

Public Charitable Funds Committee

10.12.2024

Tue 10 December 2024, 09:00 - 11:00

MS Teams

Agenda

09:00 - 09:05 **1. Preliminaries** 5 min

1.1. Welcome & Introductions

John Union

1.2. Apologies for Absence

John Union

1.3. Declarations of Interest

John Union

1.4. Minutes of the Committee Meeting held on 17.09.2024

John Union

📄 1.4 - Unconfirmed Public CFC Minutes 17.09.2024.pdf (6 pages)

1.5. Actions following the Meeting held on 17.09.2024

John Union

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

1.6. Chair's Actions

John Union

09:05 - 09:55 **2. Items for Review & Assurance** 50 min

2.1. Health Charity Financial Position & Investment Update

20 mins *Robert Mahoney*

📄 2.1a - Financial Paper December 2024 v2.pdf (5 pages)

📄 2.1b - Cashflow working file 2.pdf (1 pages)

📄 2.1c - General Fund IE Balance Projections Attachment 2 (2).pdf (1 pages)

2.2. Investment Portfolio update – Presented by Rathbones

30 mins *Rathbones*

09:55 - 10:20 **3. Items for Approval / Ratification** 25 min

3.1. Reporting Feedback on Successful CFC Bids:

Chilcott, Rachel
04/12/2024 14:42:47

5 mins Joanne Brandon

- Wales Transplant Games - Verbal Update

3.2. Our Health Meadow Changes of Status

10 mins Joanne Brandon

📄 3.2 - Health Meadow Change of Status.pdf (3 pages)

3.3. Staff Lottery Bids Panel Terms of Reference - Update

5 mins Joanne Brandon

📄 3.3 - Staff Lottery Bids Panel DRAFT Terms of Reference Dec '24.pdf (2 pages)

3.4. Charitable Funds Investment Management Services Contract Extension

10 mins Robert Mahoney

📄 3.4 - Asset Investment Management Services for C&V Charitable Funds v2.pdf (2 pages)

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

0 min

4.1. Health Charity Fundraising Report

Joanne Brandon

📄 4.1 - Health Charity Fundraising Report December '24 v2.pdf (4 pages)

4.2. Staff Benefits Group Report

Rachel Gidman

📄 4.2 - Staff Benefits Group Report Dec '24 v2.pdf (4 pages)

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

0 min

John Union

10:20 - 10:20 6. Items for the Private Meeting:

0 min

John Union

- i) Approval of Private Minutes
- ii) Financial Sustainability
- iii) Lottery License Update
- iv) More Partnership Review
- v) 10% Levy Approval

10:20 - 10:20 7. Review of the Meeting

0 min

John Union

10:20 - 10:20 8. Date and time of next Meeting:

Created by Rachel
04/11/2024 14:22:47

0 min

John Union

18 March 2025 via MS Teams at 9am

10:20 - 10:20 **9. Declaration**

0 min

John Union

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

Chilcott, Rachel
04/12/2024 14:22:47



**Unconfirmed Public Minutes of the Charitable Funds Committee
17 September 2024
Via Microsoft Teams**

To watch this meeting, please click here:

[Cardiff & Vale University Health Board - Charitable Funds Committee Meeting 17.09.2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Present:		
John Union	JU	Committee Chair / Independent Member – Finance
Joanne Brandon	JB	Director of Communications, Arts, Health Charity and Engagement
Susan Lloyd-Selby	SL	Independent Member – Local Authority
Rob Mahoney	RM	Deputy Director of Finance
Catherine Phillips	CP	Executive Director of Finance
Matt Phillips	MP	Director of Corporate Governance
Sara Moseley	SM	Independent Member – Third Sector
Emma Cooke	EC	Executive Director of AHPs, Health Scientists and Community Services Development
In Attendance:		
Rebecca Holliday	RH	Head of Financial Services
Mark Jones	MJ	Audit Manager
Secretariat:		
Rachel Chilcott	RC	Corporate Governance Officer
Apologies:		
Rachel Gidman	RG	Executive Director of People & Culture
Ceri Phillips	CP	UHB Vice Chair
Charles Janczewski	CJ	UHB Chair

CFC24/09/001	Welcome & Introductions The Committee Chair (CC) welcomed everyone to the meeting.	Action
CFC24/09/002	Apologies for Absence Apologies for Absence were noted.	
CFC24/09/003	Declarations of Interests No interests were declared.	
CFC24/09/004	Minutes of the Committee Meeting held on 11.06.2024 To view the minute: https://youtu.be/Fqc_CJWkJw8?t=172 The Committee reviewed the minutes of the meeting held on 11 th June 2024. The Committee resolved that: a) The minutes of the meeting held on 11 th June 2024 were approved as a true and accurate record.	

Chilcott, Rachel
04/12/2024 14:22:47

CFC24/09/005	<p>Committee Action Log</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=220</p> <p>The Committee reviewed the Action Log.</p> <p><u>CFC24/06/009 - Staff Lottery Bids Panel Report</u>: The Independent Member – Local Authority (IM-LA) confirmed that she had visited Barry Hospital and that the action could be marked as complete.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The Action Log was noted. 	
CFC24/09/006	<p>Chair’s Action – Health Charity Review – External Consultant Proposal</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=292</p> <p>The Director of Communications provided the following summary:</p> <ul style="list-style-type: none"> • Over the past 18 months, significant work had been undertaken by the Task & Finish Group (T&FG), led by the Executive Director of Finance (EDF). • On June 11th, the Charitable Funds Committee (CFC) agreed to commission an external independent consultant for a medium-term review of the Health Charity’s finance and governance actions and current financial operating model. • The request was to approve the engagement of the external consultant to review the Health Charity as per the proposal discussed in the private session of the CFC. <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The contents of the report were noted; b) It was noted that the Chairs Action would be received by the Committee at the private meeting held on the 17.09.2024. 	
CFC24/09/007	<p>CVUHB Charity Accounts 2023-24 - AW 2024 Audit Plan</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=436</p> <p>The Audit Manager (AM) took the paper as read and highlighted a few updates:</p> <ul style="list-style-type: none"> • Planning had not yet started, and so the risks and areas of interest for the audit (outlined in Exhibit 1) were based on past audit work. • Page 11 - They anticipated starting in on the 11th of November 2024, which was earlier than initially planned. • Page 13 - The audit lead had been confirmed as Helen Parkhouse. <p>The Independent Member – Third Sector (IM-TS) asked whether the audit fee came from the Health Charity of the University Health Board (UHB).</p> <p>The AM confirmed that the audit fee came from the Health Charity.</p> <p>The CC asked when the audit work would be concluded.</p> <p>The AM responded that the aim was to conclude fieldwork and issue the audit report for comments in early January, but having the flexibility towards the end of January was preferred to ensure everything was covered.</p> <p>The Director of Corporate Governance (DCG) confirmed that the Board of Trustee meeting would be held on the 23rd of January 2025, and they would aim for the work to be concluded for that date.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> a) The CVUHB Charity Accounts 2023-24 - AW 2024 Audit Plan was noted. 	
CFC24/09/008	<p>Health Charity Financial Position & Investment Update</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=748</p>	

Chilcott, Rachel
04/12/2024 14:22:44

The Deputy Director of Finance (DDF) presented the report and highlighted two key issues:

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

The DDF highlighted the following:

- Table 1 summarised the financial position of the Charity for the period to 31st July 2024
- Table 2 compared their current income performance (£594k) to previous years (£448k and £367k). However, this year's figure was inflated by a significant legacy, and their underlying income position was a lot less than previous years.
- The General Fund's main issue was the difficulty in redirecting income to it, although the decrease in income primarily affected other funds among the 300 total funds.

