

Public Charitable Funds Committee

Tue 11 June 2024, 09:00 - 11:00

MS Teams

Agenda

09:00 - 09:10 1. Preliminaries

10 min

1.1. Welcome & Introductions

John Union

1.2. Apologies for Absence

John Union

1.3. Declarations of Interest

John Union

1.4. Minutes of the Committee Meeting held on 19.03.2024

John Union

 Draft Public CFC Minutes 19.03.24.pdf (11 pages)

1.5. Actions following the Meeting held on 19.03.2024

John Union

 Public CFC Action Log.pdf (1 pages)

1.6. Chair's Actions

John Union

09:10 - 09:55 2. Items for Review & Assurance

45 min


2.1. Signatory for Rathbones – Verbal Update

5 mins *Robert Mahoney*

 2.1 - Rathbone Authorised Signatory Paper.pdf (2 pages)

2.2. Health Charity Financial Position & Investment Update

20 mins *Robert Mahoney*

 2.2 - Financial Paper meeting - Final.pdf (7 pages)

 2.2a - June CFC Cashflow Forecast 2024 25 attachment 1.pdf (3 pages)

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

2.3. New Customer Relationship Manager (CRM) Provider & Operating License Update

20 mins *Joanne Brandon*

 2.3 - New CRM Provider and Operating Licence Update.pdf (2 pages)

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09:55 - 10:15 **3. Items for Approval / Ratification**

20 min

3.1. Over £25k bids for approval:

5 mins *Joanne Brandon*

3.1.1. Cardiology Services Legacy Fund expenditure - £29,700

- 📄 3.1 - Over 25k Endowment Expenditure - Cardiology - Hughes Legacy Fund.pdf (2 pages)
- 📄 3.1a - Appendix 1 -Cardiology over £25k endowments application.pdf (2 pages)

3.2. Reporting Feedback on Successful CFC Bids

5 mins *Joanne Brandon*

- 📄 3.2 - Reporting Feedback on Successful CFC Bids.pdf (2 pages)

3.3. Staff Lottery Bids Panel Report

5 mins *Joanne Brandon*

- 📄 3.3 - Staff Lottery Bids Panel Report.pdf (7 pages)

3.4. Staff Lottery Bids Panel Terms of Reference

5 mins *Joanne Brandon*

- 📄 3.4 - Staff Lottery Bids Panel Draft Terms of Reference.pdf (2 pages)
- 📄 3.4a - Appendix 1 - Draft ToR Staff Lottery Bids Panel June '24.pdf (3 pages)

10:15 - 10:20 **4. Items for Noting and Information**

5 min

4.1. Health Charity Fundraising Report

Joanne Brandon

- 📄 4.1 - Health Charity Fundraising Report June '24.pdf (4 pages)

4.2. Staff Benefits Group Report

Rachel Gidman

- 📄 4.2 - Staff Benefits Group Report June '24.pdf (2 pages)

4.3. Health Charity Events Planner 2024/25

Joanne Brandon

- 📄 4.3 - Health Charity Events Planner 2024-25.pdf (2 pages)
- 📄 4.3a - Appendix 1 - Health Charity & Arts Calendar 24-25 (CFC June).pdf (1 pages)

10:20 - 10:25 **5. Any Other Business**

5 min

John Union

10:25 - 10:25 **6. Items for the Private Meeting**

0 min

John Union

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- i. *Approval of Private Minutes*
 - ii. *Financial Sustainability*
 - iii. *Rookwood Hospital Update*
-

10:25 - 10:25 7. Review of the Meeting

0 min

John Union

10:25 - 10:25 8. Date and time of next meeting

0 min

John Union

17 September 2024 via MS Teams at 9am



**Public Minutes of the Charitable Funds Committee
19 March 2024
Via Microsoft Teams**

To watch this meeting, please click here:

https://www.youtube.com/embed/cMcOwL_hyvk

Present:		
John Union	JU	Committee Chair / Independent Member – Finance
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Fiona Jenkins	FJ	Executive Director of Therapies and Health Sciences
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
Matt Phillips	MP	Director of Corporate Governance
In Attendance:		
Elizabeth Barrett	EB	Rathbones Investment Manager (EB)
Alex Dow	AD	Rathbones Investment Manager (AD)
Rebecca Holliday	RH	Head of Financial Services
Secretariat:		
Nathan Saunders	NS	Senior Corporate Governance Officer
Apologies:		
Sara Moseley	SM	Independent Member – Third Sector
Ceri Phillips	CP	UHB Vice Chair

CFC24/03/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC24/03/002	Apologies for Absence Apologies for Absence were noted.	
CFC24/03/003	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.	
CFC24/03/004	Minutes of the Committee Meeting held on 05.12.2023 The Committee reviewed the minutes of the meeting held on 5 December 2023 The Committee resolved that: a) The minutes of the meeting held on 5 December 2023 were approved as a true and accurate record.	

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CFC24/03/005	<p>Committee Action Log</p> <p>The Committee reviewed the Action Log.</p> <p>The Committee resolved that:</p> <p>a) The Action Log was noted.</p>	
CFC24/03/006	<p>Chair's Action</p> <p>No Chair's Actions were noted.</p>	
CFC24/03/007	<p>Rathbones Investment Update (click to watch)</p> <p>The Rathbones Investment Update was received</p> <p>Alex Dow, a Rathbones Investment Manager (AD) advised the Committee that the presentation shared would outline:</p> <ul style="list-style-type: none"> • Performance • Asset Allocation • Responsible Investment • Market Review • Any Other Business <p>Performance – it was noted that 2022 was a difficult year for the investment portfolio driven by the war in Ukraine, soaring energy prices, inflation and high interest rates from central banks.</p> <p>It was noted that in comparison, 2023 had seen much better returns with positive performance in the last quarter of 2023 which had continued into 2024.</p> <p>AD advised the Committee that when looking at the years together, the portfolio was up by 5.3% which was slightly ahead of the benchmark.</p> <p>He added that as of 14 March 2024, the investment portfolio was worth £5,757,803 with an income yield of £132,997 and asked if the income was sufficient to the Committee.</p> <p>The Deputy Director of Finance (DDF) responded that the Health Board would be OK up to the end of the financial year but noted that in the new financial year, the cash flow forecasts would indicate that the Health Board would need to raise cash.</p> <p>Asset Allocation - AD provided the Committee with a brief overview of the Health Boards outlook on asset allocation and noted that Rathbones had continued to forecast a reasonable chance of further economic weakness or the chance of a recession.</p> <p>He added that it could be translated that Rathbones were fairly neutral in the major asset classes verses the benchmarks.</p> <p>Responsible Investment – Elizabeth Barrett, a Rathbones Investment Manager (EB) presented the Committee with a portfolio summary on responsible investment and highlighted that:</p> <ul style="list-style-type: none"> • In addition to managing the Health Boards investment portfolio in line with its ethical requirements, there were a number of areas that Rathbones were restricted from investing in. • Rathbones ensured that they were investing in companies that were well governed and had good environmental and social policies. 	

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The Committee was advised that Rathbones had been investing responsibly in “greener” companies (i.e. those with Environmental, Social and Governance (ESG) issues higher on their agendas).

It was noted that companies with good ESG policies and actions represented better run companies and that better run companies tended to produce better returns on investment.

The Committee were presented with some of the areas in which Rathbones had engaged with companies with ESG values which included various areas such as:

- An ambition to reach net zero across the wider business by 2050 or sooner;
- Voting for a report on efforts to prevent harassment and discrimination in the workplace;
- Supporting a shareholder proposal for the US streaming company Netflix to produce a report on its lobbying of policies and payments.

Market Review – it was noted that 2023 had been a good year for equity markets and that the US stock market was the standout performer driven by a handful of companies such as:

- Apple
- Microsoft
- Amazon
- Tesla
- Alphabet

It was noted that the key issues going forward were what would happen to inflation, interest rates and economic growth.

EB advised the Committee that bonds were still attractive and were also a great hedge should a recession be observed.

The Executive Director of Finance (EDF) thanked the Rathbones Investment Managers for the information and noted it was a great reminder of where the Health Board had been and was going.

She added that she had been surprised at some of the average environmental, social and governance (ESG) factors of the organisations being invested in and asked if the Committee needed to review those.

EB responded that Rathbones did not actively target the ratings and noted that it was a check undertaken once the investment process was done and noted that Rathbones did a lot of its own proprietary checks.

She added that she would not suggest avoiding companies that were deemed to be average or “meeting expectations” and noted that no rating system was perfect.

The EDF noted that supplementing those ratings with Rathbones own research meant that the Committee could be assured that the package provided by Rathbones was the best one for the Health Board.

The CC asked if Rathbones looked at other Health Charities to benchmark.

