CFC Bids:

Joanne Brandon

No bids to report on

3.3. Staff Lottery Bids Panel Report

Joanne Brandon

No Bids Panel held in last quarter

3.4. Children & Women's Clinical Board transfer request from capital in perpetuity to endowment funds

10 mins

Joanne Brandon

📄 3.4a - CWCB Approval request to Charity Commission (002) 19 08 24 (2).pdf (3 pages)

📄 3.4b - App 1 C&WCB approval request.pdf (4 pages)

14:50 - 14:50 4. Items for Noting and Information

0 min

4.1. Health Charity Fundraising Report

Joanne Brandon

📄 4.1 - Health Charity Fundraising Report September '24 (1).pdf (3 pages)

4.2. Staff Benefits Group Report

Rachel Gidman

📄 4.2 - Staff Benefits Group Report Sept '24.pdf (4 pages)

4.3. Staff Lottery Bids Panel Terms of Reference - Update

Joanne Brandon

📄 4.3 - Staff Lottery Bids Panel DRAFT Terms of Reference September 24.pdf (5 pages)

14:50 - 14:50 5. Any Other Business

0 min

John Union

14:50 - 14:50 6. Items for the Private Meeting:

0 min

John Union

i) Approval of Private Minutes

ii) Financial Sustainability

iii) Lottery License Update

14:50 - 14:50 7. Review of the Meeting

0 min

John Union

Chilcott, Rachel
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14:50 - 14:50 **8. Date and time of next Meeting:**

0 min

John Union

10 December 2024 via MS Teams at 9am

Chilcott, Rachel
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**Unconfirmed Public Minutes of the Charitable Funds Committee
11 June 2024
Via Microsoft Teams**

To watch this meeting, please click here:
[Cardiff & Vale UHB - Charitable Funds Committee Meeting - 11th June 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Present:		
John Union	JU	Committee Chair / Independent Member – Finance
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Susan Lloyd-Selby	SL	Independent Member – Local Authority
Rachel Gidman	RG	Executive Director of People & Culture
Rob Mahoney	RM	Deputy Director of Finance
Catherine Phillips	CP	Executive Director of Finance
Ceri Phillips	CP	UHB Vice Chair
Matt Phillips	MP	Director of Corporate Governance
In Attendance:		
Rebecca Holliday	RH	Head of Financial Services
Barbara John	BJ	Operational Business Manager – C&V Health Charity
Secretariat:		
Rachel Chilcott	RC	Corporate Governance Officer
Apologies:		
Sara Moseley	SM	Independent Member – Third Sector
Charles Janczewski	CJ	UHB Chair
Suzanne Rankin	SR	Chief Executive

CFC24/06/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC24/06/002	Apologies for Absence Apologies for Absence were noted.	
CFC24/06/003	Declarations of Interests No interests were declared.	
CFC24/06/004	Minutes of the Committee Meeting held on 19.03.2024 To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=119 The Committee reviewed the minutes of the meeting held on 19 March 2024. The Committee resolved that: a) The minutes of the meeting held on 19 March 2024 were approved as a true and accurate record.	

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CFC24/06/005	<p>Committee Action Log</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=183</p> <p>The Committee reviewed the Action Log.</p> <p>The Committee resolved that:</p> <p>a) The Action Log was noted.</p>	
CFC24/06/006	<p>Chair's Actions</p> <p>No Chair's Actions were noted.</p>	
CFC24/06/007	<p>Over 25k bids for approval – Cardiology Services Legacy Funds expenditure - £29,700</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=320</p> <p>The Director of Communications (DOC) presented the paper and highlighted that:</p> <ul style="list-style-type: none"> - The Cardiology Unit had requested from the Specialist Clinical Board to allocate £29,700 from the Hughes Legacy for an ongoing clinical study and pilot which involved 10 patients. - The study aimed to explore the effects of biventricular pacing in heart failure patients with preserved ejection fraction. - The study was a collaborative effort with Medtronic and Cardiff Metropolitan University which would both provide financial support. - The Hughes Legacy fund had a balance of £226,000. <p>The Executive Director of People & Culture (EDPC) queried whether the Medical Director was fully informed, and that a broader understanding and assurance of the Research & Development (R&D) activity was necessary before final approval.</p> <p>The Executive Director of Finance (EDF) queried whether an evaluation of the project would be conducted in line with standard R&D practices to assess the benefits and to ensure the project was cost-effective.</p> <p>The DOC responded that all bids submitted to the Charitable Funds Committee (CFC) were required to include a commitment to a full evaluation to demonstrate value for money and the impact on patients. The evaluation would be conducted after the trial's completion, with timelines set in collaboration with the Clinical Boards.</p> <p>The DOC noted that the Director of Operations had approved the project, but that she would seek confirmation from the Medical Director.</p> <p>The Committee resolved that:</p> <p>a) The proposed expenditure of £29,700 from Fund 9644 – Hughes Legacy Cardiology was approved, subject to confirmation of Medical Director sign off.</p>	
CFC24/06/008	<p>Reporting Feedback on Successful CFC Bids</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=672</p> <p>The DOC presented the Quarterly Report where recipients of charitable funds provided feedback and evaluations to ensure that funds had been allocated correctly and aligned with the Health Charity's aims and objectives. The DOC highlighted the following:</p> <ul style="list-style-type: none"> - There were no approved bids to report due to the closure of bids for the overall CFC bid report. - The next evaluation report would be due in December 2024 for the Welsh Transplant Games, which received a 5-year funding approval. - The report included a breakdown of expenditures from the substantial donation made by Gareth Bale and his wife, specifically for the University Hospital of Wales (UHW). The remaining balance from this fund was £74,500. 	

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	<p>The Committee resolved that:</p> <p>a) The use of charitable funds for its intended purpose, as approved by the CFC, was received for assurance.</p>	
CFC24/06/009	<p>Staff Lottery Bids Panel Report</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=822</p> <p>The DOC presented the Report which provided assurance and details of the outcomes of the Staff Lottery Bids Panel meeting held on April 8th 2024, and highlighted the staff lottery's financial activities and decisions regarding fund allocation.</p> <p>The IM-LA asked whether sustainability was considered as part of the bidding process.</p> <p>The DOC responded that efforts were made to ensure that projects were maintained to the best possible standard, and that funding was approached with a focus on sustainability for the duration of each project.</p> <p>The IM-LA asked if a site visit to Barry Hospital could be arranged.</p> <p>The Committee resolved that:</p> <p>a) The content of the Staff Lottery Bids Panel Report was noted for assurance.</p>	
CFC24/06/010	<p>Staff Lottery Bids Panel Terms of Reference</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1062</p> <p>The DOC presented the Terms of Reference (ToR) and highlighted that:</p> <ul style="list-style-type: none"> - The Staff Lottery ToR were reviewed annually to ensure good governance and alignment with any new principles or changes in charity law. - This year, the engagement process was completed and a recommendation was made to amend the ToR to prevent duplication of similar projects. The proposed change aimed to encourage diversity in successful bids and maximise the distribution of funds from the Staff Lottery. <p>The CC asked whether the duplication of similar projects had previously been a problem.</p> <p>The DOC responded that it was more avoidance, and that having a clear principle written in the ToR would support the decision-making process.</p> <p>The IM-LA suggested that the question of sustainability be incorporated into the ToR when considering long-term investments.</p> <p>The DOC confirmed that the consideration of sustainability for longer-term investments would be incorporated into the ToR.</p> <p>The CC asked for the amended ToR to be brought to the following CFC for completeness.</p> <p>The Committee resolved that:</p> <p>a) The amendment to the Staff Lottery Bids Panel Terms of Reference was endorsed.</p>	
CFC24/06/011	<p>Health Charity Fundraising Report</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1309</p> <p>The Report was received for noting.</p> <p>The Committee resolved that:</p> <p>a) The Fundraising Report was received for information and the progress and activities of the Health Charity was noted.</p>	