The CC asked whether legacies were always restrictive in their nature.

The DDF responded that they were more likely to be restrictive, as people often left money to the UHB for a specific purpose.

The DDF continued:

- Table 3 provided the Summary Balance Sheet as of 31st March 2024, which illustrated that the balance sheet had decreased by £0.004m.
- Cashflow forecast - £400k had been realised from the investment portfolio to May 2024. Based on current spending plans and trajectories, it was projected that a further cash release from investments of £250k may be required to further support the cash position to the end of the financial year. It was anticipated that the Charity would request £125k in October 2024, with the possibility of a further £125k later in the financial year.
- The General Fund had been closed to new applications for funding for some time, but Table 5 detailed outstanding commitments still to be funded.
- The value of the General Fund was projected to continue to decline with an increase in deficit over the coming years. The T&FG had been tasked to consider options to address the financial stability of the Funds Held on Trust. In addition, the group had commissioned external consultants, More Partnership.

The DDF highlighted the following key financial risks:

- 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.

The IM-TS commended the transparency around the funding, and asked to what extent the audit would draw out some of the highlighted risk areas.

The DDF responded that Audit Wales were fully aware of the risks, and that they had not raised these as an audit risk to date.

The EDF noted that despite having a deficit fund, they were a going concern with assets valued at £8-9m, and this distinction was crucial for audits.

The IM-LA acknowledged the potential reputational risk around trust and noted that it was beneficial that they were being transparent in the public domain with a clear action plan in place.

The Committee resolved that:

- a) The financial position of the charity was noted;
- b) The performance of the investment portfolio was noted;
- c) The over commitment of the General Reserve was noted;
- d) The development of a longer-term plan to reduce the deficit on the General Fund Reserve was noted.

Chilcott, Rachel
04/12/2024 14:22:47

CFC24/09/009	<p>Over 25k Bids for Approval</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=1690</p> <p><i>None to report.</i></p>	
CFC24/09/010	<p>Reporting Feedback on Successful CFC Bids</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=1712</p> <p><i>No bids to report on.</i></p>	
CFC24/09/011	<p>Staff Lottery Bids Panel Report</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=1741</p> <p><i>No bids panel held in the last quarter.</i></p>	
CFC24/09/012	<p>Children & Women's Clinical Board Transfer request from capital in perpetuity to endowment funds</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=1859</p> <p>The DOC presented the report and provided the following summary:</p> <ul style="list-style-type: none"> • The Children & Women's Clinical Board sought approval from the CFC to request the Charity Commission to remove restrictions on a fund valued at £34,071.73. • The fund originated from a property left by Catherine Jenkins, with two parts – a capital part and an annual £4000 for maternity and child welfare. • The Clinical Board wanted to use these funds to relocate the Integrated Children's Community Nursing Service (ICCN) to Glan Ely Ward at St David's Hospital. This move aimed to improve recruitment, teaching, research, and multidisciplinary collaboration. <p>The IM-LA sought clarity on the governance arrangements for requesting changes to a fund's restrictions, and who had the authority to make a request to the Charity Commission.</p> <p>The DCG noted that the paper did not fully explain why the Charity Commission's involvement was needed, and noted the following:</p> <ul style="list-style-type: none"> • The Trustee had certain powers, and any questions under the scheme meant that the Trustees could go to the Commission. • They could explore whether the Trustees had the inherent powers to make changes without the Commission's approval. • The DCG was comfortable with the CFC making the decision due to its delegation from the Board of Trustee, but that he planned to review the Committee terms of reference to clarify governance and delegation boundaries. <p>The EDF interpreted from the paper that the funds were held in perpetuity and could not be spent without Charity Commission approval to change their status. She agreed that the corporate side of the Charity (rather than the Clinical Board) who should handle the request to the Commission to ensure it aligned with the original donor's wishes.</p> <p>The Head of Financial Services (HFS) noted that the Charity Commission website stated that if the fund was greater than £25k, it needed to be ratified. Therefore, they would have to make a submission to the Commission.</p> <p>The IM-LA believed that the resolution to change the fund's status should be made by the Trustees, as it likely fell within their powers. If there was any uncertainty, it should be clarified by the Commission.</p> <p>The DCG interpreted the recommendation as moving responsibility from the Children & Women Clinical Board to the corporate space, with the Charity as the corporate entity handling the request to the Charity Commission. He was comfortable with the CFC making the decision.</p>	

Chilcott, Rachel
04/12/2024 14:22:15

	<p>The CC suggested the recommendations on the paper be amended to reflect the discussion.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> The purposes of the Children & Women’s Clinical Board endowment fund ‘Catherine Jenkins Clip Fund 9701’ can be better achieved through spending of the fund itself rather than through the use of any income was resolved; A letter being sent from the Health Charity to the Charity Commission seeking authority to spend the fund as per the above resolution was approved. The letter shall set out a statement of reasons for the request. 	
CFC24/09/013	<p>Health Charity Fundraising Report</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=2596</p> <p>The DOC presented the report to the Committee for noting.</p> <p>The IM-LA asked for the upcoming paper on the Health Meadow to address sustainability. Additionally, she asked whether the CFC was being asked to decide today on allowing colleagues across NHS Wales to join the staff lottery.</p> <p>The DOC responded that since restarting the lottery on the 1st September 2024, many NHS colleagues had asked why they could not participate. The next step was to assess the scale of the issue and ensure the lottery was equitable for all, whether they were direct employees or hosted staff. The matter would be brought to a future CFC for approval once explored.</p> <p>The CC suggested that the following recommendations to be amended:</p> <ul style="list-style-type: none"> To note that a paper would be brought to the following Committee to approve the ‘rename’ the Health Meadow Appeal to a Fund status from October 2024 To note that a paper would be brought to the following Committee to agree to “step down” the Health Meadow Steering Group <p>The Committee resolved that:</p> <ol style="list-style-type: none"> The Health Charity Report for information was noted The Arts for Health and Wellbeing achievements were acknowledged The Health Meadow’s achievements were acknowledged A paper would be brought to the following Committee to approve the ‘rename’ of the Health Meadow Appeal to a Fund status from October 2024 was noted A paper would be brought to the following Committee to agree to “step down” the Health Meadow Steering Group was noted The option of allowing colleagues from NHS Wales to join the lottery to ensure equitability was considered. 	
CFC24/09/014	<p>Staff Benefits Group Report</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=3138</p> <p>The DOC presented the report to the Committee for noting.</p> <p>The IM-TS asked whether there had been any link up with the third sector in terms of access to Citizens Advice services (for example) onto the UHB premises.</p> <p>The DOC responded that there was lots of information and resources around this on SharePoint.</p> <p>The Committee resolved that:</p> <ol style="list-style-type: none"> The Staff Benefits Group Report for the period June – August 2024 was received for information. 	
CFC24/09/015	<p>Staff Lottery Bids Panel Terms of Reference - Update</p> <p>To view the minute: https://youtu.be/Fqc_CJWkJw8?t=3559</p> <p>The DOC presented the updated Terms of Reference (ToR) report to the Committee for noting.</p>	