EB responded that they did but noted that they were unable to compare as they did not have that data.

AD added that the Health Boards ethical investment policy would be very similar to the majority of clients managed by Rathbones and similar to a number of charities managed elsewhere.

The Committee resolved that:

- a) The Rathbones Investment Update was noted

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The Health Charity Financial Position & Investment Update was received.

The Deputy Director of Finance (DDF) advised the Committee that the paper received provided figures as of 31 January 2024.

He added that there had been a net movement of £575k across net income and expenditure combined with the movement on investment assets.

The Committee were shown an analysis of the income received by the charity for the year which also showed the comparison of income received for the same period over the previous 2 years.

The closing balance sheet for the period was presented to the Committee and the way in which it was split in terms of assets and funds which included:

- £5,677m Investment Portfolio
- £4,288m Rookwood Hospital
- Cash balances
- Debtors
- Liabilities

The DDF presented the Committee with a graph which showed the performance of the investment portfolio's valuation from March 2022 to January 2024, also highlighting where cash had been withdrawn to support the Charity's cash position. The graph also showed the performance against the FTSE 100 and FTSE All Share Indices benchmarks.

He reminded the Committee that the Charity withdrew two cash withdrawals in May and September 2022 of £350k each and summarised that the movement in market value between 31st March 2022 and 31st January 2024 was a decrease of £0.192m.

It was noted that in respect of the current financial year (2023/24) the investment portfolio opened with a market value of £5.546m and the value of investments had increased by £0.131m to £5.677m for the period ending January 2024.

Cashflow Forecast – it was noted that the revised cashflow forecast had been updated for actual period ending 31st January 2024 and currently estimated net cash expenditure of £0.384m resulting in a projected positive cash balance of £0.174m.

The DDF advised the Committee that on current spending plans and trajectory investments would have to be sold to support the cash position underpinning charitable funds operations in the next financial year.

He added that having started with £559,000, the burn rate on the cash meant that sometime towards the end of the first quarter 2024/25, the Health Board would need to cash call which would be considered with the Finance Team.

Forecast Financial Position of the Charity's General Fund Reserve – it was noted that the Funds Held on Trust were structured over a range of Restricted and Unrestricted (Designated Funds) funds according to the nature of how funds were established and the income that had supported the creation and ongoing activity of each fund.

The DDF advised the Committee that the General Fund incorporated income that was not specified to a particular fund, alongside gains and losses in the Charity's investment portfolio.

He added that the analysis received by the Committee highlighted 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.

It was noted that the General Fund had been closed to new applications for funding since the middle of the 2022-23 financial year but that there were outstanding commitments still to be funded from it.

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	<p>It was noted that the forecast year-end deficit was estimated to be £0.798m and that the Market Value had recovered to the period ending 31st January 2024, which had resulted in the Charity exceeding its market value forecast (£56k) by £75k for the current financial year.</p> <p>Utilisation of Dormant Funds – The Committee was advised that a dormant fund exercise had 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.</p> <p>It was noted that 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 and that the latest exercise had now been finalised with a final figure of £7k being transferred to the General Reserve Fund.</p> <p>The DDF concluded that the key points for the attention of Committee 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 CC asked if the dividends paid from the fund were restricted funds or unrestricted funds and if they found their way into the cash flow for the general fund.</p> <p>The DDF responded that the dividends were distributed pro-rata across the funds as per the current policy.</p> <p>The EDF asked if the next report on the general fund received could be split into two parts:</p> <ul style="list-style-type: none"> • Cash deficit • Non-cash deficit or surplus. <p>The Independent Member – Local Authority (IMLA) noted that the work to identify dormant funds for 2023/24 would shortly commence and asked if there was any indication to a level that could be identified.</p> <p>The DDF responded that usually at the beginning of the process it looked to be around £50/60k but noted that when writing out to fund holders, that decreases as and when they develop plans.</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. 	
<p>CFC24/03/009</p>	<p>Our Health Meadow Annual Report (click to watch)</p> <p>The Our Health Meadow Annual Report was received.</p> <p>The Director of Communications, Arts, Health Charity and Engagement (DCAHCE) advised the Committee that the report provided a short overview of the work undertaken by the Health Meadow and noted that the Health Meadow was set up to create a unique space which would become a legacy for generations to come.</p> <p>She added that the fundraising activity and income had continued to fund volunteer sessions for patients and local community groups to gain new skills and confidence and improve rehabilitation at the Health Meadow albeit at a slower pace.</p> <p>It was noted that the Our Health Meadow Appeal had raised over £1.2 million through various grants and donations, either through Down to Earth or via the Health Charity, since 2019.</p>	

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	<p>The DCAHCE noted that the report provided the Committee with Our Health Meadow Events and Grant Applications and outcomes during the past 12 months which also identified bids that were unsuccessful.</p> <p>She added that the fund balance at present was £9,809 and noted that the work of the Health Meadow would form part of the Annual Plan and the Health Charity Strategy.</p> <p>The CC noted that the report had identified that the Down to Earth team had no option but to leave the site until further funding for the capital build, or for the continuation of social prescribing programmes had been secured and asked what the implications were for the site.</p> <p>The DCAHCE responded that there was no proactive work ongoing on the development but noted that there were still some small groups doing bits of work (volunteers) and noted that the Director of Capital & Estate's team were looking at how the Health Charity could continue with some of the maintenance.</p> <p>The IMLA asked if there was a strategy for long term sustainability in development of the project or if the Health Charity were reliant on successful future fundraising.</p> <p>The DCAHCE responded that the development of the project was reliant on successful future fundraising.</p> <p>The Committee resolved that:</p> <p>a) The progress on the ambition and that the programme of work would be progressed as further fundraising opportunities arose was noted.</p>	
<p>CFC24/03/010</p>	<p>Legacy Update (click to watch)</p> <p>The Legacy Update was received.</p> <p>The DCAHCE advised the Committee that it was an annual update provided to the Committee as well as the Board of Trustees.</p> <p>It was noted that legacy income continued to be consistent, but by the nature of its source, was variable and it was difficult to predict the potential values each year.</p> <p>It was noted that the Health Charity Team did a huge amount of work in terms of generating publicity around where people could leave their legacies and that within that work, a large volume required communication with lawyers, probate etc.</p> <p>The DCAHCE advised the Committee that the Health Charity had received £203,144.08 in legacy donations in 2023/24 as of the publication of the paper.</p> <p>She added that 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.</p> <p>The Committee were provided with some examples of legacy funded projects during 2023/24 which included:</p> <ul style="list-style-type: none"> • 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. <p>The DCAHCE concluded the discussion and advised the Committee that there was an Action Plan for 2024/25 and noted that Gifts in Wills (Legacy) was an area where the Health Charity would like to increase activity and provide a focus on it.</p>	

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	<p>The Committee resolved that:</p> <p>a) 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 were noted.</p>	
CFC24/03/011	<p>Food Sense Wales Update</p> <p>The Food Sense Wales Update was received.</p> <p>The Executive Director of Therapies and Health Sciences (EDTHS) advised the Committee that the report was largely a Public Health paper and provided assurance that the Executive Director of Public Health had reviewed the paper prior to being received by the Committee.</p> <p>She added that the paper set out the annual update for Food Sense Wales and highlighted the 3 key pillars of Food Sense Wales which included:</p> <ul style="list-style-type: none"> • There was a food culture shift in Wales that builds on inner capacities of actors within the food system, embraces heritage, celebrated and valued “the local” and put food education front and centre. • There was a revolution in local and sustainable procurement led by public procurement and followed by other markets. Agroecological food on the public plate would catalyse agroecological demand on every plate in Wales • A Food Policy and legislative framework that enabled, sets targets for and monitored the transition of agroecological production and consumption in Wales to benefit the environment and society. <p>It was noted that the financial position was outlined within the report and provided costs around staffing, non-staffing but also identified that Food Sense Wales had been given 4 years of part-funding.</p> <p>The Committee resolved that:</p> <p>a) The successful delivery and local and national influence of Food Sense Wales over the past 12 months was noted</p> <p>b) The securing of 40% core funding for 4 years was noted.</p>	
CFC24/03/012	<p>Food Sense Wales Memorandum of Understanding (click to watch)</p> <p>The Food Sense Wales Memorandum of Understanding (MoU) was received.</p> <p>The EDTHS advised the Committee that the MoU gave greater clarity of what Food Sense Wales was and its relationship with the Health Board.</p> <p>The CC asked if the MoU needed to be signed off by the Trustees.</p> <p>The EDF responded that the Trustees would need to approve the MoU and it was agreed that the Food Sense Wales MoU would be added to the agenda for the next Trustees meeting.</p> <p>The Committee resolved that:</p> <p>a) Consider and approve for recommendation to the Board of Trustees to approve the revised Memorandum of Understanding (MOU) between Food Sense Wales, Cardiff & Vale Health Charity and corporate functions of the UHB</p>	
CFC24/03/013	<p>Health Charity Strategy Update (click to watch)</p> <p>The Health Charity Strategy Update was received.</p> <p>The DCAHCE reminded the Committee that the first Health Charity Strategy had been published by the Board of Trustees in 2020 but that following the pandemic, and the cost of living crisis, it was deemed that the strategy needed to be refreshed alongside the refreshing of the Shaping our Future Wellbeing for the Health Boards overall strategy.</p>	