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CFC24/06/012	<p>Staff Benefits Group Report</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1309</p> <p>The Report was received for noting.</p> <p>The Committee resolved that:</p> <p>a) The Staff Benefits Group Report for the period March – May 2024 was received for information.</p>	
CFC24/06/013	<p>Health Charity Events Planner 2024/25</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1309</p> <p>The Paper was received for noting.</p> <p>The Committee resolved that:</p> <p>a) The Health Charity and Arts Programme Calendar and Planner 2024/25 was noted for information.</p>	
CFC24/06/014	<p>New Customer Relationship Manager (CRM) Provider & Operating License Update</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1380</p> <p>The DOC presented the paper which provided an update and offered assurance regarding the new Customer Relationship Management (CRM) database, and provided the following summary:</p> <ul style="list-style-type: none"> - The Health Board had previously operated under a small society lottery license with a £250,000 threshold from the local authority. However, due to the staff lottery’s success, it became necessary to upgrade to a Gambling Commission’s operating license and update the CRM system. - The transition required a pause in the lottery scheme from June 1st, and communications were sent out across the Health Board. Despite a small number of people ending their lottery participation, there was a net gain with at least 20 new applicants. - The Digital and Health Intelligence (DHI) team had worked with the third-party provider Donor Flex on the information governance aspects to meet all requirements. The current CRM donor information and lottery numbers had been reviewed and submitted to the new supplier for analysis and a detailed quote. - Independent legal advice would be sought with Withers Worldwide Law Firm. - The goal was to launch the new lottery scheme by September 1st 2024. If there were delays, Donor Flex would provide the necessary CRM support by the deadline. If needed, the lottery could temporarily revert to the small lottery scheme. <p>The CC asked whether they had received any adverse comments in regards to pausing the lottery.</p> <p>The DOC noted they had not received any adverse comments.</p> <p>The CC asked how confident they were on the work being completed by 1st September 2024.</p> <p>The DOC responded that on their current trajectory, there was confidence in successfully implementing the CRM database with DonorFlex in time. The application process was subject to the Gambling Commission’s timeline and satisfaction with the completed application.</p> <p>The CC asked if the costs previously presented to the CFC were still accurate.</p> <p>The DOC responded that the figures were quoted by DonorFlex based upon figures that the Health Board provided them.</p> <p>The Committee resolved that:</p>	

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	<p>a) The progress of the changeover of the replacement CRM provider and operational license application was noted.</p>	
CFC24/06/015	<p>Signatory for Rathbones - Update</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1849</p> <p>The EDF presented the paper, and highlighted the need for approval from the CFC to replace Chris Lewis with Andrew Gough as the new signatory for the Rathbones account.</p> <p>The Committee resolved that:</p> <p>a) The amendments to the authorised signatory list were approved.</p>	
CFC24/06/016	<p>Health Charity Financial Position & Investment Update</p> <p>To view the minute: https://youtu.be/iv05hLe8Zys?list=PLLVdfcKNzmAA7B9IVZC6mznqn8msCNnOV&t=1987</p> <p>The Deputy Director of Finance (DDF) presented the Charitable Funds Financial Position Report which provided information on the Charity's financial performance for the period 1st April 2023 to 31st March 2024 (these figures remained in draft as the accounts for 2023/24 were being prepared), and assessed the forecast financial position of the Charity.</p> <p>The DDF highlighted two key issues:</p> <ol style="list-style-type: none"> 1) The value of the Charitable Funds had decreased by £0.948m from 1st April 2023 – 31st March 2024 – this incorporated net expenditure of £1.191m over income offset by an increase in the Investment Portfolio value of £0.243m. 2) The General Reserve was currently in deficit, and was forecasted to be in deficit by £0.608m at 31st March 2024. <p>The DDF informed the CFC that 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 UHB Vice Chair (UHB-VC) asked if they expected the actual gains in the investment portfolio to be higher this year.</p> <p>The DDF responded that their performance was slightly higher than anticipated.</p> <p>The CC noted that Rathbones came to the CFC annually to talk the Committee through the investment portfolio.</p> <p>The EDF reminded the Committee that the investment portfolio was managed with a medium to low-end risk approach to ensure the protection of the investments.</p> <p>The Committee resolved that:</p> <ol 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. 	
CFC24/06/017	<p>Any Other Business</p> <p><i>No items.</i></p>	
	<p>Date and Time of Next Meeting</p> <p>17 September 2024 via MS Teams.</p>	

Action Log
Following Charitable Funds Committee Meeting
11 June 2024
(Updated for 17 September 2024 meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions					
CFC24/06/007	Over 25k bids for approval – Cardiology Services Legacy Funds expenditure - £29,700	The Director of Communications to confirm Executive Medical Director sign off of the proposed expenditure.	17.09.2024	Joanne Brandon	COMPLETED <i>Confirmation from Richard Skone received on 13.06.2024.</i>
CFC24/06/009	Staff Lottery Bids Panel Report	For a site visit in Barry Hospital to be arranged for the Independent Member – Local Authority.	17.09.2024	Joanne Brandon Susan Lloyd-Selby	<i>Update to be provided in the 'Action Log' section of the September 2024 CFC meeting.</i>
CFC24/06/010	Staff Lottery Bids Panel Terms of Reference	For a section on sustainability for longer term projects to be incorporated into the Terms of Reference.	17.09.2024	Joanne Brandon	COMPLETED <i>Added to the Forward Plan for September 2024.</i>
CFC24/06/015	Signatory for Rathbones - Update	To amend the recommendation in the papers to confirm the approval of Andrew Gough as the authorised signatory for Rathbones.	17.09.2024	Corporate Governance Officer	COMPLETED <i>Paper and Boardbook has been amended and republished.</i>
Actions referred from Committees of the Board/Board					

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Report Title:	Chairs Action: Health Charity Review – External Consultant Proposal			Agenda Item no.	1.6
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	17.09.2024
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval		Information	X
Lead Executive Title:	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:

At the Charitable Funds Committee held on 5th December 2023, the Health Charity Financial Position & Investment update for the period April to October 2023 identified a growing deficit within the Health Charity's general reserve position.

The CFC requested the Health Charity Team, in collaboration with Finance and Governance colleagues, develop a credible plan for long-term team sustainability, whilst simultaneously aiming to deliver on the Health Charity Strategy 2024 – 2030 (currently in draft form).

Significant work has taken place over the past 18 months to explore a variety of options to address the current deficit position and improve long-term sustainability, and a Task & Finish Group (T&FG) to progress the decisions of the CFC and Board of Trustees was convened in April 2024, led by the Executive Director of Finance.

The T&FG discussions included agreement to explore an option to recruit an external consultant with specialist knowledge and experience of managing charities within the healthcare sector, to conduct a comprehensive review of Cardiff & Vale Health Charity.

Subsequently, in the Private CFC meeting held on 11th June 2024, the Committee's resolution on this matter included the following:

“The medium-term commissioning of an external, independent consultant to conduct a full review of the Health Charity, Finance and Governance actions, and current financial operational model, was noted.”

The Executive Director of Governance, subsequently conducted a piece of work (in liaison with Procurement colleagues) to research and identify an appropriate consultant to undertake this review, following which the proposal would be received by the Charitable Funds Committee at its private meeting held 17.09.2024.

A request for Chair's Action to approve and expedite the engagement of the appropriate consultant was also agreed by T&FG members to be received at the meeting of the CFC in private scheduled on the 17th September.

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

The Chair of Charitable Funds Committee was requested to approve the engagement of an external consultant, to conduct a review of the Health Charity as per the terms of the proposal which will be received by the Charitable Funds Committee at its private meeting held 17.09.2024 via Chairs Action.

Recommendation:

The Committee is requested to:

- a) Note the contents of the report
- b) Note the Chairs Action will be received by the Committee at the private meeting held 17.09.2024

Link to Strategic Objectives of Shaping our Future Wellbeing:

1.  Putting People First Click the objective above to view more detail.	2.  Providing Outstanding Quality Click the objective above to view more detail.	
3.  Delivering in the Right Places Click the objective above to view more detail.	4.  Acting for the Future Click the objective above to view more detail.	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		Collaboration	X	Involvement	
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Quality Impact Assessment Completed?:

Please place an "X" in the below boxes as relevant. A blank QIA and guidance on how to complete a QIA can be found by clicking the link here: [Quality Impact Assessment Information](#)

Yes – (please provide completed QIA document)		No – (Please provide reasoning, e.g. not required)	X	Not required
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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 - Useful Guidance on the application of the Socio-Economic Duty can be found at the following link: The Socio-economic Duty: guidance GOV.WALES	n/a
Equality and Health: Yes/No - 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)	n/a
Decarbonisation: Yes/No	n/a
Welsh Language: Yes/No	n/a

Approval/Scrutiny Route (please note anywhere else this paper has been before):

Committee/Group/Exec	Date:
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Cardiff and Vale University Health Board Charitable Fund – Audit Plan 2024

Audit year: 2023-24

Date issued: July 2024

Document reference: 4394A2024

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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the people of Wales that public money is well managed

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how public money is being used to meet people's needs

Inspire



and empower the Welsh public sector to improve



Fully exploit our unique perspective, expertise and depth of insight



Strengthen our position as an authoritative, trusted and independent voice



Increase our visibility, influence and relevance



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Introduction

This Audit Plan specifies my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

It sets out the work my team intends undertaking to address the audit risks identified and other key areas of focus during 2024.

