

**CONFIRMED MINUTES OF A TRUSTEE'S MEETING OF CARDIFF AND VALE
HEALTH CHARITY CORPORATE TRUSTEE MEETING ON 28th MARCH 2019
BOARD ROOM, UNIVERSITY HOSPITAL, LLANDOUGH**

Present:

Maria Battle	MB	Chair
Charles Janczewski	CJ	Vice Chair
Gary Baxter	GB	Independent Member - University
Eileen Brandreth	EB	Independent Member - ICT
Robert Chadwick	RC	Executive Director of Finance
Susan Elsmore	SE	Independent Member - Local Authority
Akmal Hanuk	AK	Independent Member - Community
Abigail Harris	AH	Executive Director of Strategic Planning
Michael Imperato	MI	Independent Member - Legal
John Union	JU	Independent Member - Finance
Ruth Walker	RW	Executive Nurse Director

In attendance:

Caroline Bird	CB	Deputy Chief Operating Officer
Nicole Foreman	NF	Director of Corporate Governance

Secretariat:

Sheila Elliot	SE	Governance Team
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Apologies:

Stephen Allen	SA	Community Health Council
Steve Curry	SC	Chief Operating Officer
Len Richards	LR	Chief Executive

CT/19/03/001	WELCOME AND INTRODUCTIONS
	The Chair welcomed everyone to the meeting of the Charity Trustee.
CT/19/03/002	APOLOGIES FOR ABSENCE
	Apologies for absence were noted.
CT/19/03/003	DECLARATIONS OF INTEREST
	Charles Janczewski declared his interest as Chair of the Quality and Patient Safety Committee at WHSCC.
CT/19/03/004	MINUTES OF THE BOARD MEETING HELD ON 13th December 2018
	The Corporate Trustee reviewed the Minutes from the meeting held on 13 th December 2018.
	Resolved that:

	<p>The Corporate Trustee approved the minutes of the meeting held on 13th December 2018.</p>
CT/19/03/005	<p>ACTION LOG FOLLOWING THE LAST MEETING HELD ON 13th December 2018</p> <p>There were no actions on the action log following the meeting held on 13th December 2018.</p>
CT/19/03/006	<p>CHAIRS ACTIONS</p> <p>There were no Chair's actions since the meeting held on actions following 13th December 2018.</p>
CT/19/03/007	<p>CHARITABLE FUNDS BID – SUSTAINABLE TRAVEL FOR PATIENTS AND STAFF OF CAV UHB</p> <p>The Executive Director of Strategic Planning introduced the report and stated that this was a bid for Charitable Funds to support the Sustainable Travel Plan. She explained that it also supported the organisation's Strategy of Shaping our Future Wellbeing. The Executive Director for Strategic Planning explained that due to the amount of money being requested the size of the bid was too large for approval by the Charitable Funds Committee.</p> <p>The issue of staff and patients being unable to park at both UHW and UHL was causing considerable distress to staff and patients alike and was a continuous theme causing numerous complaints.</p> <p>She reported that the Park and Ride Scheme at UHW had proved very successful but was limited due to the frequency of the buses being insufficient and also the early cut-off time in the evenings, meaning that some staff could not return to their cars when they finished their shifts. In addition to this more clinical services were moving to Llandough and the site was already pressurised. Public buses to Llandough were not as frequent as they could be.</p> <p>The paper recommended that a Park and Ride service could be trialled from the old Toys-R-Us site, which is owned by Cardiff Council, who had agreed to lease the site to Cardiff and Vale UHB without cost for a one-year trial period. In addition to this it was also reported that Cardiff Council were looking at providing a Park and Ride facility for other destinations on that side of the City and the ToysRUs site was their preference.</p> <p>It was reported that there would be a need to keep Cardiff Council appraised on how the pilot was going.</p> <p>It was noted that as an employer Cardiff and Vale UHB were not obliged to provide staff parking. However, both sites were situated in residential areas and so the problem was impacting upon residents within the area.</p>

At the meeting of the Independent Members a request had been made to seek legal advice to check that the Charitable Funds could be used to support the Sustainable Travel Plan and that it met the Charitable Objectives. The Director of Corporate Governance confirmed that this advice had been sought and it had been confirmed that Charitable Funds could be used for this purpose.

The Chief Operating Officer was asked to advise whether information on the Park and Ride Scheme was now part of the patient appointment letters and also whether or not, due to a previous request, a manned telephone line was available for the Park and Ride office. It was confirmed that there was a meeting due to be held with Parking Eye imminently so the issue of a telephone would be raised then. The Chief Operating Officer also confirmed that he would find out if the information was available within patient appointment letters.

SC

The legislation now in place required that patient parking should be free. However, the same free parking did not apply to staff in the legislation.

The Executive Director of Strategic Planning talked about a longer-term vision with ongoing work to produce a more detailed comprehensive travel plan to be carried out. Work was also being carried out with one of the consultants in Public Health who has been seconded to Cardiff Council to work on this issue.