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	<p>She added that all of the updates were linked into the overarching principle of A Healthier Wales and the Welsh Government strategy.</p> <p>It was noted that a number of workshops had taken place where a series of recommendations had been agreed with the development of the Health Charity Strategy and that 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 where members were asked to provide final comments and suggestions on the re-draft to the T&FG.</p> <p>The DCAHCE advised the Committee that the Strategy would be published on the Health Charity website, with English and Welsh versions made available once approved by the Board of Trustees.</p> <p>She added that the final draft of the Health Charity Strategy would be circulated to Committee members prior to the strategy going to the Board of Trustees for approval in May 2024.</p> <p>The Committee resolved that:</p> <p>a) The update of the Health Charity Strategy 2024 – 2030</p>	
<p>CFC24/03/014</p>	<p>Over £25k bids for approval: (click to watch)</p> <p>The Over £25k bids for approval was received.</p> <p>The DCAHCE advised the Committee that 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.</p> <p>It was noted that at the time of application, the value was an indicative costing provided by Capital & Planning and that subsequent building surveys carried out by the Capital and Planning Department, along with a formal tender process had resulted in the projected costs rising to £170,000.</p> <p>The Committee was advised that the Directorate had resubmitted its application for approval of the increased value, which if approved by the Charitable Funds Committee required further consideration and approval by the Board of Trustees.</p> <p>It was also noted that current Cardiac Services endowment funds balance was approximately £650,000 and that the Directorate were actively pursuing ways in which the money could be used to benefit patients and staff, through improving facilities and optimising services.</p> <p>The Committee resolved that:</p> <p>a) 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 was endorsed.</p>	
<p>CFC24/03/015</p>	<p>Reporting Feedback on Successful CFC Bids: (click to watch)</p> <p>The reports on Feedback on Successful CFC Bids was received.</p> <p>The DCAHCE advised the Committee that no new bids had been received because the general reserve fund was closed to new bids.</p> <p>She added that the next evaluation report would be on the Welsh Transplant Games due in December 2024</p> <p>She added that the next evaluation report on the Welsh Transplant Games – approved bid year project is due in December 2024.</p> <p>It was noted that in the interim period, the Committee was asked to note the recent allocations of funding from the Bale Fund.</p>	

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	<p>It was noted that those Bale Funds 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.</p> <p>The Committee resolved that:</p> <p>a) The assurance of the use of charitable funds for its intended purpose, as approved by the CFC was noted.</p>	
CFC24/03/016	<p>Great Wall of China Fundraising Proposal Verbal Update (click to watch)</p> <p>The Great Wall of China Fundraising Proposal Verbal Update was received.</p> <p>The DCAHCE advised the Committee that the feedback she had received from the previous meeting was that the Great Wall of China Fundraising event would need to be paused until the Health Charity Strategy was finalised and that there was a desire to explore other options that were more suitable or inclusive in line with the Health Charity's purpose and values.</p> <p>She added that it was her understanding was that the sequence of events would be:</p> <ul style="list-style-type: none"> • The Health Charity Strategy to be agreed • The paper on the Great Wall of China fundraising event would be agreed because within the strategy, it alluded to other Headline Fundraising campaigns. <p>The EDF reminded the Committee that the issue and much of the conversation held at the last meeting was around the exclusive nature of 12 people going to China and how that would by default exclude some people and how that would align with the Health Charity strategy.</p> <p>She added that the strategy was a key part of the discussion, but noted that it was more of a nervousness about the exclusive nature of that type of fundraising.</p> <p>The CC asked for the DCAHCE to look at the previous meetings minutes and bring back an update when appropriate.</p> <p>The Committee resolved that:</p> <p>a) The Great Wall of China Fundraising Proposal Verbal Update was noted.</p>	
CFC24/03/017	<p>Arts Annual Update (click to watch)</p> <p>The Arts Annual Update was received.</p> <p>The DCAHCE advised the Committee that the update highlighted the work carried out by the Arts for Health and Wellbeing Programme and the many partners and artists who worked in collaboration with the Health Charity and Health Board to bring patient stories, staff experiences and health issues to light through a different medium.</p> <p>The Committee resolved that:</p> <p>a) The information presented was noted.</p>	
CFC24/03/018	<p>Health Charity Annual Report (click to watch)</p> <p>The Health Charity Annual Report was received.</p> <p>The DCAHCE advised the Committee that annual report provided gave information and looked for approval on an annual basis and had gone to the Auditor General for Wales.</p> <p>She added that the Health Charity team had been working alongside finance colleagues and that they received and approved the content and had approved the financial statement that was also within the annual report.</p> <p>The Committee resolved that:</p>	

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	<p>a) The Cardiff & Vale Health Charity Annual Report 2022-23 was endorsed for publication.</p>	
CFC24/03/019	<p>Staff Lottery Bids Panel Report (click to watch)</p> <p>The Staff Lottery Bids Panel Report was received.</p> <p>The DCAHCE advised the Committee that the recently retired Head of the Health Charity and Arts programme was a delegated signatory to consider and approve small bids, which supported applications up to a value of £250 to be fast tracked.</p> <p>She added that the proposed revised staff lottery fund approval hierarchy was proposed to include:</p> <ul style="list-style-type: none"> • The Chair and Vice Chair of the staff lottery panel • Assistant Director of Finance. <p>It was noted that in the event of absence, an application may also be considered by the DCAHCE, along with the Head of Financial Services.</p> <p>The Committee resolved that:</p> <p>a) The changes to authorised signatories for the Small Bids Process was approved. b) The content of the Staff Lottery Bids Panel Report for assurance was noted.</p>	
CFC24/03/020	<p>Health Charity Fundraising Report (click to watch)</p> <p>The Health Charity Fundraising Report was received.</p> <p>The DCAHCE advised the Committee that tables which related to projected and actual cost estimates for planned events, in alignment with Health Charity audit requirements had been included within the paper.</p> <p>The Committee resolved that:</p> <p>a) The Fundraising Report for information was reviewed b) The progress and activities of the Health Charity as advised were noted.</p>	
CFC24/03/021	<p>Staff Benefits Group (SBG) Report (click to watch)</p> <p>The Staff Benefits Report was received.</p> <p>The Committee resolved that:</p> <p>a) The Staff Benefits Group Report for the period December 2023 – February 2024 was noted.</p>	
CFC24/03/022	<p>Staff Lottery Bids Panel Report (click to watch)</p> <p>The Staff Lottery Bids Panel Report was received.</p> <p>The Committee resolved that:</p> <p>a) The content of the Staff Lottery Bids Panel Report was noted.</p>	
CFC24/03/023	<p>Health Charity Events Planner 2024/25 (click to watch)</p> <p>The Health Charity Events Planner 2024/25 was received.</p> <p>The Committee resolved that:</p> <p>a) The planned activities of the Health Charity as advised were noted.</p>	
CFC24/03/024	<p>Charitable Funds Committee Annual Report 2023/24 (click to watch)</p>	

	<p>The Charitable Funds Committee Annual Report 2023/24 was received.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The draft Annual Report 2023/24 of the Charitable Funds Committee was reviewed. b) The draft Annual Report 2023/24 was noted c) The Annual Report was recommended to the Board for approval. 	
<p>CFC24/03/025</p>	<p>Any Other Business (click to watch)</p> <p>The DCAHCE advised the Committee that ‘Daring to Dream’ (D2D) was a charitable fund originally set up within Cardiff and Vale Health Charity and was led by an external fundraiser.</p> <p>She added that D2D had requested that the Health Charity transfer £4,973 from its charitable funds into D2D’s own bank account, but wished to continue to work in partnership with the Health Board and noted that the transfer was agreed by the CFC at their meeting in March 2021.</p> <p>It was noted that D2D had identified an area in Critical Care to upgrade the visitors’ toilets and had been working with the relevant Clinical Board on the project.</p> <p>The DCAHCE added that there had also been discussions between another fundraiser, who had been fundraising in memory of a loved one and D2D about supporting that upgrade to the visitors’ toilets.</p> <p>The Head of Financial Services (HFS) noted that it was the 2nd time that D2D had requested the money and asked how it could be stopped in future.</p> <p>The DCAHCE responded that the decisions were always difficult and that in terms of governance, assurance was required that the money would be spent on the Critical Care Unit and noted that on that particular occasion, the Health Charity had adhered to the donors terms for the money to go to the relevant charity.</p> <p>The IMLA asked if there were any implications in terms of Gift Aid and which charity would claim against that.</p> <p>The HFS responded that the gift aid was provided by the platform and so once received that would be given alongside the donations to D2D.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The other business raised was noted. 	
	<p>Date and Time of Next Meeting</p> <p>11 June 2024 via MS Teams.</p>	