It also sets out my estimated audit fee, details of my audit team and key dates for delivering my audit team's activities and planned outputs.

I have not commenced my planning work. I have therefore based some of the matters set out in this plan on my past audit work. Once I have completed this year's audit planning, I will provide you with an updated plan if necessary. For example, if additional content is required for exhibits 1 and 2.



Adrian Crompton

Auditor General for
Wales

Chilcott, Rachel
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Audit of financial statements

I am required to issue a report on Cardiff and Vale University Local Health Board Charity's (the Charity's) financial statements which includes an opinion on their 'truth and fairness'. In preparing such a report, I will:

- give an opinion on your financial statements; and
- assess whether the Trustee's Annual Report presented with the financial statements are prepared in line with guidance and consistent with the financial statements.

I will also report by exception on a number of matters which are set out in more detail in our [Statement of Responsibilities](#).

I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality. My aim is to identify material misstatements, that is, those that might result in a reader of the accounts being misled. The levels at which I judge such misstatements to be material is set out later in this plan.

If any limitations arise that affect my audit work, I will raise them with management and the Trustee Members as those charged with governance.

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Your audit at a glance



My financial statements audit will concentrate on your risks and other areas of focus

My audit planning has identified the following risks:

The current significant financial statement risks include:

- management's override of the controls in place; and

Other areas of audit focus include:

- the accuracy and completeness of the related party disclosures;
- the accounting classification of the sources of charitable income; and
- the valuation basis and calculation of the year-end investments.



Materiality

Main materiality	£48,780
Related party disclosures' materiality	£5,000
Reporting thresholds (triviality):	
Main materiality	£2,439
Related parties	£250

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Materiality



Materiality £48,780

My aim is to identify and correct material misstatements, that is, those that might cause the user of the financial statements into being misled.

Materiality is calculated using:

- an estimate, being the 2022-23 gross expenditure of £2.439 million (this will be updated on receipt of the draft 2023-24 financial statements); and
- a materiality percentage of 2%.

I report to those charged with governance any misstatements above a trivial level (set at 5% of materiality, including for the lower materiality explained below).



Areas of specific interest

There is one area of the financial statements, the related party disclosures, that we judge may be of more importance to the user of the statements. We therefore set a lower materiality of £5,000 for the disclosures.

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Significant financial statement risks

I have not commenced my planning work. Therefore, the matters set out in exhibits 1 and 2 are drawn from my past audit work. Once I have completed my audit planning, I will provide you with updated Exhibits 1 and 2 if necessary.

Significant risks are identified risks of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk or those which are to be treated as a significant risk in accordance with the requirements of other ISAs. The ISAs require us to focus more attention on these significant risks.

Exhibit 1: significant financial statement risks

Significant risk	Our planned response
The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.32-33].	I will: <ul style="list-style-type: none">• test the appropriateness of journal entries and other adjustments made in preparing the financial statements;• review accounting estimates for biases;• evaluate the rationale for any significant transactions outside the normal course of business;• and I may add additional procedures to address any specific risks of management override which are not addressed by the mandatory work above.

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Other areas of focus

I set out other identified risks of material misstatement which, whilst not determined to be significant risks as above, I would like to bring to your attention.

Exhibit 2: other areas of focus

Audit risk	Our planned response
<p>I judge related party disclosures to be material by nature, with a far lower level of materiality. These disclosures are therefore inherently prone to material misstatement, and there is the risk that related party disclosures are materially incomplete and/or inaccurate.</p>	<p>I will:</p> <ul style="list-style-type: none"> • make enquiries of management to understand the process in place to identify required related party disclosures; • review all the related-party declaration forms, and ensure that all of them have been received; • examine the evidenced checks by finance officers, of the declarations to the financial ledger, and to the financial statements; and • consider relevant Companies House records.
<p>Last year I found that a material value of grant income had been incorrectly disclosed as donated income. The relevant corrections were made; and I reported a recommendation for improvement, which management accepted and agreed to implement for 2023-24.</p>	<p>I will review management's actions; and examine the classification of the 2023-24 income.</p>
<p>Last year I found that management had applied the 'mid' price, rather than the required 'bid' price, in calculating the year-end valuation of the Charity's investments. I made a recommendation for improvement, which management accepted and agreed to implement for 2023-24.</p>	<p>I will review management's actions and test the basis and accuracy of the year-end value of the Charity's investments.</p>

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Audit timetable

I set out below key dates for delivery of my accounts audit work and planned outputs.

Exhibit 3: key dates for delivery of planned outputs

Planned output	Work undertaken	Report finalised
2024 Audit Plan	To be confirmed. We anticipate starting our planning in late November.	Issued in July. An updated audit plan will be provided later in the year, if necessary.
Audit of financial statements work: <ul style="list-style-type: none">• Audit of Financial Statements Report• Opinion on the Financial Statements	To be confirmed. To be confirmed, we anticipate starting the audit in late November.	- January 2025. January 2025.

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Fee and audit team

In January 2024 we published our [Fee Scheme](#) for the 2024-25 year as approved by the Senedd Finance Committee. My fee rates for 2024-25 have increased by an average of 6.4% as a result of unavoidable inflationary pressures and the ongoing need to invest in audit quality.

I estimate that your audit fee will be £25,306, being an 6.4% increase on last year's fee of £23,784. As the audit progresses, there may be significant changes to my planned audit work, and therefore my fee. I shall make no changes to my fee estimate without first discussing them with the Executive Director of Finance.

My fee estimate is based on the following assumptions:

- the draft financial statements are provided in good time, to the quality expected and have been subject to the appropriate management review;
- all the information provided to support the financial statements is relevant and clearly referenced to the ledger and financial statements;
- timely and appropriate access to documents is provided to enable my team to deliver my audit in an efficient manner;
- the relevant officers will be available during the audit;
- you have all the necessary controls and checks in place to enable the Health Board's Chief Executive and the Trustee Chair to provide all the assurances that I require in the Letter of Representation addressed to me; and
- Internal Audit's planned programme of work is complete, and management has responded to any issues that could affect the financial statements.

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The main members of my team, together with their contact details, are summarised in **Exhibit 5**.

Exhibit 5: my local audit team

Name	Role	Contact details
Gareth Lucey	Audit Director	gareth.lucey@audit.wales 02920 829398
Mark Jones	Audit Manager	mark.jones@audit.wales 02920 320631
To be confirmed.	Audit Lead	To be confirmed.

I can confirm that my team members are all independent of the Charity and the relevant employees. There are two potential conflicts of interest that we draw to your attention. They relate to Mark Jones, whose cousin is the Health Board's Counter Fraud Manager (CFM) and the CFM's wife is a Consultant in Paediatric Endocrinology and Diabetes at the Health Board. Arrangements are in place to manage these circumstances.

I will update you of any new circumstances that arise during the audit.

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Audit quality

Our commitment to audit quality in Audit Wales is absolute. We believe that audit quality is about getting things right first time.

We use a three lines of assurance model to demonstrate how we achieve this. We have established an Audit Quality Committee to co-ordinate and oversee those arrangements. We subject our work to independent scrutiny by QAD* and our Chair, acts as a link to our Board on audit quality. For more information see our [Audit Quality Report 2023](#).

Our People



The first line of assurance is formed by our staff and management who are individually and collectively responsible for achieving the standards of audit quality to which we aspire.

- Selection of right team
- Use of specialists
- Supervisions and review

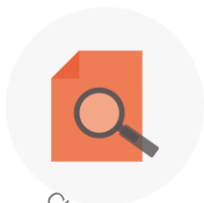
Arrangements for achieving audit quality



The second line of assurance is formed by the policies, tools, learning & development, guidance, and leadership we provide to our staff to support them in achieving those standards of audit quality.