	<p>The IM-LA asked if there was a specific timeframe for the rule against funding duplicate projects, and whether the rule applied indefinitely or just within the financial year. She noted that there may be legitimate reasons for reapplying for similar projects after some time.</p> <p>The DOC suggested a 12-month period.</p> <p>The HHS informed the Committee that the Bids Panel observed requests for the same project recurring every 12 months, effectively becoming recurrent funding. She suggested being mindful of this pattern, as it involved the same applicants requesting up to £10,000 repeatedly.</p> <p>The DOC suggested that the Panel should have the discretion to reject recurrent funding requests in favour of more favourable bids, with the condition that no more than one bid was considered within a 12-month period.</p> <p>The EDF noted that the Panel should not be able to agree on recurrent expenditure and should instead only approve posts or individual expenditures in bids. She recommended clarifying bidding principles to avoid relying solely on timelines.</p> <p>The DOC noted that a valid recurrent bid was the annual staff awards.</p> <p>The IM-LA emphasised the importance of sustainability in funding applications and discouraged repeated requests for the same purpose without considering the long-term viability. She acknowledged that some recurring requests might be legitimate and suggested that these be clearly defined within the ToR.</p> <p>The IM-TS stressed the need for clarity in the guidelines, but cautioned against being too restrictive as some valuable projects might not be sustainable yet worth funding.</p> <p>The EDF emphasised the need for clarity in terminology, particularly regarding “recurrent” and “non-recurrent” expenses. The staff awards, although annual, did not need to be funded by charitable funds. She highlighted the need to be flexible, whilst ensuring that spending aligned with public expectations and Charity Commission rules to avoid long-term financial commitments.</p> <p>The CC suggested circulating the ToR outside of the meeting to the CFC and Bids Panel members to agree on the amendments and wording of the TOR. He suggested that the amended ToR be ratified at the following CFC meeting.</p> <p>The Committee resolved that:</p> <ul style="list-style-type: none"> a) The amendments to the Staff Lottery Bids Panel Terms of Reference were endorsed and would be ratified at the following committee. 	
<p>CFC24/09/016</p>	<p>Any Other Business</p> <p><i>No items.</i></p>	
<p>CFC24/09/017</p>	<p>Date and Time of Next Meeting</p> <p>10 December 2024 via MS Teams.</p>	

Chilcott, Rachel
04/12/2024 14:22:47

Action Log
Following Charitable Funds Committee Meeting
17 September 2024
(Updated for 10 December 2024 meeting)

MINUTE REF	SUBJECT	AGREED ACTION	COMPLETION DEADLINE	LEAD	STATUS
Actions					
CFC24/09/012	Children & Women's Clinical Board Transfer request from capital in perpetuity to endowment funds	To amend the recommendation to: <ul style="list-style-type: none"> Resolve that the purposes of the Children & Women's Clinical Board endowment fund 'Catherine Jenkins Cip Fund 9701' can be better achieved through the spending of the fund itself rather than through the use of any income. Approve a letter being sent from Health Charity to the Charity Commission seeking authority to spend the fund as per the above resolution. The letter shall set out a statement of reasons for the request. 	10.12.2024	Corporate Governance Officer	COMPLETED – papers and Boardbook amended.
CFC24/09/013	Health Charity Fundraising Report	To amend the recommendation to: <ul style="list-style-type: none"> To note that a paper would be brought to the following Committee to approve the 'rename' the Health Meadow Appeal to a Fund status from October 2024 To note that a paper would be brought to the following Committee to agree to "step down" the Health Meadow Steering Group 	10.12.2024	Corporate Governance Officer	COMPLETED – papers and Boardbook amended.
CFC24/09/015	Staff Lottery Bids Panel Terms of Reference - Update	For the Director of Communications to circulate the ToR to the Committee Members and Staff Lottery panel for comments, to be ratified at the following CFC meeting.	10.12.2024	Joanne Brandon	COMPLETED - Added to the Forward Plan for December's CFC meeting for ratification.
Actions referred from Committees of the Board/Board					

Chilcott Rachel
04/12/2024 14:22:47



Report Title:	Charitable Funds Financial Position Report for the Period Ended 31st October 2024.			Agenda Item no.	2.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.2024
		Private			
Status:	Assurance	X	Approval	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	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 October 2024.
- Assess the forecast financial position of the Charity including commitments already made.

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

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

- The value of the Charitable Funds has decreased by **£0.388m** from 1st April 2024 to 31st October 2024. This incorporates net expenditure of **£0.295m** over income and a loss of the Investment Portfolio value of **£0.093m**.
- The General Reserve is currently in deficit, which with remaining commitments, is forecast to be in deficit by **£0.770m** at 31st March 2025.