The Executive Director of Finance stated that there was £500k in the General Resources Fund so the pilot project could be met from Charitable funds, although the value of invested funds could go up and down according to the market. This would also mean that there would be limited investment following the use of these funds and leaving flexibility of only £120k. However, it was felt that this risk was manageable. It was also stated that there was currently £10m in the Charitable Funds and restructuring of the Charitable Funds could occur if, it was felt to be appropriate.

The Charity Trustee were also reminded about the WIFI project which was a trial project but due to the success the costs were being met by the Charitable Funds on an on-going basis. This issue would need to be re-visited at the next meeting of the Trustee to confirm whether or not continued support of the WIFI through Charitable Funds was appropriate.

The Director of Corporate Governance stated that the Work plan for the Charitable Funds Committee now included the development of a Strategy for spending on future projects. This would require approval of the Corporate Trustee.

It was also confirmed that a Health Quality Impact Assessment needed to be completed prior to the project going ahead.

AH

The Park and Ride pilot would fall into two parts – extending the current service to UHW and providing a new service to UHL. The Cardiff Bus contract would be extended to incorporate a service every ten minutes and provide a later service in the evenings. Cardiff Bus had the buses

	<p>and drivers in place to cover this extended service. A tender would go out for the service to be provided to UHL.</p> <p>If the pilot was successful then the Health Board would incorporate costs into the revenue budget for the following financial year and thereafter.</p> <p>Resolved – that:</p> <ul style="list-style-type: none"> (a) The Charity Trustee approved that the service for UHW run from the hours of 8.00 a.m. – 11.00 p.m. (b) The Charity Trustee approved that the frequency of the UHW service be every 10 minutes for a period of 12 months (c) The Charity Trustee approved that a 12 month contract be put in place to run a service between Toys R Us and the UHL. (d) The Charity Trustee approved that a mini bus shuttle service from Woodlands House to UHL be put in place (e) The Charity Trustee approved that the health benefits be promoted to patients and staff. (f) The Charity Trustee approved the overall costs associated with the above schemes of £391,854k. 	RC
CT/19/03/008	<p>CHARITABLE FUNDS COMMITTEE – ANNUAL REPORT 2019/20</p> <p>The Director of Corporate Governance introduced the Charitable Funds Committee Annual Report and confirmed that it was a report of the work of the Committee rather than the spending of Charitable Funds. The Report was being presented to the Charity Trustee for approval.</p> <p>Resolved – that:</p> <ul style="list-style-type: none"> (a) The Charity Trustee approved the Annual Report 2019/20 of the Charitable Funds Committee. 	
CT/19/03/009	<p>CHARITABLE FUNDS COMMITTEE – TERMS OF REFERENCE AND WORKPLAN 2019/2020</p> <p>The Director of Corporate Governance introduced the report stating that the Terms of Reference and the Work plan had been reviewed and recommended for approval by the Charitable Funds Committee.</p> <p>Resolved – that:</p> <ul style="list-style-type: none"> (a) The Charity Trustee approved the revised Terms of Reference for the Charitable Funds Committee and the Work plan 2019/20. 	
CT/19/03/010	<p>BIDS PANEL TERMS OF REFERENCE</p> <p>The Director of Corporate Governance introduced the Terms of Reference for the Bid Panel and explained that it reported into the Charitable Funds Committee. However, it was important for the Charity Trustee to understand the work of the panel as accountability for the spending of Charitable Funds remained with the Trustee.</p>	

	<p>Resolved – that:</p> <p>(a) The Charity Trustees approved the report, subject to a review of the Executive Director membership being carried out by September 2019.</p>	NF
CT/19/03/011	<p>MEMORANDUM OF UNDERSTANDING BETWEEN CARDIFF AND VALE UNIVERSITY HEALTH BOARD AND CARDIFF AND VALE CHARITY</p> <p>The Director of Corporate Governance introduced the report stating that the document provided authority from the Health Board to the Charity Trustee.</p> <p>Resolved – that:</p> <p>(a) The Charity Trustee approved the Memorandum of Understanding.</p>	
CT/19/03/012	<p>CORE AND NON-CORE FUNDING</p> <p>The Director of Corporate Governance introduced the report and stated that the document had been developed as a guide for what was ‘core’ and ‘non-core’ funding. She stated that the information was useful and should be provided to all staff making a bid for Charitable Funds. However, it was also stated that there would always be areas of ‘grey’ and each bid should be reviewed on its own merits.</p> <p>Resolved – that:</p> <p>(a) The Charity Trustee approved the Core and Non-Core Funding document to be used by staff as a guide when making a bid for Charitable Funds.</p>	
CT/19/03/013	<p>REVIEW OF THE MEETING</p> <p>It was agreed that the meeting was very constructive with good discussion and governance</p> <p>ITEMS FOR NOTING AND INFORMATION</p> <p>There were no items to note</p>	
CT/19/03/014	<p>DATE OF THE NEXT MEETING OF THE TRUSTEES</p> <p>Thursday 26th September 2019, 11.00am BOARD ROOM, UNIVERSITY HOSPITAL, LLANDOUGH</p>	