- Audit platform
- Ethics
- Guidance
- Culture
- Learning and development
- Leadership
- Technical support

Independent assurance



The third line of assurance is formed by those activities that provide independent assurance over the effectiveness of the first two lines of assurance.






- EQCRs
- Themed reviews
- Cold reviews
- Root cause analysis
- Peer review
- Audit Quality Committee
- External monitoring

* QAD is the quality monitoring arm of ICAEW.

Supporting you

Audit Wales has developed a range of resources to support the scrutiny of Welsh public bodies and to support those bodies in continuing to improve the services they provide to the people of Wales.

Visit our website to find:

	our <u>Good Practice</u> work where we share emerging practice and insights from our audit work in support of our objectives to assure, to explain and to inspire.
	our <u>newsletter</u> which provides you with regular updates on our public service audit work, good practice, and events.
	our <u>publications</u> which cover our audit work completed at public bodies.
	information on our <u>forward performance audit work programme 2023-2026</u> which is shaped by stakeholder engagement activity and our picture of public services analysis.
	various <u>data tools</u> and <u>infographics</u> to help you better understand public spending trends including a range of other insights into the scrutiny of public service delivery.

You can find out more about Audit Wales in our [Annual Plan 2024-25](#) and [Our Strategy 2022-27](#).

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Audit Wales

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We welcome correspondence and telephone calls in Welsh and English.

Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

-Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st July 2024.			Agenda Item no.	2.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	17.09.24
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	Deputy Director of Finance				
Main Report					

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 July 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 Committee:-

- The value of the Charitable Funds has decreased by £0.004m from 1st April 2024 to 31st July 2024. This incorporates net expenditure of £0.078m over income offset by an increase in the Investment Portfolio value of £0.074m.
- The General Reserve is currently in deficit, which with remaining commitments, is forecast to be in deficit by £0.715m at 31st March 2025.

Financial Performance to 31st July 2024

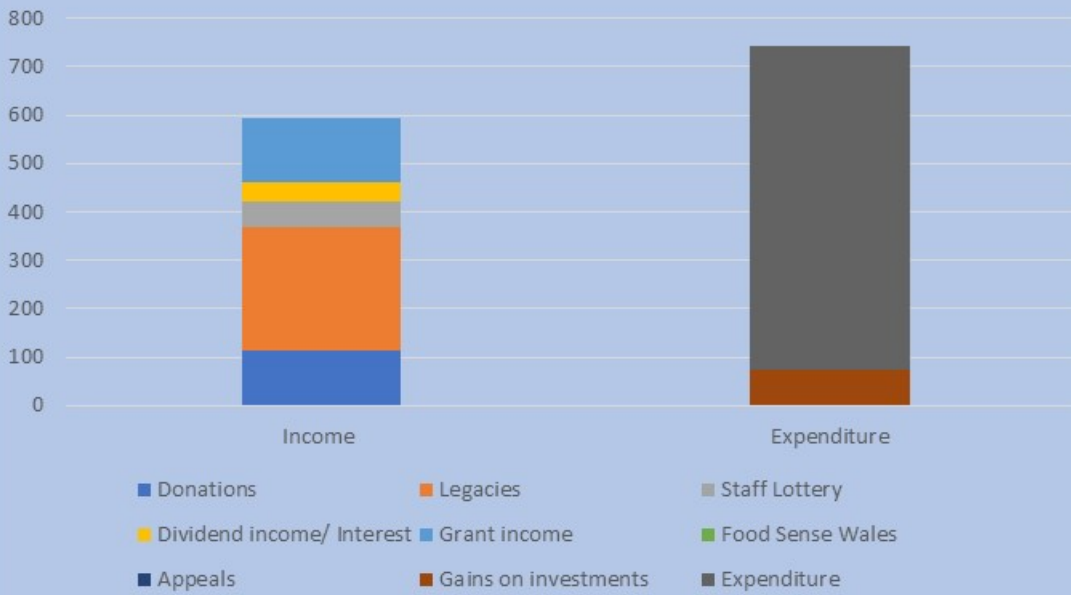
The year to date financial position of the charity is summarised in the following table.

Table 1: Financial position of the Charity for the period to 31st July 2024.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2024	2,952	2,163	4,222	9,337
Total Income Resources	97	497	0	594
Total Resources Expended	-447	-225	0	-672
Net Incoming/(Outgoing) Resources	-350	272		-78
Gains / (Losses) on Investment Assets	72	2		74
Fund Balances carried forward to 31st July 2024	2,674	2,437	4,222	9,333
Net Movement in Funds	-278	274	0	-4

Table 1 shows the Charity has generated £0.594m of income and spent £0.672m for the financial year to date. This has resulted in net expenditure of £0.078m. In addition, the charity has seen market value gains on its investments of £0.074m for the period to 31st July 2024. The combined effect of this is a net decrease in fund balances for the period ending 31st July of £0.004m.

Year to date Income and Expenditure - Financial year
2023/24
£'000



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 July 2024

Income	Unrestricted £000	Restricted £000	Total 24/25 £000	23/24 To July £000	22/23 To July £000
Legacies	0	255	255	0	45
Grants (FR)	0	12	12	104	0
Food Sense Wales	0	141	141	47	0
Donations	73	19	92	103	164
Staff Lottery	0	54	54	73	70
Appeals	0	0	0	77	46
Dividend Income / Interest	24	16	40	44	42
Total Income	97	497	594	448	367

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

	Balance £000 01.04.24	Balance £000 31.07.24	Financial Year £000
Fixed Assets			
Investment Portfolio	5,789	5,463	(326)
Rookwood Hospital	4,181	4,181	0
Net Current Assets / Liabilities			
Cash	226	430	204

Debtors	262	2	(260)
Liabilities	(1,121)	(743)	378
Total Net Assets	9,337	9,333	(4)
Unrestricted Funds	2,952	2,674	(278)
Restricted Funds	2,163	2,437	274
Endowment Funds	4,222	4,222	0
Total Funds	9,337	9,333	(4)

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

The balance sheet has decreased by £0.004m in the period, as per the table, due to £0.078m excess expenditure offset by £0.074m investment gain.

Cashflow Forecast

A cashflow forecast for 2024/25 is included as attachment 1 to this report, which has been updated for actual period ending 31st July 2024. The committee will note that £400k was realised from the investment portfolio to May 2024. Based on current spending plans and trajectory, it is projected that a further cash release from investments of £250k may be required to further support the cash position to the end of the financial year. It is anticipated that the Charity will request £125k in October 2024 with the possibility of a further £125k later in the financial year. The Finance Team will continue to monitor the situation and liaise with the investment advisors accordingly.

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 increases, and decreases in the Charity's investment portfolio valuation. Expenditure that is not specific to a particular fund, is also attributed to the General Fund. This includes the staff costs of the Charity that cannot be recharged to specific funds. At present, this currently incorporates 70% 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 2023-24, a current year projection, and a forward projection for the financial years 2024-25 to 2026-2027.

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 £0.605m at the beginning of the 2024-25 financial year.

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

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £ £'000	Outstanding £ £'000	Detail
Welsh Transplant Team	40	8	9 years remaining
Neurological Gardens - On - Going Maintenance Cost	94	84	
Total	134	92	

The draft out-turn valuation of the General Fund is projected to be £0.715m at 31st March 2025.

Based upon the current income and expenditure trends the predicted General Fund values for 2024/25 to 2026-27 are summarised below:

CUMULATIVE IMPACT	31/03/2024	31/03/2025	31/03/2026	31/03/2027
Change in fund value arising from operations	(914,148)	(1,154,148)	(1,394,148)	(1,634,148)
Change in fund value arising from movement in Investments & Commitments	309,020	424,077	557,329	690,581
Balance of General Reserve	(605,128)	(730,071)	(836,819)	(943,567)

In light of the increasing deficit in the General Fund, the Head of the Charity was asked to develop a plan to return the General Fund to a recurrent surplus position. A Task and Finish group has developed options to address the financial stability of the Funds Held on Trust.

The group looked at:

- Right-sizing the team
- Appropriate skill mix across the team
- Balance of fund raising and stewardship focus
- The challenge of multiple restricted funds
- Appropriate level of team recharge to funds

In addition the group has commissioned external consultants, Moore Partnership.

A separate option appraisal paper will be presented to the CFC outlining broad options to return the General Purpose Fund to financial balance.

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 **£0.730m** in deficit by year end.