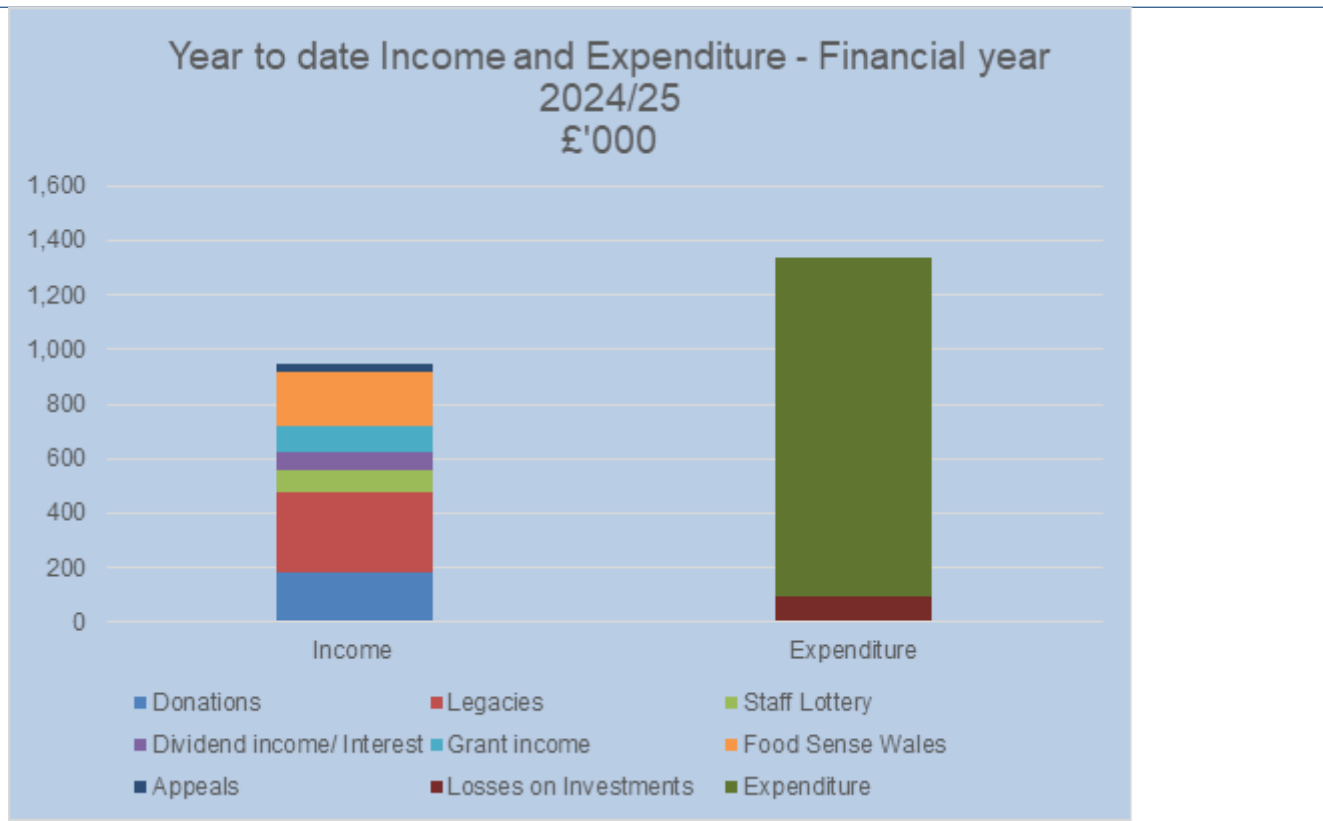
Financial Performance to 31st October 2024

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 October 2024.

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
Fund Balances brought forward April 2024	2,953	2,195	4,222	9,370
Total Income Resources	211	740		951
Total Resources Expended	-747	-499	0	-1,246
Net Incoming/(Outgoing) Resources	-536	241		-295
Gains / (Losses) on Investment Assets	-93			-93
Fund Balances carried forward to 31st October 2024	2,324	2,436	4,222	8,982
Net Movement in Funds	-629	241	0	-388

Table 1 shows the Charity has generated £0.951m of income and spent **£1.246m** for the financial year to date. This has resulted in net expenditure of **£0.295m**. In addition, the charity has seen market value losses on its investments of £0.093m for the period to 31st October 2024. The combined effect of this is a net decrease in fund balances for the period ending 31st October of £0.388m.



An analysis of the income received by the charity for the year, is contained in Table 2. This also shows the comparison of income received for the same period over the previous 2 years.

Table 2: Schedule of Income for the period to 31st October 2024

Income	Unrestricted £000	Restricted £000	Total 24/25 £000	23/24 October £000	22/23 October £000
Legacies	25	271	296	6	45
Grants (FR)	0	92	92	176	0
Food Sense Wales	0	204	204	89	0
Donations	115	65	180	300	528
Staff Lottery	0	83	83	147	141
Appeals	30	0	30	28	107
Dividend Income / Interest	43	23	66	76	62
Total Income	213	738	951	822	883

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

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

Chilcott, Rachel
04/12/2024 14:22:47

	Opening Balance £000 01.04.24	Closing Balance £000 31.10.24	Change in Financial Year £000
Fixed Assets			
Investment Portfolio	5,789	5,296	(493)
Rookwood Hospital	4,182	4,182	0
Net Current Assets / Liabilities			
Cash	226	283	57
Debtors	262	9	(253)
Liabilities	(1,089)	(788)	301
Total Net Assets	9,370	8,982	(388)
Unrestricted Funds	2,953	2,324	(629)
Restricted Funds	2,195	2,436	241
Endowment Funds	4,222	4,222	0
Total Funds	9,370	8,982	(388)

The balance sheet has decreased by £0.388m in the period, as per the table, due to £0.295m excess expenditure and £0.093m investment loss.

Cashflow Forecast

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

Forecast Financial Position of the Charity's General Fund Reserve

I&E Outlook analysis of the General Reserve Fund

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

The General Fund incorporates income that is not specified to a particular fund, alongside increases, and decreases in the Charity's investment portfolio valuation. Expenditure that is not specific to a particular fund, is also attributed to the General Fund. This includes the staff costs of the Charity that cannot be recharged to specific funds. At present, this currently incorporates 70% of the cost of the Charitable Funds team.

Attachment 2 provides an assessment of the movement in the General Reserve Fund from 2020-21 to 2023-24, a current year projection, and a forward projection for the financial years 2024-25 to 2026-2027.

The analysis highlights that prior funding commitments, combined with staff recharges and a reduction in investment values led to a brought forward deficit on the General Fund of £0.605m at the beginning of the 2024-25 financial year.

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

Table 5: Outstanding commitments against General Reserves

Commitments	Approved £ £'000	Outstanding £ £'000	Detail
Welsh Transplant Team	40	4	8 years remaining
Neurological Gardens - On - Going Maintenance Cost	94	75	
Total	134	79	

The draft out-turn valuation of the General Fund is projected to be **£0.770m** at 31st March 2025.

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

CUMULATIVE IMPACT				
Change in fund value arising from operations	(914,148)	(1,154,148)	(1,394,148)	(1,634,148)
Change in fund value arising from movement in Investments & Commitments	309,020	384,077	521,329	658,581
Balance of General Reserve	(605,128)	(770,071)	(872,819)	(975,567)

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

The group looked at:

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

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

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

Key points for the attention of Committee:

The key financial risks are :-

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

The General Fund is forecast to be **£0.770m** in deficit by year end.




Recommendation:

The 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

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>

Five Ways of Working (Sustainable Development Principles) considered

P								
r								
e								
v								
e								
n								
t								
i								
o								
n								
	Long term	X	Integration		Collaboration		Involvement	

Quality Impact Assessment Completed?