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Action Log
Following Charitable Funds Committee Meeting
19 March 2024
(Updated for 11 June 2024 meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions					
CFC24/03/011	Food Sense Wales Update / Memorandum of Understanding	Food Sense Wales Update / Memorandum of Understanding to be taken to the Board of Trustees May meeting	09.05.2024	Fiona Jenkins / Claire Beynon	COMPLETED <i>Put onto Forward Plan for Board of Trustees meeting</i>
CFC24/03/012	Health Charity Strategy Update	Health Charity Strategy to be circulated to Committee Members prior to sign off at the Board of Trustees	09.05.2024	Catherine Phillips / Joanne Brandon	COMPLETED <i>Strategy circulated to Committee members via email on 18th April 2024.</i>
Actions referred from Committees of the Board/Board					

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-Report Title:	Rathbone Asset Management Services. Amendment of authorized Signatory.			Agenda Item no.	2.1
Meeting:	Charitable Funds Committee.	Public	X	Meeting Date:	11.06.24
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

Main Report

Background and current situation:

Rathbone Asset Management Services were previously awarded the contract to provide Charitable investment services on behalf of Cardiff and Vale Health Board Charity. The contract commenced from January 2022 for a period of three years with an option to extend for a further two years.

The original governance documents included the nomination of three signatories in respect on behalf of the Cardiff and Vale Health Charity account and these are listed below:-

- Helen Lawrence
Assistant Director of Finance (Financial Accounts & Financial Services)
- Christopher Lewis
Deputy Director of Finance
- Robert Mahoney
Deputy Director of Finance (Operational)

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

Following the retirement of Mr. Christopher Lewis, the Deputy Director of Finance (Operational) has proposed that Mr. Andrew Gough, Deputy Director of Finance (Strategic) replace Mr. Lewis as an authorised signatory for the account.

The Charity believes that maintaining three signatories' IDs sufficient for management of the account.

Recommendation

The Board / Committee are requested to:

- **Recommend** the amendments to the authorised signatory list.

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

Workforce: Yes/No

n/a

Legal: Yes/No

n/a

Reputational: Yes/No

n/a

Socio Economic: Yes/No

n/a

Equality and Health: Yes/No

n/a

Decarbonisation: Yes/No

n/a

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

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-Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st March 2024.			Agenda Item no.	2.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	11.06.24
		Private			
Status <i>(please tick one only):</i>	Assurance	x	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author (Title):	Deputy Director of Finance				

Main Report

Background and current situation:

Background and current situation:

The 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 March 2024. These figures remain draft as the accounts for 2023/24 are currently being prepared.
- 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 £0.948m from 1st April 2023 to 31st March 2024. This incorporates net expenditure of £1.191m over income offset by an increase in the Investment Portfolio value of £0.243m.
- The General Reserve is currently in deficit, which with remaining commitments, is forecast to be in deficit by £0.608m at 31st March 2024.

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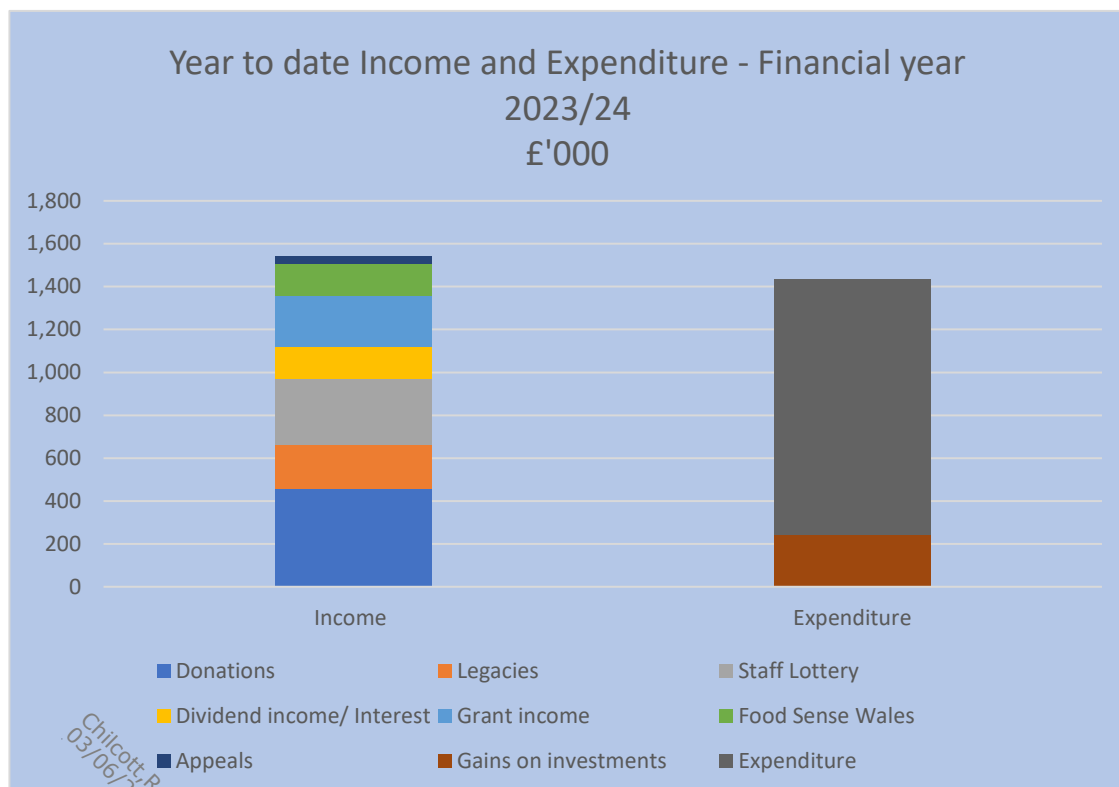
Financial Performance to 31st March 2024

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 March 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	383	1,162	0	1,545
Total Resources Expended	-1,296	-1,440	0	-2,736
Net Incoming/(Outgoing) Resources	-913	-278		-1,191
Gains / (Losses) on Investment Assets	241	0	2	243
Fund Balances carried forward to 31st March 2024	2,800	2,181	4,330	9,311
Net Movement in Funds	-672	-278	2	-948

Table 1 shows the Charity generated £1.545m of income and spent £2.736m for the financial year. This has resulted in net expenditure of £1.191m. In addition, the charity has seen market value gains on its investments of £0.243m for the period to 31st March 2024. The combined effect of this is a net decrease in fund balances for the period ending 31st March of £0.948m. The committee will note that the year-end financial position has not yet been finalised and therefore could be subject to change, pending submission to Wales Audit.



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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 March 2024

Income	Unrestricted £000	Restricted £000	Total 23/24 £000	22/23 To March £000	21/22 To March £000
Legacies	2	204	206	423	134
Grants (FR)	0	233	233	511	0
Food Sense Wales	0	153	153	376	0
Donations	281	176	457	416	1,143
Staff Lottery	0	305	305	283	278
Appeals	0	37	37	53	31
Dividend Income / Interest	100	54	154	141	174
Total Income	383	1,162	1,545	2,203	1,760

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

	Opening Balance £000 01.04.23	Closing Balance £000 31.03.24	Change in Financial Year £000
Fixed Assets			
Investment Portfolio	5,546	5,789	243
Rookwood Hospital *	4,288	4,288	0
Net Current Assets / Liabilities			
Cash	560	226	-334
Debtors	514	83	-431
Liabilities	-649	-1,075	-426
Total Net Assets	10,259	9,311	-948
Unrestricted Funds	3,472	2,800	672
Restricted Funds	2,459	2,181	278
Endowment Funds	4,328	4,330	-2
Total Funds	10,259	9,311	948

* This figure will be adjusted for Indexation and Depreciation.

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

Fund balances have decreased by £0.948m in the period to £9.311m, due to £1.191m excess expenditure offset by £0.243m 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 30th April 2024. The committee will note that £400k has been realised from

the investment portfolio for May 2024, based on current spending plans and trajectory. It is projected a further £300k will be sold to further support the cash position. This will result in a positive closing cash balance of £0.272m.

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 2022-23, a current year projection, and a forward projection for the financial years 2024-25 and 2025-26.