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: n/a
Safety: n/a
Financial: Yes
Workforce: n/a
Legal: n/a
Reputational: n/a
Socio Economic: n/a
Equality and Health: n/a
Decarbonisation: n/a

Approval/Scrutiny Route:

Committee/Group/Exec	Date:

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Cardiff and Vale Charity General Reserve Profile

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Balance Brought Forward	0	687,858	429,016	(497,498)	(605,128)	(730,071)	(836,819)
Income (Legacies, Donations - Not Restricted)	0	0	0	21,478	0	0	0
Transfers (From Dormant Funds)	371,712	28,563	0	7,200	15,000	15,000	15,000
Total Income	371,712	28,563	0	28,678	15,000	15,000	15,000
Net Cost of Fundraising Team	(276,206)	(356,084)	(346,906)	(363,905)	(255,000)	(255,000)	(255,000)
Net Income / Expenditure - Fundraising in Year - (Change in fund value arising from operations)	95,506	(327,521)	(346,906)	(335,227)	(240,000)	(240,000)	(240,000)
Balance Brought Forward	456,583						
Unrealised change in Investment Values - Increase / (Decrease)	864,333	448,284	(323,000)	246,000	128,475	146,670	146,670
Expenditure - General Reserve Commitments	(728,564)	(379,606)	(256,608)	(18,403)	(13,418)	(13,418)	(13,418)
Change in fund value arising from movement in Investments & Commitments	592,353	68,678	(579,608)	227,597	115,057	133,252	133,252
Balance of General Reserve	687,858	429,016	(497,498)	(605,128)	(730,071)	(836,819)	(943,567)
CUMULATIVE IMPACT							
Change in fund value arising from operations	95,506	(232,015)	(578,921)	(914,148)	(1,154,148)	(1,394,148)	(1,634,148)
Change in fund value arising from movement in Investments & Commitments	592,353	661,031	81,422	309,020	424,077	557,329	690,581
Balance of General Reserve	687,858	429,016	(497,498)	(605,128)	(730,071)	(836,819)	(943,567)

Cardiff and Vale Health Charity Cash Flow Forecast

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total	2022/2023	CHANGE
Brought forward balance	223,047	366,963	571,371	445,719	422,277	148,851	178,646	358,472	262,575	324,823	304,461	148,736	223,047	559,089	
	ACT	ACT	ACT	ACT	EST	EST	EST	EST	EST	EST	EST	EST		Total	Total
Receipts															
Staff Lottery	23,634	26,211	27,687				23,634	23,634	23,634	23,634	23,634	23,634	219,337	299,568	(80,231)
Grants				12,058		16,993			79,160				108,211	431,816	(323,605)
Legacies	213,525					40,000	185,585			85,000	36,475		560,585	350,383	210,202
Investment Income			40,013			37,000			37,000			37,000	151,013	104,150	46,863
Food Sense Wales	96,348	46,825	7,415	2,112		22,256	6,250	7,500	24,838			46,456	260,000	247,036	12,963
VAT Reclaim			22,631										22,631		
Other Donations	22,540	35,133	38,333	16,508	28,650	28,650	28,650	28,650	28,650	28,650	28,650	28,650	341,714	329,599	12,115
Bank Account Interest	1,099	1,524	1,664	2,188	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	17,675	19,923	(2,248)
Gift Aid	2,518		1,642				2,518						9,197	7,541	1,656
JustGiving	3,390	8,056	4,762	3,885	10,100	10,100	10,100	10,100	10,100	10,100	10,100	10,100	100,893	104,895	(4,002)
Paypal	255	393	78	739	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	9,865	11,206	(1,341)
Stripe	1,464		1,974	1,527	2,950	2,950	2,950	2,950	2,950	2,950	2,950	2,950	28,564	30,026	(1,462)
Much loved	815		71									1,702	2,589	1,590	999
Operational Receipts	365,588	118,141	146,201	39,088	44,150	160,399	262,137	75,284	208,782	155,302	104,259	152,943	1,832,274	1,937,733	(128,091)
Cash Withdrawal Rathbone Sale of Investments		400,000					125,000					125,000	650,000	0	650,000
Total Cash Receipts	365,588	518,141	146,201	39,088	44,150	160,399	387,137	75,284	208,782	155,302	104,259	277,943	2,482,274	1,937,733	521,909
Payments															
Christmas Allocation									(10,500)				(10,500)	(10,500)	0
Food Sense Wales		(73,723)	(5,400)		(52,178)	(51,620)	(50,905)	(50,905)		(20,300)	(50,905)	(39,836)	(395,772)	(136,210)	(259,562)
FR Grants					(2,860)						(79,160)		(82,020)	(326,299)	244,279
Cardiology Refurbishment												(170,000)	(170,000)		
Horatios Gardens					(9,400)								(9,400)	(192,000)	182,600
Other Creditors	(206,860)	(189,804)	(80,801)	(60,802)	(51,000)	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)	(876,268)	(863,549)	(12,719)
Staff Lottery Database					(38,634)								(38,634)	0	(38,634)
Social Prescribing Project (Child Health)			(49,168)				(70,803)		(55,233)				(175,204)		
Staff Lottery Approvals	(9,811)	(13,944)	(5,722)	(1,728)	(133)	(1,793)	(7,144)	(10,660)	(2,340)	(6,975)	(20,000)	(20,000)	(100,249)	(93,395)	(6,854)
Investment Management Fees		(8,689)			(8,179)			(8,157)				(7,821)	(32,846)	(33,216)	370
Other Salaries - various funds													0	(123,795)	123,795
Staff Lottery Prizes	(5,000)	(4,000)	(13,000)			(4,000)	(5,000)	(28,000)	(5,000)	(4,000)	(4,000)	(4,000)	(76,000)	(81,000)	5,000
C&V Quarterly Salary Recharges (Admin)		(23,573)								(47,146)		(23,573)	(94,292)	(70,719)	(23,573)
C&V Quarterly Salary Recharges (Internal Audit)													0	(9,636)	9,636
C&V Charity Wales Audit charges										(23,784)			(23,784)	(45,288)	21,504
C&V Quarterly Salary Recharges (General Funds)			(117,762)		(155,193)	(32,190)	(32,460)	(32,460)	(32,460)	(32,460)	(64,920)	(64,920)	(564,825)	(288,169)	(276,655)
Total Payments	(221,672)	(313,732)	(271,853)	(62,530)	(317,576)	(130,603)	(207,311)	(171,182)	(146,533)	(175,665)	(259,985)	(371,151)	(2,649,793)	(2,273,776)	(30,814)
In Month Movement	143,916	204,409	(125,652)	(23,442)	(273,426)	29,795	54,826	(95,897)	62,249	(20,362)	(155,726)	(218,208)	(167,519)	(336,042)	491,096
Balance carried forward	366,963	571,371	445,719	422,277	148,851	178,646	358,472	262,575	324,823	304,461	148,736	55,527	55,527	223,047	

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Report Title:	Children & Women's Clinical Board Transfer request from capital in perpetuity to endowment funds			Agenda Item no.	3.4
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	17 th September 2024
		Private			
Status <i>(please tick one only):</i>	Assurance	Approval	√	Information	
Lead Executive Title:	Catherine Phillips, Executive Director of Finance				
Report Author:	Joanne Brandon, Director of Communication, Health Charity and Engagement <i>(on behalf of Children & Women's Clinical Board and the Health Charity Finance Team)</i>				

Main Report

Background and current situation:

This paper sets out a request to the Charitable Funds Committee for its approval for the Children & Women's Clinical Board endowment fund holders of the Catherine Jenkins CiP Fund 9701, to write to the Charity Commission to request consent to remove the restriction on the spending of the capital monies in this fund.

Originally, the will of Catherine Jenkins left the property at 112 Stanwell Road, Penarth, for the benefit of 'Child and Maternity Welfare'. Eventually, the building ceased to be used, and after standing empty for some years, was sold, and the "Cath Jenkins Institute" established in 1981. The cash arising from the sale of the property has remained as Capital in Perpetuity (CIP) since that time, while any income has been spent via Fund 9700 Cath Jenkins Fund (current balance £352.12).

It would appear that capital from the sale was invested into a charitable fund, named the Catherine Jenkins Endowment. It is clearly documented that *"4k per annum was to be applied for Charitable purposes connected with maternity and child welfare"* (see Appendix 1).

The balance of £34,071.73 has remained unused since the Catherine Jenkins Cip Fund 9701 was initially established.

