

**CONFIRMED MINUTES OF THE TRUSTEE MEETING
HELD ON THURSDAY 25 JANUARY 2018
BOARD ROOM, UNIVERSITY HOSPITAL LLANDOUGH**

Present:

Maria Battle	Chair
Abigail Harris	Director of Planning
Akmal Hanuk	Independent Member – Community
Charles Janczewski	Vice Chair
Dr Fiona Jenkins	Director of Therapies and Health Sciences
Dr Graham Shortland	Medical Director
John Antoniazzi	Independent Member –Estates
John Union	Independent Member – Finance
Len Richards	Chief Executive
Martin Driscoll	Director of Workforce and OD
Michael Imperato	Independent Member - Legal
Robert Chadwick	Director of Finance
Ruth Walker	Executive Nurse Director
Sara Moseley	Independent Member – Third Sector
Dr Sharon Hopkins	Director of Public Health
Steve Curry	Chief Operating Officer
<i>Vacant</i>	Independent Member – Trades Unions

In Attendance:

Alun Williams	Head of Financial Services
Chris Lewis	Deputy Director of Finance
Peter Welsh	Director of Corporate Governance

Secretariat

Julia Harper

Apologies:

Eileen Brandreth	Independent Member – ICT
Prof Gary Baxter	Independent Member – Cardiff University
Cllr Susan Elsmore	Independent Member – Local Authority

UHBT 18/001

WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

UHBT 18/002

APOLOGIES FOR ABSENCE

Apologies for absence were noted.

UHBT 18/003 DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests in the proceedings on the agenda. None were declared.

UHBT 18/004 MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2017

The Trustee **RECEIVED** and **APPROVED** the minutes of the meeting held on 28th September 2017.

UHBT 18/005 MATTERS ARISING

There were no issues to update at this time.

UHBT 18/006 CARDIFF AND VALE HEALTH CHARITY ANNUAL REPORT AND ACCOUNTS 2016/17

The Deputy Director of Finance, Mr Chris Lewis, presented an overview of the Annual Report and Accounts of the Charity for 2016/17 and recommended the approval of these as well as the associated Letter of Representation.

Unfortunately Mr John Herniman from Wales Audit Office was unable to attend the meeting. The Chair advised that she had spoken Mr Herniman who had confirmed the accounts would be unqualified.

Mr Lewis referred to the Statement of Financial Activity on page 48. The Charity had a net income of £377k, gains and investments of £946k, revaluation of gains of £64k which increased the value of the Charity by nearly £1.4m.

The Vice Chair requested a discussion about the Reserves Policy outside the meeting.

Action – Mr Charles Janczewski and Mr Chris Lewis

The Trustee concurred that the Annual Report was an uplifting read that demonstrated the commitment of staff and the public to raising money to support and improve services.

The Chair thanked Mr John Herniman, Mr Chris Lewis and Mr Alun Williams for the work they had done for the Charity.

ASSURANCE was provided by:

- Audited accounts showed a true and fair view and were un-qualified.
- Strong financial controls.

The Trustees:

- **CONSIDERED** the Annual Report and Accounts for 2016/17, Letter of Representation and ISA 260 Report from the Wales Audit Office.
- **RECOMMENDED** the approval of the Accounts and Annual Report for 2016/17, based on the assurances given and the recommendation of the Wales Audit Office.
- **CONFIRMED** the statement made in the Letter of Representation to the Auditors and recommended approval of this document.

UHBT 18/007 HORATIO'S GARDEN

The Director of Corporate Governance explained the reason for the request to the Trustee to support a loan of approximately £500k that would be repaid on the sale of Rookwood Hospital. Horatio's Garden would be the first in NHS Wales and would improve the patient experience. The Charitable Funds Committee had supported this proposal.

It was confirmed that as this was a charitable donation, Welsh Government approval was not required.

The Trustees considered the proposal and were not comfortable with a loan-type arrangement. The Trustees agreed that given the financial balance of the Charity, a donation from UHB charitable funds should be used to fund the garden. Progress and expenditure will be scrutinised by the Charitable Funds Committee.

The Trustees:

- **ENDORSED** the application to fund the enabling work (approx £500k) at University Hospital Llandough for Horatio's Garden and
- **AGREED** that this should be funded from UHB Charitable Funds.

UHBT 18/008 REVIEW OF THE MEETING AND ANY URGENT BUSINESS

There was nothing further to add to the meeting.

UHBT 18/009 DATE OF NEXT MEETING

The next meeting would be held on 27th September 2018.