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

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

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £	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	

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The draft out-turn valuation of the General Fund is projected to be £0.608m at 31st March 2024.

The valuation of investments held by the Funds Held on Trust investment portfolio has seen a small recovery at the end of the 2023-24 financial year, which has resulted in a better out-turn than had previously been forecast and reported to CFC

Based upon the current income and expenditure trends the General Fund values for 2024/25 and 2025/26, as per attachment 2, are summarised below:

Cumulative impact of General Reserve Summary	31st March 2024	31st March 2025	31st March 2026
Fund value attributable to Operations	(920,511)	(1,177,511)	(1,434,511)
Fund value attributable to movement in Investments & Commitments	312,435	440,017	600,599
Balance of General Reserve	(608,076)	(737,494)	(833,912)

In light of the increasing deficit in 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. A Task and Finish group has been established to develop options to address the financial stability of the Funds Held on Trust.

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

- 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

Options to secure expert advice are being considered.

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 **£0.608m** in deficit by year end.

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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

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 Heal				
	apr-24	mai-24	jun-24	jul-24
Brought forward balance	223 047	366 963	670 445	461 989
	ACT	EST	EST	EST
Receipts				
Staff Lottery	23 634	23 634		
Grants		40 432		79 160
Legacies	213 525			
Investment Income			44 226	
Food Sense Wales	96 348	19 456		86 433
Other Donations	22 540	28 650	28 650	28 650
Bank Account Interest	1 099	1 400	1 400	1 400
Gift Aid	2 518			2 518
JustGiving	3 390	10 100	10 100	10 100
Paypal	255	1 050	1 050	1 050
Stripe	1 464	2 950	2 950	2 950
Much loved	815	629		730
Operational Receipts	365 588	128 300	88 376	212 991
Cash Withdrawal Rathbone Sale of Investments		400 000		
Total Cash Receipts	365 588	528 300	88 376	212 991
Payments				
Christmas Allocation				
Food Sense Wales		(44 763)	(103 189)	(52 178)
FR Grants		(13 550)	(8 989)	(79 160)
Horatios Gardens				
Other Creditors	(202 043)	(59 375)	(88 963)	(40 864)
Staff Lottery Approvals	(9 811)	(9 331)	(14 712)	(12 065)
Investment Management Fees		(8 318)		
Other Salaries - various funds				
Staff Lottery Prizes	(5 000)	(12 000)		
C&V Quarterly Salary Recharges (Admin)				(23 573)
C&V Quarterly Salary Recharges (Internal Audit)	(4 818)			(4 818)
C&V Charity Wales Audit charges				
C&V Quarterly Salary Recharges (General Funds)		(77 481)	(80 980)	(41 828)
Total Payments	(221 672)	(224 818)	(296 832)	(254 486)
In Month Movement	143 916	303 482	(208 456)	(41 495)
Balance carried forward	366 963	670 445	461 989	420 494

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th Charity Cash Flow Forecast

aug-24	sep-24	okt-24	nov-24	des-24	jan-25	feb-25	mar-25
420 494	302 618	286 100	520 031	326 926	406 815	297 187	281 582
EST	EST	EST	EST	EST	EST	EST	EST
	23 634	23 634 33 562	23 634	23 634 49 000	23 634 50 000	23 634 36 475	23 634 34 500
	32 006			32 006			27 918
	22 256	6 250	7 500	24 838			46 456
28 650	28 650	28 650	28 650	28 650	28 650	28 650	28 650
1 400	1 400	1 400	1 400	1 400	1 400	1 400	1 400
		2 518			2 518		
10 100	10 100	10 100	10 100	10 100	10 100	10 100	10 100
1 050	1 050	1 050	1 050	1 050	1 050	1 050	1 050
2 950	2 950	2 950	2 950	2 950	2 950	2 950	2 950
							1 702
44 150	122 045	110 114	75 284	173 627	120 302	104 259	178 361
		300 000					
44 150	122 045	410 114	75 284	173 627	120 302	104 259	178 361
(47 952)	(44 456)	(20 335) (28 600)	(35 391) (37 000)	(10 500) (28 382)	(20 300)	(19 711)	(39 836)
(34 810)	(54 231)	(76 204)	(115 098)	(81 599)	(93 642)	(27 987)	(35 330)
(133)	(1 793)	(7 144)	(10 660)	(2 340)	(6 975)		(4 000)
(8 179)			(8 157)				(7 821)
	(4 000)	(5 000)	(28 000)	(5 000)	(4 000)	(4 000)	(4 000)
		(4 818)			(47 146)		(23 573)
					(23 784)		(4 817)
(70 953)	(34 083)	(34 083)	(34 083)	34 083	(34 083)	(68 166)	(68 166)
(162 026)	(138 564)	(176 184)	(268 389)	(93 738)	(229 930)	(119 865)	(187 545)
(117 876)	(16 518)	(66 069)	(193 105)	79 889	(109 628)	(15 605)	(9 184)
302 618	286 100	520 031	326 926	406 815	297 187	281 582	272 398

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Total	2022/2023	CHANGE
223 047	559 089	
	Total	Total
212 708	299 568	(86 861)
236 654	431 816	(195 162)
300 000	350 383	(50 383)
136 156	104 150	32 006
309 535	247 036	62 499
337 690	329 599	8 091
16 499	19 923	(3 424)
10 073	7 541	2 532
114 490	104 895	9 595
11 805	11 206	599
33 914	30 026	3 888
3 877	1 590	2 287
1 723 399	1 937 733	(214 334)
700 000	0	700 000
2 423 399	1 937 733	485 666
(10 500)	(10 500)	0
(456 492)	(136 210)	(320 282)
(167 299)	(326 299)	159 000
	(192 000)	192 000
(910 147)	(863 549)	(46 598)
(78 963)	(93 395)	14 432
(32 476)	(33 216)	740
	(123 795)	123 795
(71 000)	(81 000)	10 000
(94 292)	(70 719)	(23 573)
(19 271)	(9 636)	(9 635)
(23 784)	(45 288)	21 504
(509 823)	(288 169)	(221 654)
(2 374 048)	(2 273 776)	(100 272)
49 352	(336 042)	385 394
272 398	223 047	

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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	0	687 858	429 016	(497 498)	(608 076)	(737 494)
Income (Legacies, Donations - Not Restricted)	0	0	0	20 000	0	0
Transfers (From Dormant Funds)	371 712	28 563	0	7 200	30 000	30 000
Total Income	371 712	28 563	0	27 200	30 000	30 000
Net Cost of Fundraising Team	(276 206)	(356 084)	(346 906)	(368 790)	(287 000)	(287 000)
Net Income / Expenditure - Fundraising in Year - (Change in fund value arising from)	95 506	(327 521)	(346 906)	(341 590)	(257 000)	(257 000)
Balance Brought Forward	456 583					
Unrealised change in Investment Values - Increase / (Decrease)	864 333	448 284	(323 000)	243 000	145 000	178 000
Expenditure - General Reserve Commitments	(728 564)	(379 606)	(256 608)	(11 987)	(17 418)	(17 418)
Change in fund value arising from movement in Investments & Commitments	592 353	68 678	(579 608)	231 013	127 582	160 582
Balance of General Reserve	687 858	429 016	(497 498)	(608 076)	(737 494)	(833 912)
CUMULATIVE IMPACT						
Change in fund value arising from operations	95 506	(232 015)	(578 921)	(920 511)	(1 177 511)	(1 434 511)
Change in fund value arising from movement in Investments & Commitments	592 353	661 031	81 422	312 435	440 017	600 599
Balance of General Reserve	687 858	429 016	(497 498)	(608 076)	(737 494)	(833 912)
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	Actual Investment Gains recovery in 2023/24 / 2024/25 (2.5%) & 2025/26 (3%)					
Summary of Contributing Factors to General Fund Deficit at 2022-2023						
General Fund balance brought forward (Prior year investments surplus)			456 583			
Movements on Investments			989 617			
Dormant funds transferred in			400 275			
Net cost of FHOT Team			(979 196)			
Horatios Garden Wall			(484 000)			
Horatios Garden Contribution			(192 000)			
Contribution to ARTS Fund			(50 000)			
Contribution to Orchard			(80 000)			
Employee Wellbeing Service			(298 000)			
Other commitments made			(260 778)			
Deficit on General Fund at 31 March 2022-2023			(497 498)			