The Clinical Board wishes to utilise the funds held In Perpetuity to facilitate the re-location of the Integrated Children's Community Nursing Service (ICCNS) which sits in the Children, Young People & Families Directorate, to Glan-Ely Ward, St David's Hospital. The request would support refurbishment costs to making the area less clinical, and a more suitable environment, for the team and babies, children and families.

The ICCNS consists of a nursing respite team, a smaller acute link team, specialist community nurses which includes palliative care. The biggest part of the service is commissioned through continuing healthcare, to provide nursing support for babies, children and young people with complex health needs. This care is usually in their own home, but sometimes in school. Continuing care is a statutory requirement if a baby or child is agreed as meeting Children's Continuing Care eligibility (WG Continuing Care Guidance 2020).

The ICCNS has historically been a difficult area to both recruit and retain nurses. Factors include lone working and the emotional challenges of supporting families with children who are often life limited. Over the last 18 months, nursing vacancies have reached a level which has critically impacted the delivery of respite care, and the Children & Women Clinical Board is currently working through an Improvement Plan. Currently teams within the ICCNS service are based across three sites, none of which have the capacity to allow for the whole service to come together, or to access cross team support and supervision. Re-location to Glan-Ely ward would support the following strategic objectives:-

- **Be a great place to work and learn.** One of the fundamental aspects of improved recruitment and retention is creation of a “centre of excellence for children’s community nursing” in a centrally located hub where the whole team can come together more frequently which will support a real sense of “belonging” Glan Ely Ward would meet this need providing a centrally located base for staff can drop in, attend team meetings, training, MDT’s and group clinical supervision and well-being days.
- **All take responsibility for improving our health & wellbeing. Excel at teaching, research, innovation & improvement and provide an environment where innovation thrives** We will use Glan-Ely ward as an opportunity to re-launch the service and do this in collaboration with our staff and ICCNS families. The location, layout, and space of the ward is an ideal venue to bring the whole team together, which will improve efficiency, opportunities for shared learning and development, improving clinical outcomes for the children we care for and also support improve wellbeing and morale of our staff. Glan Ely Ward was most recently used for elderly care, so we would like to make the ward less clinical and more child friendly, a nicer environment for our staff and our families. Re-furbishment would be completed with our staff so that a sense of ownership is developed from the outset. A small amount of funding for items such as staff jackets with a new logo designed with the team and families would be positive in supporting the bigger cultural change.

Delivering outcomes which matter to people, work together better with our people & partners. Glan Ely Ward is co-located to the Children’s Centre in St David’s so ideally placed to support multi-disciplinary working with our existing complex needs teams based there (doctors, therapists, specialist nurses and specialist health visitors). The vision is to support MDT clinic appointments where appropriate, to reduce the number of appointments for professionals and families, children and young people. The ward will also provide clinical space for families to attend clinics, attend for ad hoc advice from the ICCNS team and wider MDT / Multi-agency meetings. Social workers based in Cardiff and the Vale are familiar with the Children’s Centre at St David’s and the Glan Ely ward will be centrally based for both Cardiff and Vale social services teams. There is a plan to hold weekend clubs for ICCNS children on the ward in the medium term.

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

In line with the work currently being undertaken to support Clinical Board fund holders to utilise funds which have remained dormant and unused for extensive periods, I support this request for permission for the fund holders to write to the Charity Commission and seek consent to remove the restriction on the spending of the capital monies in the Catherine Jenkins Cip Fund 9701.

Recommendation:

The Charitable Funds Committee is requested to:

- **Resolve** that the purposes of the Children & Women’s Clinical Board endowment fund ‘Catherine Jenkins Clip Fund 9701’ can be better achieved through the spending of the fund itself rather than through the use of any income.
- **Approve** a letter being sent from the Health Charity to the Charity Commission seeking authority to spend the fund as per the above resolution. The letter shall set out a statement of reasons for the request.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please place an “X” in the relevant box below (this section must be completed)

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 place an "X" in the relevant box below (this section must be completed)

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. This section must be completed

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route: *Please insert any previous meetings where this paper has been received*

Committee/Group/Exec

Date:

Chilcott, Rachel
19/09/2024 09:48:10

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CHARITIES ACT 1960

APPLICATION FOR REGISTRATION AS A CHARITY

Name of institution or foundation (see Note 1)

Catherine Jenkins Institute

Nature and date of governing instrument (see Note 2)

Scheme of 13 February 1981

Beneficial area (see Note 3)

Not Defined

Civil area (see Note 4)

- (a) Place:- Penarth
- (b) District or London Borough:- CARDIFF D
- (c) County:- South Glamorgan

Objects (see Note 5)

For charitable purposes associated with maternity and child welfare

Approximate Annual Income (see Note 5)

After sale of property £4,000 p.a to be applied for Charitable purposes connected with Maternity and Child Welfare.

(continue as necessary on separate sheet)

Name and address of Correspondent (see Note 6) (including Post Code)

MR C A HAY, AREA TREASURER
CLERK TO THE TRUSTEES
SOUTH GLAMORGAN HEALTH AUTHORITY (T)
LANSDOWNE HOSPITAL
CARDIFF CF1 8UL

Land (including buildings) occupied for charitable purposes (see Note 7)

Land situate at Penarth in the County of South Glamorgan having frontages on the north west to Stanwell Road of 42 feet or thereabouts and on the south west to Archer Road of 154 feet or thereabouts with the buildings thereon known as "Beecroft", 112 Stanwell Road

Is any other land owned? (see Note 8) No YES/NO*

QUESTIONS FOR REGISTRATION (see Note 9)

- 1. Is there any permanent endowment? Yes YES/NO*
- 2. Is income of more than £15 per annum derived from investments or other property? YES YES/NO*
- 3. If the charity is not liable for compulsory registration, do the trustees wish the charity to be registered voluntarily? - YES/NO*

DEPARTMENTAL REFERENCE NUMBERS USED IN PREVIOUS CORRESPONDENCE (see Note 10)

- (a) Charity Commission JT/661457/MGB-R (b) Department of Education and Science
- (c) If application has been made to the Inland Revenue Authorities for relief from Income Tax please state:-
 - (i) whether the claim for tax relief was successful (i) - YES/NO*
 - (ii) the reference numbers used by the Inland Revenue Authorities (ii)

*PLEASE DELETE AS APPROPRIATE

PLEASE COMPLETE AND SIGN OVERLEAF

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Code Objects

No. of copies of form RE 1+

No. of copies of form RE 1+

No. of copies for I.R. 1/2*

Known/not known*

Initials

RE 1

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SEPARATELY CREATED SUBSIDIARY CHARITIES (see Note 11)

If there are separately created subsidiary charities administered in connection with the charity to which this application relates please give particulars of the subsidiary charities in the spaces provided below.

Name of subsidiary charity and date and nature of governing instrument.	Objects	Income	For Official Use Code-Objects

DECLARATION

I certify that the information given in this application is correct to the best of my knowledge and belief.

I enclose a certified copy of the governing instrument of the organisation under application (see Note 2).

Copy of scheme dated 13/2/81 in your possession.

A copy of the latest accounts is also enclosed. (See Note 12).

Signature of applicant (see Note 13)

Address Treasurer's Department, Langdowne Hospital
Canton, Cardiff. CF1 8UL

Date 22/12

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Sealed 13th February 1981.

N38(S)
81.

County - South Glamorgan.
Place - Penarth.
Charity - Catherine Jenkins
Institute.

L3.
601,457.

Stamp £1

Scheme including appointment of
Trustees and vesting.

C H A R I T Y C O M M I S S I O N .

In the matter of the Charity called the Catherine
Jenkins Institute, at Penarth, in the County
of South Glamorgan, the trusts of which Charity
are contained in an assignment dated the 8th
January 1924; and
In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES
HEREBY ORDER that the following Scheme be approved and
established as the Scheme for the regulation of the
above-mentioned Charity:-

S C H E M E .

1. Administration of Charity. - The above-mentioned
Charity and the property thereof specified in the schedule
hereto and all other the property (if any) of the Charity
shall be administered and managed subject to and in
conformity with the provisions of this Scheme by the
Trustee hereinafter appointed.

2. Trustee. - The body corporate called South
Glamorgan Area Health Authority (Teaching) shall be the
Trustee of the Charity.