Yes – (please provide completed QIA document)		No – (Please provide reasoning, e.g. not required)		n/a
---	--	--	--	-----

Impact Assessment:

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

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

Committee/Group/Exec	Date:

Cardiff and Vale Health Charity Cash Flow Forecast

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total	2023/2024	CHANGE
Brought forward balance	223,047	366,963	571,371	445,719	422,277	284,965	326,217	268,684	372,328	362,183	283,630	218,243	223,047	559,089	
	ACT	ACT	ACT	ACT	ACT	ACT	ACT	EST	EST	EST	EST	EST		Total	Total
Receipts															
Staff Lottery	23,634	26,211	27,687				28,370	28,239	28,239	28,239	28,239	28,239	247,096	299,568	(52,472)
Grants				12,058			82,020	16,993					111,071	431,816	(320,745)
Legacies	213,525				46,414		41,077	226,662		85,000	36,475		649,153	350,383	298,770
Investment Income			40,013			28,533			37,000			37,000	142,546	104,150	38,396
Food Sense Wales	96,348	46,825	7,415	2,112	61,394		32,966	7,500	24,838			46,456	325,853	247,036	78,817
VAT Reclaim			22,631		8,819								31,450		31,450
Other Donations	22,540	35,133	38,333	16,508	9,990	16,365		28,650	28,650	28,650	28,650	28,650	282,119	329,599	(47,480)
Bank Account Interest	1,099	1,524	1,664	2,188	1,847	1,432	1,264	1,400	1,400	1,400	1,400	1,400	18,017	19,923	(1,906)
Gift Aid	2,518		1,642		316					2,518			6,994	7,541	(547)
JustGiving	3,390	8,056	4,762	3,885	7,254	13,998	17,306	10,100	10,100	10,100	10,100	10,100	109,151	104,895	4,257
Paypal	255	393	78	739	477		2,138	1,050	1,050	1,050	1,050	1,050	9,330	11,206	(1,876)
Stripe	1,464		1,974	1,527	3,967	3,570	1,749	2,950	2,950	2,950	2,950	2,950	29,001	30,026	(1,025)
Much loved	815		71				95					1,702	2,684	1,590	1,094
Operational Receipts	365,588	118,141	146,201	39,088	140,478	145,918	124,964	323,544	134,227	159,907	108,864	157,547	1,964,467	1,937,733	26,734
Cash Withdrawal Rathbone Sale of Investments		400,000						125,000				125,000	650,000	0	
Total Cash Receipts	365,588	518,141	146,201	39,088	140,478	145,918	124,964	448,544	134,227	159,907	108,864	282,547	2,614,467	1,937,733	26,734
Payments															
Christmas Allocation									(10,500)				(10,500)	(10,500)	0
Food Sense Wales		(73,723)	(5,400)		(946)	(2,172)		(52,178)	(51,620)	(50,905)	(45,163)	(45,163)	(327,269)	(136,210)	(191,059)
Grow Cardiff							(79,160)						(79,160)	(326,299)	247,139
Cardiology Refurbishment												(170,000)	(170,000)		(170,000)
Horatios Gardens							(9,418)						(9,418)	(192,000)	182,582
Other Creditors	(206,860)	(189,804)	(80,801)	(60,802)	(201,401)	(99,690)	(52,658)	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)	(1,097,017)	(863,549)	(233,468)
Staff Lottery Database							(38,634)						(38,634)	0	(38,634)
Social Prescribing Project (Child Health)			(49,168)					(126,036)					(175,204)		(175,204)
Staff Lottery Approvals	(9,811)	(13,944)	(5,722)	(1,728)	(3,558)	(2,804)	(627)	(10,660)	(2,340)	(6,975)	(20,000)	(20,000)	(98,167)	(93,395)	(4,772)
Investment Management Fees		(8,689)			(8,140)			(8,157)				(7,821)	(32,807)	(33,216)	409
Other Salaries - various funds													0	(123,795)	123,795
Staff Lottery Prizes	(5,000)	(4,000)	(13,000)				(2,000)	(28,000)	(5,000)	(4,000)	(4,000)	(4,000)	(69,000)	(81,000)	12,000
C&V Quarterly Salary Recharges (Admin)		(23,573)								(47,146)			(94,292)	(70,719)	(23,573)
C&V Quarterly Salary Recharges (Internal Audit)													0	(9,636)	9,636
C&V Charity Wales Audit charges					(23,784)							(23,784)	(47,568)	(45,288)	(2,280)
C&V Quarterly Salary Recharges (General Funds)			(117,762)		(39,962)		(78,870)	(33,911)	(64,650)	(64,088)	(59,732)	(458,975)	(458,975)	(288,169)	(170,806)
Total Payments	(221,672)	(313,732)	(271,853)	(62,530)	(277,790)	(104,666)	(182,497)	(344,900)	(144,371)	(238,460)	(174,251)	(371,289)	(2,708,012)	(2,273,776)	(434,236)
In Month Movement	143,916	(195,591)	(125,652)	(23,442)	(137,312)	41,252	(57,533)	(21,356)	(10,145)	(78,553)	(65,386)	(213,742)	(93,545)	(336,042)	(407,503)
Balance carried forward	366,963	571,371	445,719	422,277	284,965	326,217	268,684	372,328	362,183	283,630	218,243	129,502	129,502	223,047	

Chilcott, Rachel
04/12/2024 14:22:47

Cardiff and Vale Charity General Reserve Profile

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Balance Brought Forward	0	687,858	429,016	(497,498)	(605,128)	(770,071)	(872,819)
Income (Legacies, Donations - Not Restricted)	0	0	0	21,478	0	0	0
Transfers (From Dormant Funds)	371,712	28,563	0	7,200	15,000	15,000	15,000
Total Income	371,712	28,563	0	28,678	15,000	15,000	15,000
Net Cost of Fundraising Team	(276,206)	(356,084)	(346,906)	(363,905)	(255,000)	(255,000)	(255,000)
Net Income / Expenditure - Fundraising in Year - (Change in fund value arising from operations)	95,506	(327,521)	(346,906)	(335,227)	(240,000)	(240,000)	(240,000)
Balance Brought Forward	456,583						
Unrealised change in Investment Values - Increase / (Decrease)	864,333	448,284	(323,000)	246,000	128,475	146,670	146,670
Expenditure - General Reserve Commitments	(728,564)	(379,606)	(256,608)	(18,403)	(53,418)	(9,418)	(9,418)
Change in fund value arising from movement in Investments & Commitments	592,353	68,678	(579,608)	227,597	75,057	137,252	137,252
Balance of General Reserve	687,858	429,016	(497,498)	(605,128)	(770,071)	(872,819)	(975,567)

CUMULATIVE IMPACT							
Change in fund value arising from operations	95,506	(232,015)	(578,921)	(914,148)	(1,154,148)	(1,394,148)	(1,634,148)
Change in fund value arising from movement in Investments & Commitments	592,353	661,031	81,422	309,020	384,077	521,329	658,581
Balance of General Reserve	687,858	429,016	(497,498)	(605,128)	(770,071)	(872,819)	(975,567)

Chilcott, Rachel
04/12/2024 14:22:47

Report Title:	Health Meadow Appeal Change of Status Report			Agenda Item no.	3.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.20 24
		Private			
Status:	Assurance	Approval	X	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

Our Health Meadow - Ein Dôl Iechyd (OHM) was established in 2016 to bring to life the vision of a community orchard in the fields surrounding the site at University Hospital Llandough. Cardiff and Vale University Health Board worked with external partners to establish an innovative project development, which is believed to be the first of its kind on a hospital site in the UK.