Report Title:	NEW CRM PROVIDER AND OPERATING LICENCE UPDATE			Agenda Item no.	2.3
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	11th June 2024
		Private			
Status (please tick one only):	Assurance	✓	Approval	✓	Information
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				
Main Report					
Background and current situation:					
<p>Since its launch in 2005, the staff lottery has been registered with the local authority as a Small Society Lottery. As the lottery's projected income is likely to increase and exceeded the threshold of £250,000 per annum, it is necessary to obtain an operating licence via the Gambling Commission.</p> <p>In addition, the need for a new Customer Relationship Management platform (CRM) was also recently identified. The lottery module is critical for the ongoing operation of the scheme as well as its planned growth in membership and fundraising income into the Charity.</p> <p>On the basis of the above, agreement was sought and approved by the CFC at their meeting held September 2023 for a replacement CRM provider to be procured.</p> <p>As the income into the lottery exceeded the threshold of £250,000 for the registration held with the local authority, the CFC also agreed to pause the lottery scheme from June 1st 24 – August 31st 24. A Health Board wide communication regarding the staff lottery pause, did not generate any negative feedback. Staff members have continued to sign up to the scheme and will be enrolled once the system is back up and running.</p> <p>In the current phase of the project, the Health Charity continues to work with the Digital & Health Intelligence Team and third-party provider, and all Information Governance, Server, and Firewall requirements have been met. We are pleased to report, the current CRM donor information including lottery member data has been submitted to the new supplier for analysis. It is expected that a quote will be provided shortly so we can finalise the contracts and begin the procurement process.</p> <p>Due to the complexity of the operating licence application via the Gambling Commission, independent legal advice will be sought with the agreement of the Director of Corporate Governance. A meeting will be held with Withers Worldwide Law Firm to discuss further in the coming weeks.</p> <p>For assurance, should the Gambling Commission Operating Licence not be granted by 1st September, when the lottery scheme is due to be reinstated, the Health Charity can renew the Small Society Lottery registration with the local authority to ensure we can legally continue with operating the staff lottery.</p>					
Executive Director Opinion and Key Issues to bring to the attention of the Board/Committee:					
It is encouraging to note the progress with the data transfer to the new CRM provider and to receive assurance that legal and governance advice is being sought to assist with the application for an operational licence.					
Recommendation:					

The recommendation for consideration by the Charitable Funds Committee is to:

- **NOTE** the progress of the changeover of the replacement CRM provider and operational licence application.

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: Yes/No

Decarbonisation: Yes/No

Approval/Scrutiny Route:

Committee/Group/Exec

Date:

Created by Rachel
2024-16:36:06

Report Title:	Over £25k Endowment Expenditure (request for endorsement of spend) - Cardiology – Hughes Legacy Fund		Agenda Item no.	3.1
Meeting:	Charitable Funds Committee	Public	<input checked="" type="checkbox"/>	Meeting Date:
		Private	<input type="checkbox"/>	
Status <i>(please tick one only):</i>	Assurance	Approval	<input checked="" type="checkbox"/>	Information
Lead Executive:	Catherine Phillips, Executive Director of Finance			
Report Author (Title):	Joanne Brandon, Director of Communication, Arts, Health Charity and Engagement (submitted on behalf of Cardiac Services)			

Main Report

Background and current situation:

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 line with this, Cardiology Services have submitted a request for CFC approval of the expenditure of **£29,700** from **Fund – 9644 Hughes Legacy Cardiology**.

The Directorate proposes to utilise these funds for an ongoing clinical study examining the role of bi-ventricular pacing in patients with heart failure with preserved ejection fraction, which it reports that preliminary data from the study is very encouraging.

Further information on the study and proposed use of fund is available in the attached application. (Appendix 1).

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:

I am pleased to see that Cardiology Services are continuing to actively pursue ways to responsibly utilise their endowment and legacy funds to support patients and staff, and endorse the proposed spend of **£29,700** to continue the development of a clinical study.

I can confirm that the current balance of **Fund – 9644 Hughes Legacy Cardiology is: £226,985.48**

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 as required.

The Committee are requested to:

Approve the proposed expenditure of **£29,700** from **Fund 9644 - Hughes Legacy Cardiology**

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:

Chilcott, Rachel
03/06/2024 16:36:06



APPLICATION FOR FUNDS >25K

Once completed please send this form to:

Charitable Funds Department, Finance Dept, Woodland House, Cardiff

Applicant's Name: (capital letters). Zaheer Yousef

Designation: Consultant

Hospital/Base: University Hospital of Wales

Department: Cardiology

Telephone No: 029-2074-2972

Email: zaheer.yousef@wales.nhs.uk

Details of proposal for application:
(Use the reverse side of form for additional information)

BACKGROUND

Heart failure is a rapidly escalating health care concern affecting 2-3% of the adult population. Although there have been major advances in the medical treatment of heart failure, these are limited to patients with heart failure and reduced ejection fraction. Currently there are no proven treatments for heart failure with preserved ejection fraction (~20-40% of patients with heart failure).

This application seeks support for an ongoing clinical study examining the role of biventricular pacing in patients with heart failure with preserved ejection fraction. The peer-reviewed, investigator-led study was initially sponsored by our collaborative partners at the University of East Anglia (UEA), however due to staff relocation and the COVID pandemic, UEA are no longer able to continue their sponsorship and oversight of the study.

To date, we have enrolled one patient into this study and preliminary data is very encouraging. A further 9 patients are needed to complete the study, after which, if data remains encouraging there is the potential to develop the study into a large multi-centre clinical trial.

This study forms the basis of a higher medical degree (MD) for one of our cardiology SpR's who is currently undertaking an out-of-programme research experience to complete the study, gain academic experience, and submit an MD thesis.

The funding applied for in this application are on a matched basis (50% of costs will be matched by funds held in existing endowment research funds) and will support:

- Cardiff & Vale R+D costs for study sponsorship
- CEDAR Health Technology Research Centre costs to provide study oversight and governance (as required by the MHRA)

Does this application benefit:

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

Benefits to public/staff/patients:

Public: the results of this study will guide the design of a future multi-center clinical trial (likely several £million budget: Industry funded – Medtronic) to evaluate the treatment of heart failure with preserved ejection fraction with biventricular pacing. This would be the first proven treatment for this common and debilitating condition.

Staff: Completion of MD research project

Organization: Large potential for reputational benefit. Cardiff & vale UHB could potentially be leaders in field and act as the chief investigation site if a multi-center clinical trial ensues.

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

The 10 patients recruited to this study will require long-term cardiac device follow-up. It has already been agreed that this workload will be absorbed by the Directorate.

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

Medtronic: Will be providing the implant devices at no cost. In addition, Medtronic have provided ~£20,000 funds towards this project which have been used by UAE for their support of this study thus far. No additional funding is available from Medtronic as this is an investigator-led study.

Existing research endowment funds (held by ZY): £15,000 will be used to cover costs at Cardiff Metropolitan University where patient follow-up (contrast physiological stress echo and cardio-pulmonary exercise tests) will take place.

Funds Required
Name and number of Fund to be used

To cover CEDAR fees for study oversight meeting MHRA regulations. Final cost estimate to be provided, but will be in the range of £30-35K. This application is for £29,700 towards the cost of this fee (remainder to be met by existing research endowment funds held by ZY).

- Monies currently held in a designated fund – 9644 Hughes Legacy Cardiology, Balance at end of December 2023 was £232,861

Total: £29,700

Signed by Bid Proposer: *Zaheer Yousef*
Consultant

Designation:

Name (capital letters): Zaheer Yousef

Date: 05/03/2024

Signed by Divisional Manager: 

Specialist Clinical Board

Name (capital letters): Jessica Castle

Date: 20/3/24

Application for Funds From Charitable Funds Committee

Report Title:	Reporting Feedback on Successful CFC Bids		Agenda Item no.	3.2
Meeting:	Charitable Funds Committee	Public <input checked="" type="checkbox"/>	Meeting Date:	19th March 2024
Status <i>(please tick one only):</i>	Assurance <input checked="" type="checkbox"/>	Approval <input type="checkbox"/>	Information <input type="checkbox"/>	
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 9649 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 recently supported the following projects and its current balance remains at **£ 74,456.41** (end of month 1).

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

Checked
03/08/2024 16:36:06

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

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Approval/Scrutiny Route:

Committee/Group/Exec	Date:

Report Title:	STAFF LOTTERY BIDS PANEL REPORT			Agenda Item no.	3.3
Meeting:	Charitable Funds Committee	Public	✓	Meeting Date:	11th June 2024
		Private			
Status (please tick one only):	Assurance	✓	Approval	Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

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

The last meeting of the Staff Lottery Bids Panel took place on **8th April 2024**. The attached paper lists approved bids from the meeting. Panel members also proposed and agreed prize value of £24,000 for the November SuperMegaDraw. The next meeting of the panel will be held 2nd December, due to the pause of the scheme.

Members also agreed to cap the prize at £25,000 for the SuperMegaDraw, to be drawn in November 2025 and for consecutive years thereafter.