3. Vesting. - The land specified in the said Schedule
is hereby vested in the Trustee for all the estate and
interest therein belonging to or held in trust for the
Charity.

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4. Sale. - Subject to the authority of any further Order or Orders of the Charity Commissioners the Trustee may sell the said land with the building thereon and may do and execute all proper acts and assurances for carrying the sale into effect.

5. Proceeds of sale. - The clear proceeds of any such sale shall be invested in trust for the Charity.

6. Application of income. - The Trustee shall apply the clear income of the Charity for charitable purposes associated with maternity and child welfare.

7. Questions under Scheme. - Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

S C H E D U L E.

Land situate at Penarth in the County of South Glamorgan having frontages on the north west to Stanwell Road of 42 feet or thereabouts and on the south west to Archer Road of 154 feet or thereabouts with the buildings thereon known as "Beecroft", 112 Stanwell Road being the property comprised in the above-mentioned assignment dated the 8th January 1924 and made between Catherine Jenkins of the one part and the Urban District Council of Penarth of the other part and being part of the property comprised in a conveyance dated the 24th April 1928 and made between The Commissioners for executing the Office of Lord High Admiral of The United Kingdom of the first part Phoenix Assurance Company Limited of the second part The Plymouth Estates Limited of the third part and The Urban District Council of Penarth of the fourth part.

Sealed by Order of the Commissioners this 13th day
of February 1981.

L.S.
N188LFx(1)

Chilcott, Rachel
19/09/2024 09:48:10

Report Title:	Health Charity Fundraising Report			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee	Public	<input checked="" type="checkbox"/>	Meeting Date:	17th September 2024
		Private	<input type="checkbox"/>		
Status (please tick one only):	Assurance	Approval	Information	<input checked="" type="checkbox"/>	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

Background and current situation:

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

The day-to-day work related to the Health Charity is performed by the Health Charity Team and the Charity Office. The function of the Charity Office is to maintain a register of fundraising activities, support fundraising activities, and ensure that fundraising activities are undertaken in accordance with principles of best practice and pose no risk to the reputation of the UHB and the brand of the Health Charity.

A report is provided to the Charitable Funds Committee on a quarterly basis.

This report covers the progress and activities of the funds managed by the Health Charity Team, for the period 1st April – 31st August 2024.

In addition to the information in this report, the Health Charity Team continue to support all aspects of Clinical Board fundraising activity.

Prop Appeal-Brain Injury Rehab

- Parkgate Hotel is confirmed for the Prop Ball on 25th October and ticket sales are open
- We have secured £1,000 sponsorship from Case Management Wales for entertainment
- We have secured £1,000 sponsorship from 30 Park Place for pre dinner refreshments
- Work on increasing visibility of Prop at the Neuro Rehab Unit is underway

Breast Centre Appeal

- 10YFan Walk £2,175 to date.
- Evening of Mediumship raised £500
- Throughout August Bad Wolf, Screen Alliance Wales and IJPR were raising money by embarking on a 100 kilometre challenge and raised over £2,500
- Breast Centre Consultant Eleri Davies will run the Chicago Marathon-October
- Mercure Holland House hotel is confirmed for the Gold Tie Ball on 30th November and ticket sales are open

Our Health Meadow Appeal

- Our Health Meadow – Ein Dôl Iechyd at University Hospital Llandough has achieved the coveted Green Flag Community Award in recognition of its high environmental standards, cleanliness, safety, and community involvement
- Activity over at Our Health Meadow has reduced since Down2Earth left the site. The next stage of the project will require an investment of over £1.5m for the nature haven, and despite multiple grants applications, we have not been able to secure funding for the capital project and ongoing maintenance costs. We therefore suggest the Steering Group step down at this

time due to lack of funding to proceed with the completion of the project. In addition, The Health Meadow Appeal should be renamed to a fund status. The Health Charity will continue to ensure supporters receive fundraising support where necessary

- Balance as of August 2024. £7,880

Make it Better Fund

- Two digital contactless donations stations will be located in high traffic and emotive areas, with income directed into Make it Better fund. The units will be purchased from grant funds awarded by NHS Charities Together, to support digital fundraising
- So far, over 50 supporters have signed up to run the Cardiff Half Marathon

Legacy Income

- Gifts In Wills income received April – August. £254,524
- Fundraising awareness raising campaign is being progressed with support from Health Charity and Digital Communications

Staff Lottery

- The lottery recommenced 1st September 2024 and draws will be weekly basis
- The next SuperMegaDraw takes place in November. Awarding one lucky member a chance to win £24,000 in addition to the weekly £1,000 prize
- Many lottery members are employed by C&V. However, a small number of existing members have since transferred to NHS Wales Shared Services Partnerships - NWSSP and remain in the draw as paying members. Offering membership to the wider workforce, would be a way to further increase income into the charity. It is requested that the CFC consider allowing colleagues across NHS Wales to join the scheme. NWSSP Employment Services have the deduction mechanism in place and could provide this information to the Health Charity for reconciliation. This could ensure the scheme is equitable
- Operating Licence is still in progress and will be submitted to the Gambling Commission by the next meeting of the CFC. At the present, the lottery is registered with the local authority until a new licence can be granted

Arts for Health and Wellbeing

- In a remarkable celebration of creativity, collaboration, and community spirit, Cardiff & Vale Health Charity and its partners recently basked in the limelight at the prestigious 29th Arts & Business Awards 2024. The charity emerged triumphant, securing two coveted awards: the Arts, Business & Health Award and the esteemed Business of the Year Award. This double accolade is a testament to the charity's commitment to integrating the arts within healthcare, fostering wellbeing, and building enduring partnerships

Events

September – December 2024

- Cardiff Half Marathon. October
- Prop Ball – Brain Injury Rehabilitation. October
- Breast Centre Gold Tie Ball. November

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

I support the decision of the Health Meadow Steering Group to step down and rename the Appeal to a Fund basis. The Health Charity will continue to ensure supporters receive fundraising support where necessary.

Recommendation:

The Committee is requested to:

- **Review** the Health Charity Report for information
- To **acknowledge** the Arts for Health and Wellbeing achievements
- To **acknowledge** the Health Meadow’s achievements
- To **note** that a paper would be brought to the following Committee to approve the ‘rename’ the Health Meadow Appeal to a Fund status from October 2024
- To **note** that a paper would be brought to the following Committee to agree to “step down” the Health Meadow Steering Group
- **Consider** the option of allowing colleagues from NHS Wales to join the lottery to ensure equitability

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Chilcott, Rachel
19/09/2024 09:48:10

Report Title:	STAFF BENEFITS GROUP REPORT			Agenda Item no.	4.2
Meeting:	CHARITABLE FUNDS COMMITTEE	Public	X	Meeting Date:	17th September 2024
Status <i>(please tick one only):</i>	Assurance	Approval		Information	X
Lead Executive:	Rachel Gidman, Executive Director of People and Culture				
Report Author:	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 Health Charity Manager (Business, Operational & Legacies) facilitates the relationship and communications between the SBG, its partners/discount providers and the Communications Team digital support. Administrative support is provided by the Team Administrator for the Communication, 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 last meeting of the Staff Benefits Group was held on 18th June 2024, and this report contains a summary of the discussions and decisions made in the meeting.

Salary Sacrifice Scheme - Home Electronics

Following concerns raised by SBG members regarding the financial implications for staff due to the high taxable benefits, plus a lack of interest from colleagues, a decision was made not to proceed.

Staff Benefits Partners

Nathaniel Cars Group (NCG)

- NCG advised promotions will be focused on electrical vehicles going forward.
- The promotional vehicle at University Hospital Llandough has been replaced.
- NCG pledged a prize for the Breast Centre Gold Tie Ball in November 2024 – prize not yet allocated.
- SBG requested oversight of the performance data to see how NCG are benefitting from the partnership.
- NCG feature including the benefits for CAVUHB colleagues, including the latest affinity offers is being developed.

New Staff Benefits Providers

Although no new Staff Discount proposals were received at the time of the meeting, subsequent offers have been received and promoted across all digital engagement platforms.