The project aim was to establish an ecological community health park which benefits wildlife, plants and people through positive human environment interaction and particularly support patients, staff, and visitors to UHL, and the wider community of Cardiff and the Vale of Glamorgan.

To support this, the Health Charity created a dedicated fundraising appeal to help raise income to fund projects delivered by Down to Earth; an award-winning social enterprise, who worked closely with patients, staff and third sector groups to create an outdoor healthcare and rehabilitation facility.

Since 2016, the Health Charity has helped secure income of over £470,000 to support OHM related projects.

Our Health Meadow Achievements include:

- Receiving the coveted Green Flag Community Award in recognition of its high environmental standards, cleanliness, safety, and community involvement.
- Runners-up in the NHS Wales Awards 2024- Improving Health and Wellbeing Category.
- Runner-up in the NHS Forest 2023 awards category for pioneering use of green space by healthcare professionals.
- Staff Lottery funds supported a staff vegetable growing project delivered by Down to Earth.
- Specially-tailored workshops have been delivered with evidence-based benefits to health, both physically and mentally.
- Winner of the Silver-Gilt Medal at The Royal Horticultural Society Show 2019.
- Planted a tree in memory of Her Majesty Queen Elizabeth II in honour of the Queen's Green Canopy Project.
- Received a 'Building with Nature' Full Award*, which was the first of its kind in Wales. The Building with Nature Standards provide planners and developers with evidence-based, how-to guidance on delivering high quality green infrastructure projects. The Standard puts nature at the heart of development in a way that benefits people and wildlife.

Funding applications to secure further investment for the proposed next phase project at OHM, i.e. capital funding and ongoing maintenance costs for a Nature Haven, have unfortunately been unsuccessful. As such, despite some interest by clinical boards and third

Chilcott, Rachel
04/12/2024 14:22:47

sector groups to utilise the site, activity at Our Health Meadow has reduced significantly since 2023.

Recent discussions regarding the current status of the project have taken place in the Health Meadow Steering Group. As there are currently no dedicated campaigns or set targets, the account can no longer be classified as an appeal, therefore, the Chair and Vice-Chair, with backing from group members propose that the Our Health Meadow Appeal is reclassified to a fund status.

The reclassification of an appeal to a fund means that the Health Charity team will no longer be actively fundraising to raise income and awareness through engagement. However, by changing the account to a fund, supporters can continue to donate should they wish.

The Steering Group would be stepped down, however, the Health Charity will continue to ensure supporters of Our Health Meadow receive fundraising guidance and advice where required.

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





I support the proposal of the Health Meadow Steering Group to step down the committee and reclassify the Appeal to a Fund basis, and acknowledge that the Health Charity fundraising team will continue to ensure supporters receive appropriate guidance and advice as required.

Recommendation:

The Committee are requested to:

- **Acknowledge** the Health Meadow’s achievements
- **Agree** to reclassify the Our Health Meadow Appeal to a Fund status from January 2025
- **Agree** to “step down” the Health Meadow Steering Group

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>

Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term		Integration	X	Collaboration	X	Involvement	X
------------	--	-----------	--	-------------	---	---------------	---	-------------	---

Quality Impact Assessment Completed?			
Yes – <i>(please provide completed QIA document)</i>		No – <i>(Please provide reasoning, e.g. not required)</i>	n/a
Impact Assessment:			
Risk: No			
Safety: No			
Financial: No			
Workforce: No			
Legal: No			
Reputational: No			
Socio Economic: No			
Equality and Health: No			
Decarbonisation: No			
Welsh Language: No			
Approval/Scrutiny Route <i>(please note anywhere else this paper has been before):</i>			
Committee/Group/Exec	Date:		

Chilcott, Rachel
04/12/2024 14:22:47

Report Title:	STAFF LOTTERY BIDS PANEL TERMS OF REFERENCE			Agenda Item no.	3.3
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.2024
		Private			
Status:	Assurance	Approval	X	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

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

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

At the September meeting of the CFC, members discussed if projects should be one off and if duplicate/similar projects from the same department should be considered.

All agreed, duplicate applications could be considered in exceptional circumstances. The TOR should be updated and revised to reflect the following change:

Duplicate/Similar Projects

The Staff Lottery Panel may consider duplicate or similar projects for the same department in exceptional circumstances when there is a defined benefit aligned with the charity's priorities and a future support plan is in development or has been developed.

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



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

Recommendation:

The Committee are requested to:

- **Endorse** the amendment to the Staff Lottery Bids Panel Terms of Reference. The next review date is December 2025.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>	
--	---	--



Delivering in the Right Places

3.

Click the objective above to view more detail.



Acting for the Future

4.

Click the objective above to view more detail.

Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term		Integration	X	Collaboration	X	Involvement	X
------------	--	-----------	--	-------------	---	---------------	---	-------------	---

Quality Impact Assessment Completed?

Yes – <i>(please provide completed QIA document)</i>		No – <i>(Please provide reasoning, e.g. not required)</i>		n/a
--	--	---	--	-----

Impact Assessment:

Risk: No

Safety: No

Financial: No

Workforce: No

Legal: No

Reputational: No

Socio Economic: No

Equality and Health: No

Decarbonisation: No

Welsh Language: No

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

Committee/Group/Exec	Date:
----------------------	-------

Chilcott, Rachel
04/12/2024 14:22:47

Report Title:	Charitable Funds Investment Management Services Contract Extension			Agenda Item no.	3.4
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.2024
		Private			
Status:	Assurance	Approval	X	Information	
Lead Executive:	Executive Director of Finance				
Report Author:	Deputy Director of Finance				

Main Report

Background and current situation:

This report presents a recommendation to extend the current investment contract between Cardiff and Vale Health Board Charity and Rathbone Investment Management Limited, with a focus on maintaining the positive trajectory of the portfolio's performance and ensuring continued alignment with the Charity's financial and strategic objectives.