We are pleased to report fundraising income into the staff lottery for 23-24 was £296,300. The charity team continue to use every opportunity to increase membership into the scheme.

Successful Staff Lottery Bids Panel Project

Sam Davies Mural and Courtyard Project

Following the [recent 'Talking Point' project](#), funded by the Staff Lottery, a mural has been installed in Barry Hospital's courtyard garden, along with improvements to the outdoor area, inviting all staff, patients, and visitors to enjoy nature. Being surrounded by nature is known to bring a sense of calm, particularly for patients spending extended hours on a ward. Time spent outdoors in fresh air engages the senses and offers a welcome break, contributing positively to patients' recovery and overall wellbeing.

The previously neglected courtyard at Barry Hospital has undergone a revitalisation, now featuring new furniture and two vibrant artworks adorning its walls. The artworks were created by local artist Emma Jones following the 'Talking Point' project, delivered by Breathe Creative, working with patients on the Sam Davies Ward,



the rehabilitation ward at Barry Hospital, are providing a positive focus for the patients, carers and staff. Most of the patients on the Sam Davies Ward are elderly. Many of them have dementia, and their extended stays in the ward can often lead to feelings of isolation. The project aimed to evoke strength, resilience, humour, and creativity among participants, with their positive memories immortalised in the murals.



Emma Jones skillfully incorporated participants' personal stories into her artwork, alongside natural elements, transforming the courtyard into a serene and inviting space, just in time for spring.

Information and Recognition Day

The Mass Vaccination and Testing Team was formed during the Covid-19 pandemic, brought together from all areas of the NHS and other organisations to firstly offer testing, then immunisations. In 2024, they are now a substantive team, delivering Covid-19 and flu vaccinations across Cardiff and the Vale, and currently developing a health protection team.



To reflect on the changes and developments they have gone through since 2020, the team organised an event to involve the team, and to thank the whole department, including administrative, clinical and management staff. The team held an Information and Recognition Day, bringing all staff together on site to attend information sessions, followed by a variety of engagement sessions. Staff Lottery funding was secured to provide refreshments and healthy fruit options throughout the day as an acknowledgement of the team's hard work.

Josie Collins, the Clinical Lead of the Mass Vaccination and Testing Team, said: "We believe it will benefit the whole staff team and build better relationships between them. The staff are based over several sites; therefore, this is an opportunity to bring everyone together. The aim is that the all will feel valued, informed and happy to be part of our team."

Throughout the day, all enjoyed the opportunity to meet with colleagues in person, as well as learning about ways in which they can be supported in their roles.

Chilcott, Rachel
03/06/2024 16:36:06

Staff Lottery Bids Panel Bids April 24 (↑ £10k)

	No	Applicant	Destination	Description	Amount	Outcome
Apr -24	BP766 Resubmitted	Rebekah Wiltshire	Therapies @ UHL	Well-BEEing Courtyard Project. Including outdoor seating, planters, garden plants, soil and tools	£4,050	Approved
	BP776	Julie Cornish	Colorectal Surgery	Everywoman Festival Art Workshops and Outreach programme for women's Health	£2,500	Approved
	BP778	Ceri Waters	Cardiff and Vale Health Inclusion Service (CAVHIS)	Benching for patient. Bench and planter for outside the CAVHIS entrance area, outside CRI hospital	£1,211	Approved
	BP779	Emma Creedon	Pine Ward, Hafan y Coed	Wellbeing and Art Therapy Project	£3,736	Approved
	BP780	Rachel Wallbank	Therapies - Live Well Service	Wellness with WNO. A breathing and singing programme that supports health and wellbeing together with reducing social isolation for individuals living with a long-term condition	£3,000	Approved
	BP781	Claire Bird	Endoscopy, UHL	New Endoscopy staff room	£3,419	Approved
	BP782	Jenny Buckley	Ward East 6, UHL	CARE Project to improve the ward environment by addressing the needs of patients with dementia/ cognitive impairment	£3,021	Approved
	BP783	Sarah Howells	Pentwyn Community Mental Health	Restroom improvements. Furniture and kitchen white goods	£4,941	Approved

Chilcott, Rachel
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	BP785	Anna Colquhoun	Supportive Care Team	Promoting wellbeing through creativity in Supportive Care	£5,000	Approved
	BP786	Tim Nicholls	MHSOP	Forget Me Not Chorus - Sharing the power of song on E12, UHL and Lakeside, UHW	£6,753	Approved
	BP787	Madelaine Watkins	MHSOP	The Community Voices and Visions Peer Support Group for MHSOP	£1,401	Approved
	BP788	Jane Jenkins	IACU, Ward B, UHL	Improving patient centered care on IACU Ward B. Encouraging mobilisation, meaningful activity, cognitive simulation and improving outcomes ending pyjama paralysis	£3,278	Approved
					£42,609	

Small Bids Panel (Fast Track) Approved Bids April 24 (↑£250)

	No	Applicant's Name	Service	Description	Amount £
Apr-24	SBP279	Louise Blundson	People and Culture	People and Culture Staff Recognition Awards	£250
	SBP280	Sue Tapper	Mental Health CB	Mental Health CB Staff Recognition Award Event	£250
	SBP281	Abigail Bernard	Equity and Inclusion Team	Raising awareness of Access Ability, Disability Staff Network	£219
	SBP282	Kelly Davenport	Cardiff Community Resource Team	Cardiff South West Cluster Event	£155

	SBP283	Dayna Fowler	MHSOP	Christmas Choir	£166
	SBP284	Lesley Mullan	Bone Team, Academic Centre UHL	Staff Fridge	£210
	SBP285	Sian Jones	Diabetes Team, UHW	T1 and T2 Wellbeing Group	£232
	SBP286	Clare Gray	Health Visiting Team	Christmas Toy Appeal	£250
	SBP287	Lesley Mullan	Integrated Medicine	Fridge for Directorate Office	£210
	SBP288	Diana Owen	Riverside Health Centre	Refreshments for Flu Vaccine Uptake Improvement Debrief and Staff Recognition Session	£249
	SBP289	Christopher John	Children's Hospital for Wales	Staff Wellbeing Events	£249
	SBP290	Robin Wiltshire	Inpatient Psychology Service	Music Therapy on the in-patient wards	£250
	SBP291	Amy O'Sullivan	North & West Locality Office	Fridge and Kettle for Locality Office	£249
	SBP292	Lesley Mullan	Integrated Medicine	Pull up roller banner for the Memory Team	£71
	SBP293	Yvonne Lloyd	COPD and Home Oxygen Team	Office microwave and kettle	£120
	SBP294	Josie Collins	Mass Vaccination and Testing	Whole Team Information and Wellbeing Day	£250
	SBP295	Diane Skillern	Pharmacy and WMAS Area	Radios for Office	£90
	SBP296	Abigail Harris	Strategic Planning and Commissioning	Wellbeing Walking	£250
	SBP297	Karen Vaughan	Occupational Health	Schwartz Rounds for Staff	£193

	SBP298	Jan Szura	Community Resource Team	Kitchen appliance for staff room in Locality Building	£214
					£4,127

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

I am pleased to report on the continued support the Staff Lottery fund provides to enhance the patient, staff and visitor experience and is extremely efficient in terms of its turnaround of fast-track bids for funding, which benefits services across Cardiff and Vale University Health Board.

Recommendation:

The Committee is requested to:

Note the content of the Staff Lottery Bids Panel Report for assurance.

Link to Strategic Objectives of Shaping our Future Wellbeing:

Please tick as relevant

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

Five Ways of Working (Sustainable Development Principles) considered

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: Yes/No	
Decarbonisation: Yes/No	
Approval/Scrutiny Route:	
Committee/Group/Exec	Date:

Chilcott, Rachel
03/06/2024 16:36:06

Report Title:	STAFF LOTTERY TERMS OF REFERENCE			Agenda Item no.	3.4
Meeting:	Charitable Funds Committee	Public	√	Meeting Date:	11 June 24
Status <i>(please tick one only):</i>	Assurance	Private		Information	
Lead Executive:	Catherine Phillips, Executive Director of Finance				
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

Background and current situation:

The 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.

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. I support the decision that panel cannot consider duplicate/similar projects from the same department and projects should be one-off.

Recommendation:

The Committee is requested to:

- **Endorse** the amendment 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	√
• 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	√

<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 	
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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:

Chilcott, Rachel
03/06/2024 16:36:06



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.

The panel will meet every four months. Dates of the panel meetings will be published on the UHB's SharePoint pages, 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 50% of 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. This ensures staff lottery monies is being invested fairly and equitable across the organisation and for those who bid for them

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
- Patient Experience
- Staff side representatives
- Communications and Engagement and Health Charity

Corporate departments and clinical boards are encouraged to identify candidates with operational and management backgrounds.