Discount Provider	Offer
White Dove Motor Group	Partnership proposal and offers for CAVUHB colleagues
Zip World Tower (Merthyr)	15% discount on zip line experience
Brodies Coffee (Heath Park)	10% discount for Cardiff and Vale UHB staff
Brewhouse & Kitchen	20% off food for NHS staff 10% off Christmas bookings
Bald Duck Productions	50% off Comedy City tickets for Friday 13th September
Cardiff Rugby	50% discount on tickets for Cardiff Rugby vs URC Champions Glasgow Warriors on Friday, 4th October

Staff Benefits Promotions

- **Viva Engage**

A Staff Benefits Community Group has been set up on the newly launched 'Viva Engage' staff engagement platform, in which members can share content of any discounts, deals and benefits. Content is monitored by the group's administrators in line with SBG guidance, e.g. no alcohol promotion etc. Interest has been positive in its first few weeks, with **233** colleagues joining the group.

- **Blue Light Card**

- SBG members proposed an opportunity to engage with Blue Light Card for a promotion to provide new starters with a Blue Light Card through their induction at CAVUHB.
- Payroll colleagues will look into the taxable benefits of this promotion.

- **Ask Suzanne – Staff Benefits**

- Communications Team to advise on available dates, to be aligned to a session on "Putting People First". EDoPC keen to include elements of the non-pay deal.

- **Travel Savings Feature**

- Feature being developed on CAVUHB employee travel savings, i.e. Cycle to Work Scheme, lift sharing, IFF Card and preferential currency rates at Post Office, UHW Concourse. This will be promoted widely with a plan for future inclusion in CAVUHB induction packs

Staff Benefits Activity since the meeting held on 18th June includes:

- **Health Charity Pod, UHW**

Several local companies and organisations providers have approached the Health Charity to request on-site attendance at UHW to promote discounted services and deals for colleagues.

The Health Charity Manager has engaged with these and other local providers, to develop a schedule of attendance in the coming months, and particularly in the run-up to Christmas to facilitate this by utilising the Charity Pod based in the Concourse at UHW. Engagement to date:

- Costco has held 2 successful events at the Pod in July/August, with 69 colleagues signing-up for discounted membership.

- Nathaniel Cars, Dove White Cars and Cardiff Rugby have expressed an interest in being included in this promotional opportunity, and engagement with other local providers is ongoing, to broaden the range of promotions and offers available for colleagues.

This joint working proposal also provides an excellent opportunity for the Health Charity to engage with local businesses to garner sponsorship, support and contributions to fundraising events, which directly supports both patients and staff through the use of charitable funds.

Date and Time of Next Meeting – 5th November 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 VIVA Engage, CAVUHB Internet /Staff Connects/Sharepoint/social media platforms and digital screens.
- It is encouraging to see the mutually beneficial opportunities being explored and progressed between the Staff Benefits Group and the Health Charity which includes:
 - the promotion of local benefits and discounts for colleagues via face-to-face engagement
 - increased opportunities for fundraising support which directly impacts both patients and colleagues
 - community partnership engagement to enhance staff benefits

Recommendation:

The Committee are requested to:
RECEIVE FOR INFORMATION the Staff Benefits Group Report for the period June - August 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: 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:

Chilcott, Rachel
19/09/2024 09:48:10

Report Title:	STAFF LOTTERY TERMS OF REFERENCE		Agenda Item no.	4.3
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:
		Private		
Status <i>(please tick one only):</i>	Assurance	Approval	Information	√
Lead Executive:	Catherine Phillips, Executive Director of Finance			
Report Author:	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement			

Main Report

Background and current situation:

The Staff Lottery Bids Panel (SLBP) has delegated authority from the Charitable Funds Committee to consider and approve funding applications from monies held in the Staff Lottery fund.

The Terms of Reference (TOR) for the SLBP are to be updated annually and have recently been reviewed with input received from the SLBP members and finance colleagues.

At a recent meeting, members agreed projects should be one off. Duplicate/similar projects from the same department should not be considered.

The TOR's should be updated and revised to reflect the following change:

Duplicate/Similar Projects

- Is it a one-off project? The panel cannot consider duplicate/similar projects from the same department. This will ensure staff lottery monies is being invested fairly and equitably across the organisation and via those who bid for them.

Sustainability

- In the planning stages, applicants should look beyond the immediate life cycle and consider sustainability factors with longer term projects.

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

This is a good example of where the Health Charity is working collaboratively with SLBP members and Finance colleagues to review its internal policies, procedures and terms of reference and support the amendments to the Terms of Reference.

Recommendation:

The Committee is requested to:

- **Endorse** the amendments to the Staff Lottery Bids Panel Terms of Reference.

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	√

<ul style="list-style-type: none"> Offer services that deliver the population health our citizens are entitled to expect 		<ul style="list-style-type: none"> Reduce harm, waste and variation sustainably making best use of the resources available to us 	√
<ul style="list-style-type: none"> Have an unplanned (emergency) care system that provides the right care, in the right place, first time 		<ul style="list-style-type: none"> Excel at teaching, research, innovation and improvement and provide an environment where innovation thrives 	

Five Ways of Working (Sustainable Development Principles) considered

Please tick as relevant

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

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

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Chilcott, Rachel
19/09/2024 09:48:10

STAFF LOTTERY BIDS PANEL TERMS OF REFERENCE

BACKGROUND

The Staff Lottery Bids Panel has delegated authority to consider and approve funding applications from monies held in the Staff Lottery fund.

Dates of the panel meetings will be published on the UHB's intranet site together with the process for submitting applications.

CRITERIA FOR EVALUATION

In determining whether a bid should be approved, the following guiding principles must be considered by the panel:-

- Does the expenditure meet charitable purposes to deliver an enhanced service provision over and above statutory or core NHS responsibilities;
- Is there demonstrable public benefit;
- Does it meet one of the agreed priorities:
 - Patient and Staff environment, including art and other aesthetic and betterment improvements;
 - Patient dignity and respect including amenity improvements and cultural awareness;
 - Promote health and wellbeing;
 - Promote quality and safety;
 - Staff development, training and education to support these themes.
 - Innovation and training to support these themes
- Does it represent an effective use of monies compared to alternative expenditure proposals
- Does it support the requirement to spend monies on staff related matters
- Does it support a reasonable distribution across the Health Board.
- Is it a one-off project? There can be no duplicate/similar projects for the same department considered by the panel.
- Sustainability factors for longer term projects should also be considered.

RESPONSIBILITIES

- The purpose of the panel is to consider applications from Clinical Boards and other departments for funding of non-recurrent bids up to a maximum of £10,000 against the agreed criteria.
- Prepare reports to the Charitable Funds Committee regarding the outcome of the meeting and subsequent approval.
- Monitor the balance of monies held within the fund ensuring it is updated to reflect the actual cost of goods compared to estimate.
- To ensure that all expenditure (where appropriate) is ordered through the Procurement process to the maximum value of the approved expenditure.

MEMBERSHIP

Representatives are drawn from nominations provided by:

- Clinical Boards (x 8)
- Governance
- Public Health
- Finance
- Fundraising
- Planning
- Patient Experience
- Staff representatives (x2)
- Communications and Engagement
- Health & Wellbeing

Clinical Boards and corporate department are encouraged to identify nominees from operational as well as management backgrounds.

Expressions of Interest for Chair and Vice Chair will be sought from members and approved by the Charitable Funds Committee. Appointments will be for a period of two years.

The panel will need to have a minimum of 6 members at the meeting (including Chair or Vice Chair; 2 representatives from Clinical Boards and 1 staff representative) to be quorate.

CHAIRS ACTION

Chairs Action should only be utilised in exceptional circumstances. If urgent or time sensitive applications are received, they will be shared with the membership via email with a short response time from members. The Chair, Vice Chair, Head of Financial Services, will form a core group to consider feedback to any requests and agree upon action necessary. The application will then be presented for formal endorsed at the following meeting of the Staff Lottery Bids Panel.

SMALL BIDS PROCESS- FAST TRACK APPROVAL SCHEME

The Small Bids process, which 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. Applications are submitted electronically for consideration to the Chair, Vice Chair and Assistant Director of Finance on an ad-hoc basis.

SECRETARIAT

The Health Charity will be responsible for providing secretarial support to the Panel. This will include the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.

FREQUENCY OF MEETING

The Panel will plan to meet three times during the financial year. However, this is dependent on the availability of funds

Each meeting will take place approximately four months apart and each will consider completed bids received within the timescale.

FINANCIAL POSITION

Support for bids requested will be dependent of the financial position of funds available and in some instances, a percentage of the requested funds might be supported, rather than the full amount.

REVIEW

The terms of reference shall be reviewed annually.

Chilcott, Rachel
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