As part of the previous tender exercise, the contract set out the expectations of the portfolio in terms of risk appetite, ethical investment and the balance between income and capital gains.

The Health Board Charity entered into a contract agreement with Rathbone Investment Management Limited in January 2022. The contract was awarded for a three-year period: 26th January 2022 to 26th January 2025 (with an option to extend for up to two years to January 2027).

The first-year extension is therefore due in January 2025.

The information, performance and relationship experience with Rathbone has been positive.

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

In light of the favourable performance, relevant procurement report and strategic alignment of the current investment, it is recommended that the Charitable Funds Committee approve the extension of the investment contract with Rathbone Investment Management Ltd for 1 year [January 2025 to January 2026]. This will ensure that Cardiff and Vale Charity continue to benefit from a stable and professional partnership, with the opportunity to realise further gains in the future.

Key points for the attention of Committee:

The Deputy Director of Finance has indicated that the second-year extension (January 2026 – January 2027) may be utilised in order to align with the contract period. However, it is planned to undertake a review during the financial year 2025/26 with regards to this intention, which would allow sufficient timeline for a re-tender exercise within the remaining extension time period.





Recommendation:

The Committee are requested to:

- **APPROVE** the extension of the current investment contract with Rathbone Investment Management Ltd for the term of one year (26th January 2025 to 25th January 2026

- **NOTE** the proposal that may utilise the final year of the contract and re-tender in sufficient time.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>

Five Ways of Working (Sustainable Development Principles) considered

Prevention		Long term	X	Integration		Collaboration		Involvement	
------------	--	-----------	---	-------------	--	---------------	--	-------------	--

Quality Impact Assessment Completed?

Yes – (please provide completed QIA document)		No – (Please provide reasoning, e.g. not required)		n/a
---	--	--	--	-----

Impact Assessment:

Risk: N/A
Safety: N/A
Financial: Yes
Workforce: N/A
Legal: N/A
Reputational: N/A
Socio Economic: N/A
Equality and Health: N/A
Decarbonisation: N/A
Welsh Language: N/A

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

Committee/Group/Exec	Date:

Chilcott, Rachel
04/12/2024 14:22:47

Report Title:	Health Charity Fundraising Report			Agenda Item no.	4.1
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.2024
		Private			
Status:	Assurance	Approval		Information	X
Lead Executive:	Executive Director of Finance				
Report Author:	Director of Communications, Arts, Health Charity and Engagement				

Main Report

Background and current situation:

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

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

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

This report covers the progress and activities of the funds managed by the Health Charity Team, for the period 1st September – 30th November 2024.

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

Prop Appeal-Brain Injury Rehab

- The Prop Ball raised over £9,000
- Throughout November, patients and staff within the Neurological Rehabilitation challenged themselves to run, cycle, and swim - their very own IRONMAN. Income stands at over £6,000.
- The unit held an Autumn Fayre arranged by the patients and were thrilled to be joined by Cardiff City Football players, Sean Morrison, Joe Ralls. The event made over £800.

Breast Centre Appeal

- Breast Centre Consultant Eleri Davies ran the Chicago Marathon in October and raised £6,500
- Patient Emma Sibbick took on a challenge through October for Breast Cancer Awareness Month and raised over £4000
- Cardiff Half runners supporting the Breast Centre Appeal raised over £6000.
- Bad Wolf, Screen Alliance Wales and IJPR completed 'August for Allison' in support of their colleague who is having treatment for breast cancer and raised over £6,800
- Gold Tie Ball will take place on 30th November where we celebrate reaching over £1m through donations. 264 tickets sold.
- Dinas Powys WI have created a 'Calendar Girls' style calendar with all proceeds being donated to the Breast Centre Appeal – cheque presentation will take place in new year.

Legacy Income

Chilcott, Rachel
04/12/2024 11:22:47

- Income received from Gifts In Wills at end of October 2024 totalled **£281,994.30**.
- There are currently 10 active legacies, which the Health Charity Team are in the process of ongoing engagement with solicitors and executors, several involving house sales and either shares or whole of the residuary estate. It is anticipated that some of these will be completed within this financial year and an updated income report will be provided to the March CFC meeting.

Fundraising

- The Health Charity has commenced a three-month trial period of engagement with Honey Legal Estate Planning Services [Home | Honey Legal](#) to support its Gifts In Wills fundraising campaign.
- Honey Legal will support the Charity by its offering of a Free Estate Planning Review to visitors and staff of the Health Board via its direct engagement at University Hospital of Wales and University Hospital Llandough sites.
- Short-term income will be generated from a commission split on orders written, as well as the potential to generate longer term legacy income.
- There is no financial risk to the Charity from this trial project.
- An evaluation report including engagement and financial data, will be reported back to the CFC meeting in March 2024.

Staff Lottery

- The SuperMegaDraw took place in November, with one lucky colleague winning £24,000. Lottery promotion leading up the draw resulted in an increase in colleagues signing up, with 6659 numbers currently allocated.
- October monthly income = **£28,525.55**. An update on the increased income in November will be available for the March report.
- A Large Society Operating Licence application has been submitted to the Gambling Commission and we await the outcome of this.

Fundraising activities

The Health Charity Team has been involved in individual events and supporting fundraisers throughout the organisation, including marketing and promotion opportunities, resulting in a total of £55,600 in donations (restricted and unrestricted /undesigned funds) and receipt and disbursement of legacy income as above, in the last quarter.

Events 2024

Cardiff Half Marathon 2024

The Cardiff Half Marathon took place in October 2024. Health Charity involvement at the event included 50 purchased places, plus other supporters who had bought their own places. Fundraising income from this event is recorded* as just under £26,500, with £4,250 allocated to the 'Make it Better Fund' to cover the cost of the spaces purchased.

* as of 31st October 2024

TenYfan 2025

Eight fundraisers have signed up to the TenY Fan challenge (to climb Pen Y Fan 10 times in 24 hours) on the 10th May 2025, with funds being raised for the Make It Better Fund and/or other chosen Health Board charitable funds.

Planned Events 2025

As the Health Charity team completes its ongoing restructure and reallocation of resources, planned future events are minimal until such time as the external consultant review by More Partnership and subsequent completion of the Health Charity Strategy Review.

It is anticipated that a clear steer and fundraising plan will be available from the Charitable Funds Committee and Board of Trustees, which will direct the focus of the fundraising team to plan events and activities.

Currently planned events include:

Cardiff Half Marathon 2025

We currently have a reserve list of over 50 individuals registered for the event in 2025, and are in the process of purchasing 50 charity places, plus looking at 10k events in Cardiff and the Vale of Glamorgan.

London Marathon 2025

The Health Charity has entered a ballot for entries into the London Marathon 2026 - 2029. Charities will be informed on 2nd December if successful.