The Chair's role is delegated by the Chair of Cardiff and Vale University Health Board. The Board of Trustees will endorse an Independent Member in the role. Staff Lottery Bids Panel members will seek and approve the role of Vice Chair, and the Charitable Funds Committee will be asked to endorse it. Appointments will be for a period of four years. When invited, the Chair will report on the activities of the panel to the Charitable Funds Committee.

At least six members must be present to ensure the quorum of the panel, (including Chair or Vice Chair; 2 representatives from Clinical Boards and 1 staff representative).

CHAIR'S ACTION

Occasionally, in unexpected or urgent circumstances, a decision which would normally be taken by the panel will need to be progressed/ actioned between scheduled meetings. In these circumstances, panel members will review the application remotely and the Chair will respond on behalf of the panel decision. The Secretariat must ensure that any such action is formally recorded and reported to the next meeting of the panel for ratification.

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 or Vice Chair, Assistant Director of Finance and Head of Health Charity on an ad-hoc basis.

SECRETARIAT

The Health Charity team 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 meet three times during the financial year. However, this is dependent on the availability of funds. One meeting will be used as a "Timeout Business" session.

DRAFT

Chilcott, Rachel
03/06/2024 16:36:06

Report Title:	Health Charity Fundraising Report		Agenda Item no.	4.1
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 (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement			

Main Report

Background and current situation:

Background and current situation:




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

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

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

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

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

	<ul style="list-style-type: none"> • Prop afternoon tea event was held at the Vista Lounge on Friday 26th April - £1, 222 (see table 2 below). • Parkgate hotel is confirmed for Prop Ball on 25th October and ticket sales are open. • Work on increasing visibility of Prop Appeal at the Neuro Rehab Unit is underway. • 23-24 Income £24,623 • Expenditure £42,316
	<ul style="list-style-type: none"> • Breast Centre Appeal Afternoon Tea – March 2024 - £1,100 (see table 1) • Sarah & Tony Lawrence Haircut Fundraiser – March 2024 - £1,192 • 10YFan Walk £2,048 to date. • Evening of Mediumship – 4th June 2024 • Gold Tie Ball 30th November 2024 • 23-24 Income £109,077 • Expenditure £122,228
	<ul style="list-style-type: none"> • Gifts In Wills income received in 23/24: £206,453 • Fundraising awareness raising campaign is being progressed with support from Health Charity and Digital Communications



- Allocated numbers at the end of April stands at 6086 per draw generating £26,352 per month
- The lottery will pause for three months, June-August whilst an operational upgrade of the system takes place
- The next SuperMegaDraw takes place in November. Awarding one lucky member £24,000
- 23-24 Income £296,300
- Expenditure £255,334



- £700 from the State of Art project – A Research & Development project funded by the Arts Council of Wales, addressing inequality within ethnically and culturally diverse communities through engagement with the creative arts



- Applied for Green Flag award. Awaiting outcome
- 23-24 Income £57,479
- Expenditure £54,652



- £1,000 donation from Services Design Solution at their 20th Anniversary celebration with further opportunity to work together in the future and gain sponsorship/partnership.
- Three 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
- GlastonBARRY has chosen the Health Charity as their Charity of the year at their event on Saturday 27th July, based in Romily Park in Barry. The event welcomes up to 7,000 visitors a day to the fun, friendly and entertaining tribute festival. Members of the Charity team will be on hand to offer advice on fundraising and how supporters can get involved and support the charity.
- So far, 20 supporters have signed up to run the Cardiff Half Marathon in October.
- 23-24 Income £13,173
- Expenditure £22,057

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The tables below 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 a high volume of income, it is important for the Health Charity to build awareness, be engaged with and visible in the community of Cardiff and the Vale of Glamorgan.

Completed Events 2024/25

Table 1 - Breast Centre Afternoon Tea. March 24

	Estimated	Actual
TOTAL INCOME	£2,510	£3,152
TOTAL NON-STAFF COSTS	£1,552	£1,572
TOTAL STAFF COSTS	£480	£480
NET FUNDRAISING	£477	£1,100

Table 2 - Prop Appeal Afternoon Tea. April 24

	Estimated	Actual
TOTAL INCOME	£3,100	£2,547
TOTAL NON-STAFF COSTS	£1,250	£845
TOTAL STAFF COSTS.	£480	£480
NET FUNDRAISING	£1,370	£1,222

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

I am pleased to provide an updated report on the activities of the Health Charity during the period 1st March – 31st May 2024.

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

Recommendation:

The Committee is requested to:

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

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

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Report Title:	STAFF BENEFITS GROUP REPORT		Agenda Item no.	4.2
Meeting:	CHARITABLE FUNDS COMMITTEE	Public	Meeting Date:	11th June 2024
		Private		
Status <i>(please tick one only):</i>	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 scheduled for 7th May 2024 was cancelled and has been rescheduled for 18th June 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 March – May 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

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:

Report Title:	Health Charity Events Planner 2024/25		Agenda Item no.	4.3
Meeting:	Charitable Funds Committee	Public <input checked="" type="checkbox"/>	Meeting Date:	11th June 2024
Status <i>(please tick one only):</i>	Assurance <input type="checkbox"/>	Approval <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	
Lead Executive:	Catherine Phillips, Executive Director of Finance			
Report Author (Title):	Joanne Brandon, Director of Communications, Arts, Health Charity and Engagement			

Main Report

Background and current situation:

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

The day to day administration of funds and operational management of the Health Charity is undertaken by a team of staff based at Woodland House.

The Health Charity Team assist and support supporters and clinical boards in a wide range of fundraising events throughout the year to:

- Support individual appeals for Clinical Boards and fundraisers
- Involve and support staff members in their individual fundraising for the HC
- Raise awareness of the Health Charity’s fundraising activities to encourage staff and public involvement, improve sponsorship and partnership opportunities
- It was raised at the Charitable Funds Committee to request formal support and to obtain agreement across the Management Executive attendance and support of events.

The attached calendar for 2024/25 (Appendix 1) provides information on activities taking place for the year ahead, managed by the Health Charity Team and Arts Programme.

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	<input 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 sectors, making best use of our people and technology	<input checked="" type="checkbox"/>
4. Offer services that deliver the population health our citizens are entitled to expect	<input type="checkbox"/>	9. Reduce harm, waste and variation sustainably making best use of the resources available to us	<input checked="" type="checkbox"/>

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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Health Charity & Arts Calendar 2024/25

April

- 5 Mandala Making Workshop, Hearth Gallery
- 12 Opening Event Exhibition, Hearth Gallery
- 19 Stone Creatures Workshop, Hearth Gallery
- Cyanotypes Workshop, Hearth Gallery
- 26 Afternoon Tea Vista Lounge, Cardiff
- 366 Challenge for Charli Better Life
- Staff Lottery Draws
- Health Hero Award

May

- 1 Walk This May! Campaign
- 1 Brave the Shave - Dementia
- 10 Creative and Therapeutic Arts Exhibition, Hearth Gallery
- 11 CarTen100
- 11 IOyFan challenge Pen y Fan
- 13 Opening Event Exhibition, Hearth Gallery
- Men's Euro Cup Sweepstake campaign
- Staff Lottery SuperDraw
- Health Hero Award

June

- 21 Rubicon Dance Exhibition, Hearth Gallery
- 30 Bucket Collection Cardiff Bay Triathlon
- Skydive for PICU
- Health Hero Award

July

- 11 Lung Cancer Ball
- 27 GlastonBarry Charity Partner
- Health Hero Award

August

- 2 Summer Open 2024 Exhibition, Hearth Gallery
- Health Hero Award

September

- 13 Sight Life Exhibition, Hearth Gallery
- Staff Lottery Draws
- Health Hero Award

October

- 6 Half Marathon Cardiff
- 25 Winter Open 2024 Exhibition, Hearth Gallery
- Prop Ball Park Gate Hotel, Cardiff
- Staff Lottery Draws
- Health Hero Award

November

- Shine Bright UHW/UHL
- 5 Christmas Makers Market (1) Hearth Gallery
- 13 Christmas Makers Market (2) Hearth Gallery
- 30 Gold Tie Ball Mercure Hotel, Holland House
- Staff Lottery SuperMegaDraw
- Health Hero Award

December

- 6 Festive Fridays (every friday)
- Staff Lottery Draws
- Health Hero Award

January

- Staff Lottery Draws
- Health Hero Award

February

- 1 Healthy Heart Month Campaign
- Staff Lottery Draws
- Health Hero Award

March

- Afternoon Tea
- Staff Lottery Draws
- Health Hero Award

*Skydives are ongoing throughout the year

Key:

- Health Charity
- Breast Centre Appeal
- Prop Appeal
- Arts Programme