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



- I am pleased to report on the Health Charity Team activity currently taking place and planned events in 2025, whilst recognising the limited fundraising activity due to the reduction in resources and team restructure and refocus as advised.
- I look forward to the completion of the external consultancy review and refresh of the Health Charity Strategy to provide a clear steer and fundraising focus.
- I support the team in researching new areas of fundraising for potential short and long-term income generation, e.g. in its Gifts In Wills fundraising campaign.

Recommendation:

The Committee are requested to:

- **Receive** the Health Charity Report for information and assurance.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>

Five Ways of Working (Sustainable Development Principles) considered

Prevention	Long term	Integration	X	Collaboration	X	Involvement	X
------------	-----------	-------------	---	---------------	---	-------------	---

Quality Impact Assessment Completed?

Yes – <i>(please provide completed QIA document)</i>			No – <i>(Please provide reasoning, e.g. not required)</i>	n/a
Impact Assessment:				
Risk: No				
Safety: No				
Financial: No				
Workforce: No				
Legal: No				
Reputational: No				
Socio Economic: No				
Equality and Health: No				
Decarbonisation: No				
Welsh Language: No				
Approval/Scrutiny Route <i>(please note anywhere else this paper has been before):</i>				
Committee/Group/Exec	Date:			

Chilcott, Rachel
04/12/2024 14:22:47

Report Title:	STAFF BENEFITS GROUP REPORT			Agenda Item no.	4.2
Meeting:	Charitable Funds Committee	Public	X	Meeting Date:	10.12.2024
		Private			
Status:	Assurance	Approval		Information	X
Lead Executive:	Executive Director of People and Culture				
Report Author:	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 September – November 2024.

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

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

The Health Charity Manager (Business, Operational & Legacies) facilitates the relationship and communications between the SBG, its partners/discount providers and the Communications Team digital support. Administrative support is provided by the Team Administrator for the Communication, Health Charity and Engagement Team.

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

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

The last meeting of the Staff Benefits Group was held on 5th November 2024, and this report contains a summary of the discussions and decisions made in the meeting.

Salary Sacrifice Scheme - Home Electronics

Discussion has taken place regarding potential engagement with the scheme. However it was noted that there has been no interest expressed by colleagues and members expressed concern regarding the financial implications for colleagues, due to the high taxable benefits. Therefore a decision was made not to proceed with this.

Staff Benefits Partners

Nathaniel Cars Group (NCG)

- NCG donated a signed Cardiff City F.C. shirt as an auction prize for the Breast Centre Gold Tie Ball in November.
- BJ has asked NCG if there is an opportunity for staff discounts on used cars as well as new vehicles, but no response to date.
- Recent promotions feature a Christmas offer, running from 1st November – 24th December, with cashback on all award-winning MG range and used cars.
- NCG queried the potential for re-siting of their demonstration vehicles based at the University Hospital of Wales and University Hospital Llandough to more visible locations, but the SBG declined this request as it is satisfied with the current locations.
- SBG proposed a review of the current agreement with Nathaniel's with a view to putting the option back out to tender. Chair to receive a copy of the current contract. The group acknowledged that ending the current agreement with Nathaniel's would result in the loss of the branded Health Charity, but was advised the impact of this would be minimal.

New Staff Benefits Providers

No new staff discount proposals received during the last quarter.

Staff Benefits Promotions

- Content during the next quarter will be aligned to the Christmas/New Year period and key Health Board wellbeing and Public Health messaging.
- RG encouraged the SBG to actively participate in the CAV Staff Benefits community via Viva Engage. SBG suggested a more collaborative approach, inviting colleagues to share their preferences for future offers and to contribute their awareness of available benefits.
- RG has requested that the SBG collaborate to develop a Staff Benefits Framework to guide future content. A meeting with the Organisational Development Team will be scheduled to commence development of this framework.

Blue Light Card

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

Ask Suzanne – Staff Benefits

- The Chair of the SBG has been invited as the guest speaker to an Ask Suzanne session scheduled for 6th June 2025. The session is aligned to the Shaping Our Future Wellbeing objective, "Putting People First".

Travel Savings

- SBG to promote a feature on the various travel savings available to colleagues including promotion of the Cardiff Bus Pass Scheme.

Salary Sacrifice Schemes – Webpages

Christy, Rachel
12/2024 14:47

- Content to be revised on Salary Sacrifice Schemes webpages to include FAQs for staff.

Health Charity Team collaboration

- The Health Charity Manager reported on plans to utilise the Pod in the Concourse of UHW to host local businesses offering staff benefits; allowing them to promote their services, whilst supporting Health Board patients and colleagues through the Health Charity.
- A three-month trial period of engagement with Honey Legal Services, who offer free Estates Planning will commence in November, with a no risk benefit to the Charity. If successful, there is a potential for more formal engagement which will include offering exclusive staff discounts to CAVUHB. An evaluation report will be provided to the next SBG meeting.

Date and Time of Next Meeting – 11th February 2025

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





- The Staff Benefits Group continues to support colleagues across Cardiff and Vale University Health Board by promoting internal employee benefits and external staff discounts/offers via staff engagement platforms, including VIVA Engage, CAVUHB Internet /Staff Connects/Sharepoint/social media platforms and digital screens.
- It is encouraging to see the mutually beneficial opportunities being explored and progressed between the Staff Benefits Group and the Health Charity which includes:
 - the promotion of local benefits and discounts for colleagues via face-to-face engagement
 - increased opportunities for fundraising support which directly impacts both patients and colleagues
 - community partnership engagement to enhance staff benefits

Recommendation:

The Committee are requested to:

- **RECEIVE FOR INFORMATION** the Staff Benefits Group Report for the period September – November 2024.

Link to Strategic Objectives of Shaping our Future Wellbeing:

 <p>Putting People First</p> <p>1.</p> <p>Click the objective above to view more detail.</p>	 <p>Providing Outstanding Quality</p> <p>2.</p> <p>Click the objective above to view more detail.</p>
 <p>Delivering in the Right Places</p> <p>3.</p> <p>Click the objective above to view more detail.</p>	 <p>Acting for the Future</p> <p>4.</p> <p>Click the objective above to view more detail.</p>

Five Ways of Working (Sustainable Development Principles) considered									
Prevention		Long term		Integration	X	Collaboration	X	Involvement	X
Quality Impact Assessment Completed?									
Yes – <i>(please provide completed QIA document)</i>		No – <i>(Please provide reasoning, e.g. not required)</i>			n/a				
Impact Assessment:									
Risk: No									
Safety: No									
Financial: No									
Workforce: No									
Legal: No									
Reputational: No									
Socio Economic: No									
Equality and Health: No									
Decarbonisation: No									
Welsh Language: No									
Approval/Scrutiny Route <i>(please note anywhere else this paper has been before):</i>									
Committee/Group/Exec		Date:							

Chilcott, Rachel
04/12/2024 14:22:47